



Board of Naturopathy Regular Meeting
Proposed Agenda
February 9, 2024

Time: 8:30 a.m.

Location: Zoom webinar (see [last page](#) for access)
Department of Health, Town Center 2
111 Israel Road SE, Room 166
Tumwater, WA 98501

Board Members: Krystal Richardson, ND, Chair
Joanne Hillary, ND, Vice Chair
Brooke Fotheringham, Public Member
Elias Kass, ND
Amira Ahdut, ND, LAc
Chad Aschtgen, ND
Vacant, Public Member

AAG Representative: Luke Eaton, Assistant Attorney General

Contact: Rachel Phipps, Program Manager
564.233.1277
naturopathy@doh.wa.gov

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

For more information, please see [last page](#) of this agenda.

Please Note: Comments from the public in attendance may be solicited after each agenda item.

Open Session:

- 1. Call to Order/Introductions—DISCUSSION/ACTION—Krystal Richardson, ND, Chair**
 - 1.1. Introduction of board and supporting staff members
 - 1.2. Approval of agenda
 - 1.3. Approval of November 17, 2023, business meeting minutes

2. Public Comment— Krystal Richardson, ND, Chair

The board will hear comments from the public. The public may request items to be placed on a future meeting agenda.

3. Presentation

3.1. Luke Eaton, Assistant Attorney General, will share a presentation on board structure and procedures.

4. Old Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

4.1. Substantial Equivalency Committee and JP Exam – Brandon Williams, Project Manager will provide information on SSHB 1724, Section 8 and RCW 18.030.077.

The board will review licensure equivalency and discuss opening a CR101 related to the JP Exam.

4.2. Provider Performed Microscopic PPMP Licensing Changes – Jessica Holloway, program manager, will provide an update on licensing changes related to WAC 246-338-020.

5. New Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

5.1. **Business Plan** —The board will review the most recent business plan and discuss plans to create an updated business plan.

5.2. **Newsletter** —The board will discuss resuming publication of the newsletter.

6. Correspondence—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

The board will review and discuss correspondences received since the last meeting.

6.1. NPLEX Approval Request

6.2. Petition for Rules Amendment

7. Program Reports—DISCUSSION—James Chaney, Executive Director; Rachel Phipps, Program Manager

Department staff will give updates regarding matters specific to the naturopathy medical profession.

7.1. Budget report

7.2. Credentialing statistics report

7.3. Recruitment update

7.4. Legislative updates

8. Future Business—DISCUSSION—Krystal Richardson, ND, Chair

The board will discuss agenda items identified or suggested for future meetings.



- 8.1. HELMS Update
- 8.2. CR101 for Continuing Education
- 8.3. Botox Training Requirements Clarification
- 8.4. Informed Consent for Procedures

9. Settlement Presentations—DISCUSSION/ACTION—Krystal Richardson, ND, Chair
 Settlement and/or Agreed Order presentations are contingent upon agreements being reached between the parties prior to a board meeting. Discussions are held in closed session; however, decisions are made during open session.

10. Adjournment of public meeting—ACTION—Krystal Richardson, ND, Chair

11. Discipline & Licensing

The board will attend to licensing and disciplinary matters.

Meeting Access

<p>Virtual Attendance: This meeting is being held via Zoom webinar. Please mute your microphone/phone if you are not speaking.</p> <p>Join on your computer, mobile app or room device. Click here to register to attend the meeting. After registering, you will receive a confirmation email containing information about joining the webinar</p>	<p>Times and Order: Times are approximate. The meeting will continue until all agenda items are complete. This agenda schedule may change, and items may not be taken in order of the agenda.</p> <p>This meeting will be recorded for the purpose of drafting accurate minutes.</p>
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**Board of Naturopathy
Business Meeting Minutes**

November 17, 2023

8:30 a.m.

On November 17, 2023, the Board of Naturopathy held a hybrid business meeting at Department of Health, 111 Israel Road SE, Tumwater, WA 98501, Town Center 2, Room 153 with access via Zoom. In accordance with the Open Public Meetings Act, notices were published on the DOH website and through GovDelivery.

