

**WAC 110-147-1335 What additional steps must I complete prior to licensing?** (1) You must submit through the licensing provider portal a detailed written program description for LD approval. This description must outline:

- (a) Your mission and goals;
  - (b) A description of the services you will provide to children and their families;
  - (c) Your written policies covering qualifications, duties, and on-going training for developing and upgrading staff skills; and
  - (d) A description of your agency's policies and procedures.
- (2) You must have a site inspection by your LD licensor or someone designated by LD who can verify that your Washington state premises have:

- (a) Adequate storage for staff and client files;
- (b) A working telephone;
- (c) Adequate space for privacy when interviewing parents or guardians and children;
- (d) Room or area used for administrative purposes;
- (e) Adequate space for visitation, if needed; and
- (f) Your license must be clearly posted, if the inspection is for a renewal license.

(3) You and your staff are required to submit through the licensing provider portal a negative tuberculosis (TB) test or an X-ray, unless you have had a negative TB test in the previous 12 months. If there is a positive TB test, then the individual must submit a physician's statement identifying that there is no active TB or risk of contagion to children in care.

(a) We may grant an exception to the TB test, in consultation with a licensed health care provider.

(b) This exception would require a statement from a licensed health care provider (MD, DO, ND, PA or ARNP) indicating that a valid medical reason exists for not having a TB test.

[Statutory Authority: RCW 74.15.030. WSR 22-11-091, § 110-147-1335, filed 5/18/22, effective 6/18/22. WSR 18-14-078, recodified as § 110-147-1335, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 74.15.010, 74.15.030, 74.15.040, 74.15.090, 74.13.031, and P.L. 113-183. WSR 16-17-101, § 388-147-1335, filed 8/19/16, effective 9/19/16. Statutory Authority: Chapters 13.34 and 74.13 RCW, RCW 74.15.030(2), 74.15.311(2), 74.13.032, 13.04.011, 74.13.020, 13.34.030, 74.13.031, 13.34.145, 74.15.311, 74.15.030, and 2013 c 105. WSR 15-01-069, § 388-147-1335, filed 12/11/14, effective 1/11/15.]