

**WAC 110-05-0010 Procedures for requesting a CPI and department consideration.** (1) **Requesting a CPI.** The request for a CPI must contain the following information:

(a) The individual's current name, mailing address, telephone number, and email address if available;

(b) The individual's name at the time the founded finding or dependency finding was issued;

(c) A description of the changed circumstances, from the date after the founded finding or dependency finding, that justify the issuance of a CPI to the individual; and

(d) The information described in subsection (5) of this section.

(2) Application forms and instructions are available on the department's website.

(3) The department may return an incomplete request or contact the individual for more information to complete the request.

(4) **Department consideration.** When determining whether to issue a CPI:

(a) The department considers:

(i) Documentation of any founded finding of CA/N and the underlying documentation the entity that issued the finding relied upon to make that finding;

(ii) Findings from any civil adjudication proceeding as defined in RCW 43.43.830;

(iii) Referral history alleging CA/N against the individual;

(iv) The length of time that has elapsed since the founded finding of CA/N;

(v) Whether a court made a finding that the individual's child or youth was dependent pursuant to chapter 13.34 RCW, the length of time elapsed since that dependency proceeding was dismissed, and the outcome of the dependency proceeding, including whether the child or youth was returned to the individual's home;

(vi) Any documentation submitted by the individual indicating whether the individual successfully addressed the circumstances that led to the founded finding of physical abuse or negligent treatment or maltreatment including, but not limited to:

(A) A declaration by the individual signed under penalty of perjury;

(B) Recent assessments or evaluations of the individual; and

(C) Completion or progress toward completion of recommended court-ordered treatment, services, or programs;

(vii) Any pending criminal or civil actions against the individual;

(viii) Results of background checks as authorized under RCW 10.97.050, 43.43.833, and 43.43.834, and the Federal Bureau of Investigation;

(ix) Personal and professional references submitted by the individual from employers, professionals, and agencies familiar with the individual who can address the individual's current character, suitability, or competence;

(x) Any education, volunteer work, employment history, or community involvement of the individual identified by the individual; and

(xi) Any additional information the department deems relevant; and

(b) The department must accept the underlying founded finding or dependency finding as valid and may not review the merits of that founded finding or dependency finding.

(5) The department must issue a CPI if, on a more probable than not basis, the individual has the character, suitability, and competence to care for children, youth, or vulnerable persons and meets the other requirements of RCW 74.13.720 at the time of the request.

(6) The decision to issue or not issue a CPI will be mailed to the individual within sixty calendar days from the date a request for a CPI as described in WAC 110-05-0010 was received.

[Statutory Authority: RCW 74.13.720(7). WSR 21-12-014, § 110-05-0010, filed 5/20/21, effective 6/20/21.]