Board Members:

Krystal Richardson, ND, Chair
Joanne Hillary, ND, Vice Chair
Chad Aschtgen, ND
Amira Ahdut, ND, LAC
Brooke Fotheringham, Public Member
Elias Kass, ND
Vacant, Public Member

Staff:

Rachel Phipps, Program Manager
James Chaney, Executive Director
Alyssa Brazil, Administrative Assistant
Davis Hylkema, Program Associate
Luke Eaton, Assistant Attorney General
Bill Kellington, Supervising Staff Attorney
Heather Cantrell, Policy Analyst

Guests:

Jen Blasi
Michelle Brown-Echerd
Kristina Conner
Letitia Dick-Kronenberg
Laura Farr
Mandy Gulla
Loraine Harkin
Tessa Harvey
Shannon Hirst
Jessica Holloway

Shani Hue
Pamela Kohlmeier
Kevin Kuo
Victoria Lofdahl
Johanna Martinez
Rachelle McCarty
Amy Melsness
Robin Moore
Carey Morris
Liqa Naser

Traci Pantuso
Cristina Persa
Teresa Richter
Angela Ross
Katie Shaff
Lorinda Sorensen
Justin Steurich
Erin Sweet
Jennifer White
Kari Zimmerman

Open Session

1. **Call to Order/Introductions**

Dr. Krystal Richardson, Chair, called the meeting of the Washington State Board of Naturopathy to order at 8:35 a.m. on November 17, 2023.

1.1 **Introductions**

Dr. Krystal Richardson Chair, led roll call of board members, staff, and guests. She then offered an introductory statement explaining the procedure for remote attendance and instructions for public comments.

1.2 Approval of Agenda

MOTION: A motion was made to approve the November 17, 2023, business meeting agenda with the revision to move the Public Comment portion to item 2. The motion was seconded and passed.

1.3 Approval of August 11, 2023, regular meeting minutes

MOTION: A motion was made to approve the August 11, 2023, regular meeting minutes, with a minor correction in section 5.1. The motion was seconded and passed.

- **Public Comment**

Members of the public were invited to introduce themselves and share comments not related to an agenda item or to the rules hearing. No public comment was received.

2. **Rules Workshop – [WAC 246-836-080]- Health Equality Continued Education**

Dr. Krystal Richardson, Chair, opened the rules hearing for proposed rule changes to WAC 246-836-080, continuing competency program, to clarify how the board accepts designation of pharmacology content, clarify the list of approved accredited entities, and to adopt model rules to implement Engrossed Substitute Senate Bill 5229 (ESSB 5229). The rules hearing opened at 9:02 am and Dr. Richardson offered an explanatory statement for the rules hearing procedures, including instructions for receiving public comments.

1.1 Public Comment- Members of the public were given the opportunity to address the board. All public comments we received.

1.2 Board Discussion- The board considered public comments and adoptions of proposed rule amendments.

MOTION: A motion was made to separate the health equity portion and move forward and consider pharmacy and other continuing education portions further. The motion was seconded and passed.

MOTION: A motion was made to move the pharmacology portion forward. The motion was seconded by and passed.

- Dr. Richardson, Chair, closed the rules hearing at 9:57 am.

2. **Presentation – Sunrise Review- Angela Ross, Executive Director of WANP**

Dr. Angela Ross, Executive Director of WANP, provided an overview of an overview of the Sunrise Review to expand scope of practice of Naturopathic Physicians. Dr. Ross asked the board if they would be willing to provide a statement of support, as the regulatory authority for the naturopathic profession.

- 2.1 Board Discussion- The board discussed the request for an official comment on Sunrise Review. Dr. Ahdut and Dr. Richardson volunteered to draft a letter on the board's behalf.

MOTION: A motion was made to have Dr. Richardson and Dr. Ahdut write a letter of support for the Sunrise Review on behalf of the board. The motion was seconded and passed.

3. **Presentation – Second Substitute House Bill 1724, Section 8- Substantial Equivalency and National Accreditations**

Brandon Williams, Project Manager, provided an overview of SSHB 1724, section 8 and its potential impacts on Naturopathy licensing and future rule making. SSHB1724, section 8, primarily focuses on creating a pathway for expedited licensure for professionals licensed in states with substantially equivalent licensure requirements.

- 3.1 Board Discussion – There was discussion on the process for reviewing substantial equivalency and how to address the jurisprudence exam, because if it was required, no state could be considered equivalent. Questions were raised if the jurisprudence exam could be made a CE requirement within a specific time and if such changes would require rulemaking. Department staff confirmed that it would be possible to make the changes and confirmed rulemaking would be required. The board proposed a committee to review substantial equivalency and Dr. Hillary and Dr. Aschtgen volunteered to participate.

