

PROCEDURE

Cancels: Licensing Policy Development Procedure

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

Approved by:

PRO 10.1.1.T DEVELOPING LICENSING POLICIES, PROCEDURES AND TASKS

Action by:

Action:

Licensing
Analyst Team

1. **Establishes** subsets of policies, procedures, and tasks to review on a rotating 5-year basis.
 - 1a. If statute changes occur, **reviews** impacted policies, procedures and tasks for any needed changes.
2. **Creates** timeline for completion.
3. **Prepares** policies, procedures, and tasks for review each year between May and September.
 - 3a. Emergent items may be addressed at any time.

Statewide
Licensing
Administrator or
Designee

4. **Forwards** list to Statewide Licensing Administrator (SLA).
5. **Receives** notice that policy is due for review, needs to be created or is in need of emergent revision.
6. **Organizes** licensing staff into two teams: Licensing Writing Team and Licensing Review Team.
7. **Sends** list of team members and list of policies to be reviewed or revised to assigned licensing analyst(s).

Licensing
Analyst(s)(LA)

8. **Schedules** meetings with the Licensing Writing Team.
9. **Sends** list of policies to be discussed each meeting.
 - 9a. If policy is new, **writes** policy draft using current draft writing style.
10. **Facilitates** meetings that include:

- Discussion of all required policies and any impacted licensing documents such as templates, forms, or letters.
- Consideration of feedback collected from licensing staff.
- Track changes of each document discussed.

11. **Posts** drafts to insider for 15 business days for licensing staff review.

12. **Sends** drafts to Licensing Review team.

13. **Schedules** meetings with the Licensing Review team.

14. **Facilitates** meetings that include:

- Discussion of all required policies and any impacted licensing documents such as templates, forms, or letters.
- Consideration of feedback collected from licensing staff.
- Track changes of each document discussed.

15. **Sends** the final drafts to Statewide Licensing Administrator or Designee.

Statewide
Licensing
Administrator or
Designee

16. **Works with** Labor Relations Administrator for the union 21 day policy review.

16a. If no further discussion is requested, **sends** to DEL Director.

16b. If further discussion requested, **returns** policies to LA and process **goes back to** Step 12 or **sends** to SLA for revisions.

DEL Director

17. **Works** with SLA and **signs** when approved.

SLA and
Licensing
Projects
Administrator

18. **Determines** need for training and **establishes** communication plan.

18a. TA Team **plans** and **delivers** training statewide.

SLA

19. **Sends** policies to Licensing Analyst.

Licensing
Analyst or
Communications

20. **Ensures** all documents are:

- Added to the Document Verification Queue.
- Posted to the public DEL Website.
- Posted to the internal DEL Insider

Licensing Staff

21. **Reads, acknowledges, and follows** the policies, procedures, and tasks as posted on the Document Verification Queue.

Temporary