



## Reconsideration Request Instructions

Be advised that a reconsideration will not be accepted at any point for a permanently disqualifying conviction under WAC 170-06-0120(1), and will not be accepted within 5 years of the conviction date for crimes listed in WAC 170-06-0120(2).

For cases where reconsideration can be offered, the Department of Early Learning (DEL) will review a Reconsideration Request if new supporting evidence is provided. We will examine all new evidence you have and make a determination based on that information.

The signed reconsideration form and supporting documents must be sent to DEL within 28 calendar days of when the disqualification letter was signed for by someone at the mailing address. The written request must be sent to DEL in some manner that proves DEL received it (ex. certified mail via the United States Postal Service). It must be received no later than 5:00pm on the 28<sup>th</sup> day. A request reaching DEL after 5:00pm on any given day will be considered to have been received on the next business day.

Please send your request to:

Department of Early Learning  
Attn: PBC  
PO Box 40971  
Olympia, WA 98504-0971



Your name	STARS ID #	Telephone number (     )	E-mail address
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Mailing Address	City	State	Zip code
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Please answer the following questions:

1. What were the circumstances that led to your conviction or negative action?
2. Has the reason for disqualification recently been dismissed or reduced? If so provide supporting documentation.
3. Describe the following since the conviction or negative action:
  - Classes taken:
  - Education:
  - Training:

Please attach any updated documentation that provides evidence to support the above information. Examples: New court documents, class certificates, etc.

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_