4. **Presentation – Provider Performed Microscopic (PPMP) Licensing Changes**

Jessica Holloway, Program Manager, provided an overview of licensure changes to WAC 246-338-020, following an audit of the DOH Medical Test Site program.

- An audit by Clinical Laboratory Improvement Amendment (CLIA) determined that naturopathic physicians do not qualify as a laboratory director or testing personnel, as defined in 42 CFR §493.2 Definitions. In order to comply with federal law and maintain status as a CLIA-exempt state, DOH will conduct rulemaking intended to limit PPMP lab directors and testing personnel to those listed in §493.1357 and §493.2. Ms. Holloway provided an email address for the Clinical Laboratory Improvement Advisory Committee (CLIAC) in the event interested parties wished to submit questions or feedback. (CLIAC@cdc.gov)

5. **Old Business**

- 5.1 **2023 Legislative Session Report (Bill Kellington)**

- Bill Kellington provided an overview of the legislative session and shared that he has been reassigned to a new project for the next 1-2 years.

6. **New Business**

- 6.1 **Exceptions Application Matrices**

- The board reviewed an updated Exception Application Matrix.

MOTION: A motion was made to approve the updated Exception Application. The motion was seconded and passed.

6.2 Substantial Equivalency Review- Oregon

The board discussed a license applicant from Oregon, who applied for licensure under 1724, section 8. Discussion returned to HSB1724 and JP exam as a barrier to substantial equivalency.

MOTION: A motion was made to table Substantial Equivalency Review for Oregon until the committee that was formed can review and make suggestions. The motion was seconded and passed.

- Dr. Hillary and Dr. Aschtgen volunteered to participate in this committee.
- Program staff will work with credentialing to follow up with the applicant appropriately.

7. Correspondence

The board reviewed and discussed correspondence received since the last meeting. Specifically, an email from the FMNRA asking the board to submit comments on recent naturopathy licensing changes in Idaho.

MOTION: A motion was received that the board submit a letter of concern to Idaho Board of Naturopathy. The motion was seconded and passed.
Dr. Richardson and Dr. Kass volunteered to draft the letter on behalf of the board.

8. Program Reports- James Chaney, Executive Director, Rachel Phipps, Program Manager

9.

9.1 Recruitment update.

- Mr. Chaney, executive director, provided an update on recruitment for unfilled board positions. The appointment packet has been submitted for the two professional positions and one public position and is currently being reviewed by the secretary.
- Mr. Chaney made a request to the board to be responsive to emails and requests from the agency, and that the disciplinary case review is imperative to be done in a timely manner. Mr. Chaney requested punctual attendance for meetings, including disciplinary calls. Department staff will ensure emails are clear in what is requested, indicate urgency in the subject line, and state the desired timeline for responses.

9.2 July 2024 BCC Leadership Conference and Legislative sessions

- Mr. Chaney shared information on the 2024 BCC leadership conference and the 2024 legislative sessions and asked for volunteers from the board to participate in legislative calls and updates. Dr. Cass and Dr. Hillary volunteered to represent the board and provide updates to the board as necessary.

9.3 House Bill 1009 (HB1009)- Military Spouse Employment Act Training, due by December 31, 2023.

- Ms. Phipps, Program Manager, provided a brief overview and reminder about the military spouse competency training that all board members are required to complete by December 31, 2023. Board members should forward their certificate of completion to Ms. Phipps via email. For all new incoming board members, the training will be required to be completed within 90 days of appointment. Ms. Phipps also shared that Bastyr University is not able to host the May 2024 board meeting. The board would like to hold the November 2024 meeting at Bastyr University, and asked that Ms. Brazil, administrative assistant, coordinate scheduling.

9.4 Rules Update – Cosmetic Procedures CR-103

- Ms. Phipps, program manager, provided an update on the CR-103 for Nonsurgical Cosmetic Procedures (Botox). CR-103 was approved and filed and goes into effect December 14, 2023. Ms. Phipps is working on the notice to be sent through Gov-Delivery.

9.5 Budget Report- Ashley May provided an overview of the naturopathy budget.

9.6 Credentialing Statistics- Jennifer Herband presented the statistics report, noting there are currently 1630 active naturopathic physician licensees.

10. **Future Business**

Future business items discussed includes:

- Newsletter
- Presentation on Roberts Rules- Luke Eaton
- Legislative updates
- Business Plan

MOTION: A motion was made to table the business plan until the next business meeting in February 2024. The motion was seconded and passed.

11. **Settlement Presentations- Krystal Richardson, ND, Chair**

- There were no settlement presentations.

