

POLICY

Cancels: Licensing Policy Development Policy

See also: PRO 10.1.1.T; RCW 43.215; 170-295; 170-296A; 170-297; 170-300

Approved by:

POL 10.1.1.T DEVELOPING LICENSING POLICIES, PROCEDURES, AND TASKS

This policy applies to DEL developing policy, procedure and task.

1. DEL Will Review Policies, Procedures And Tasks On A Five-Year, Rotating Basis.

DEL will review and revise any emergent policy, as required.

2. DEL Will Compile Feedback On Policies, Procedures And Tasks And Review Annually.

3. Statewide Licensing Administrator (SLA) Or Designee Will Approve Review Groups To Include Licensing Staff

SLA may participate in review groups as time allows.

4. DEL Director Will Sign Off On All Policies

5. All New Or Revised Policies, Procedures, Or Tasks Will Be Added To Document Verification Queue.

Licensing staff must review, acknowledge, and follow new or revised policies, procedures, and tasks. Staff must attend trainings as required.