

**WAC 388-60B-0130 Adding to existing certification—How must a program add assessments or a level of treatment to an existing certification?**

(1) To add certification to provide any service(s) to an existing certified domestic violence intervention program, the program must submit an abbreviated application that is signed by the program's director.

(2) The abbreviated application to add services can be downloaded at <https://www.dshs.wa.gov/ca/domestic-violence/certification-processor> requested by mail from:

Domestic violence intervention  
treatment program manager  
Department of social and  
health services (DSHS)  
P.O. Box 45710  
Olympia, Washington 98504-5710

(3) Completed applications and required documentation can be emailed to [CADVProgram@dshs.wa.gov](mailto:CADVProgram@dshs.wa.gov) or mailed to the address in this section.

(4) The application must be signed, dated, completed entirely, and must include the following:

(a) The name of the supervisor providing management and supervision of services;

(b) The physical address of the program where the new requested service(s) will be provided;

(c) A copy of the program's policies and procedures applicable to the new service(s);

(d) A copy of the program's treatment topics and evidence-based or promising practice treatment modality related to the new service(s), if applicable; and

(e) Updated quality management procedures to include the new service(s).

(5) The department must approve the application for the provision of the new requested service(s) before the program can provide the service(s).

(6) The department may conduct an on-site review prior to approving the new requested service(s) or issuing a new certificate that includes the added service(s).

[WSR 19-15-044, recodified as § 388-60B-0130, filed 7/11/19, effective 7/28/19. WSR 18-14-078, recodified as § 110-60A-0130, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 26.50.150. WSR 18-12-034, § 388-60A-0130, filed 5/29/18, effective 6/29/18.]