

WAC 308-12-350 Records required for the brief adjudicative proceeding. The records for the brief adjudicative proceeding shall include:

- (1) Renewal or reinstatement of a license:
 - (a) All correspondence between the applicant and the board about the renewal or reinstatement;
 - (b) Copies of renewal notice(s) sent by the department of licensing to the licensee;
 - (c) All documents received by the board from or on behalf of the licensee relating to information, payments or explanations that have been provided to the board.
- (2) Applicants for certification/licensing:
 - (a) Original complete application with all attachments as submitted by applicant;
 - (b) Copies of all supplementary information related to application review by staff or board member;
 - (c) All documents relied upon in reaching the determination of ineligibility;
 - (d) All correspondence between the applicant and the board about the application or the appeal.
- (3) Determination of compliance with previously issued board order:
 - (a) The previously issued final order or agreement;
 - (b) All reports or other documents submitted by, or at the direction of, the license holder, in full or partial fulfillment of the terms of the final order or agreement;
 - (c) All correspondence between the license holder and the program regarding compliance with the final order or agreement; and
 - (d) All documents relied upon by the program showing that the license holder has failed to comply with the previously issued final order or agreement.

[Statutory Authority: RCW 46.01.110 and 2018 c 199. WSR 18-21-028, § 308-12-350, filed 10/5/18, effective 11/5/18. Statutory Authority: RCW 18.08.340 and 43.24.086. WSR 11-11-019, recodified as § 308-12-350, filed 5/9/11, effective 7/1/11. Statutory Authority: RCW 18.96.060. WSR 07-05-040, § 308-12-190, filed 2/15/07, effective 3/18/07.]