

I, certify that I mailed a copy of this document, postage prepaid, to the Respondent at the address listed below. I certify under penalty of perjury, under the laws of the State of Washington, that the foregoing is true and correct.

Dated: _____ at: , WA.

By: _____

**STATEMENT OF CHARGES
SUSPENSION/REVOCAION OF LICENSE**

DATE

NAME
ADDRESS
CITY STATE WA

Subject: Statement of Charges

Case Number:

Dear _____ :

This letter is to notify you that the (PROGRAM) of the Washington State Department of Licensing has received and investigated allegations that you have violated the laws of this state that regulate licensure of (PROFESSION).

The Department of Licensing has reviewed the information obtained during its investigation and has decided that sufficient evidence exists to warrant disciplinary action under (PROGRAM STATUTE INCLUDING RELEVANT SUBSECTIONS)

Disciplinary action will be taken to (SUSPEND/REVOKE) your (PROFESSION) license (IDENTIFY ANY PERIOD OF TIME OR CONDITIONS FOR SUSPENSION/REVOCAION) for the following specific reason(s):

(Reasons for charges)

As provided in RCW Chapter 34.05 and Washington Administrative Code (WAC) Chapter 308-08, you are offered the opportunity to request a Brief Adjudicative Proceeding (BAP) to contest this decision. In order to request a BAP, you must complete and return the enclosed form entitled "Request for Brief Adjudicative Proceeding," along with any evidence as described on that form.

The request and the attachments must be received no later than (EXCLUDE THE DATE OF THIS LETTER AND COUNT 20 DAYS). Failure to request a BAP by this date will result in the loss of your right to a BAP and this decision to (SUSPEND OR REVOKE) your (PROFESSION) license (IDENTIFY ANY PERIOD OF TIME OR CONDITIONS FOR SUSPENSION/REVOCAION) will be the final decision in this matter.

If you do request a BAP, a presiding officer will review the program's decision and the record related to this matter within 20 days of receiving your BAP request form. The record consists of

your file, including any evidence you provide. The presiding officer will issue and send to you an Initial Order titled "Finding of Fact, Conclusions of Law and Initial Order" with his/her findings within ten (10) days of reviewing the record.

If you have any question about the BAP, please contact **(PROGRAM STAFF NAME AND TITLE)**, at (360)_____.

Sincerely,

(AUTHORIZED PERSON)
(TITLE)

XX:xxx

cc: Employer (optional)
Presiding Officer
File

Enclosures: Request for Brief Adjudicative Proceeding form

(OTHER OPTIONAL ENCLOSURES YOU MAY CHOOSE TO PROVIDE)

Copy of RCW 34.05.482-494, Administrative Procedures Act
Copy of RCW (URBP section)
Copy of RCW _____and WAC _____, Laws and Rules relating to the
PROGRAM