12. **Adjournment of Public Meeting-**

MOTION: A motion was made to adjourn the meeting. The motion was seconded and passed. Dr. Richardson, Chair, adjourned the meeting at 1:03 pm.

13. **Discipline & Licensing-**

The board will attend to licensing and disciplinary matters in closed session.

Next Scheduled Meeting:

Date: February 9, 2024

Time: 8:30 A.M

Location: Hybrid- Virtual Zoom Meeting with physical location at DOH.

CONDUCTING BOARD MEETINGS: A GUIDE TO BOARD STRUCTURE & PROCEDURES

Luke Eaton
Assistant Attorney General
Agriculture & Health Division



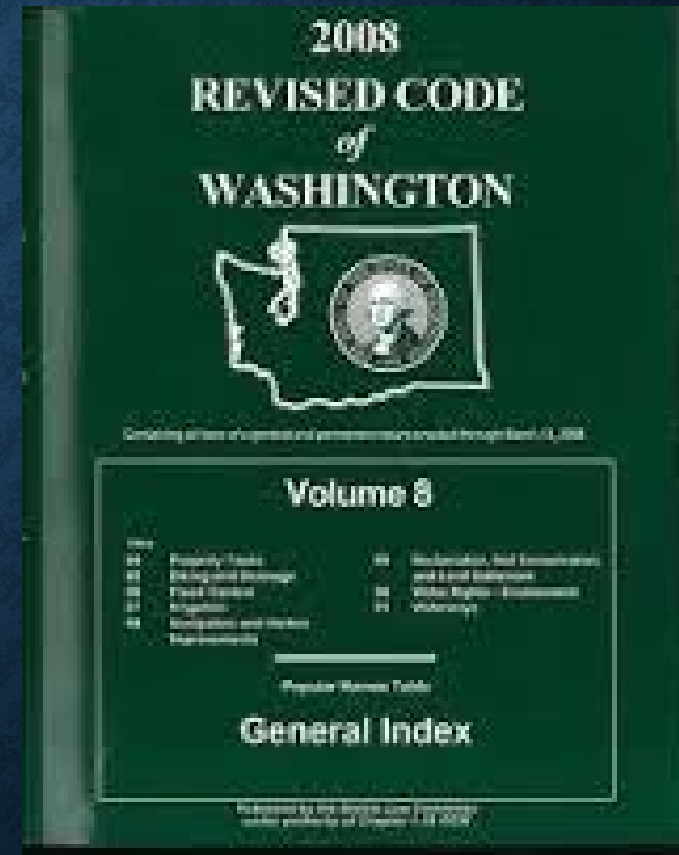
WHAT SOURCES OF LAW GOVERN HOW BOARD MEETINGS OPERATE?

- State Law
 - RCW 42.56 (OPMA); RCW 18.36A, etc.
- Board By-laws
- Rules or Procedures formally adopted in Board by-laws
 - Including “Roberts Rules”
- Policies in Governor’s Handbook



STATE LAW RCW & WAC

- **Revised Code of Washington (RCW) & Washington Administrative Code (WAC)**
- **RCW 42.30, the Open Public Meetings Act (OPMA) applies** when a quorum (majority) of a governing body gathers with the collective intent of transacting the governing body's business.
- **RCW 18.36A, “Naturopathy”**
- **WAC 246-836, “Naturopathic Physicians”**



BON SPECIFIC STATUTES

- RCW 18.36A governs the practice of naturopathic medicine in Washington
- RCW 18.36A.150- Board of Naturopathy
 - (1) There is created the board of naturopathy consisting of seven members appointed by the governor to four-year terms. Five members of the board shall be persons licensed under this chapter and two shall be members of the public. No member may serve more than two consecutive full terms. Members hold office until their successors are appointed. All members shall be appointed to full four-year terms.
 - ...
 - (3) The board shall elect officers each year. The board shall meet at least twice each year and may hold additional meetings as called by the chair. Meetings of the board are open to the public, except that the board may hold executive sessions to the extent permitted by chapter [42.30](#) RCW. The department shall provide secretarial, clerical, and other assistance as required by the board.



BOARD BY-LAWS

- Rules governing the internal management of an organization.
- Bylaws are intended to document some of the requirements in OPMA & RCW 18.36A, but also “fill in the gaps”.
- An organization is free to adopt any rules it may wish (within legal authority).
- Bylaws cannot countermand governmental law.



BOARD OF NATUROPATHY Bylaws

Adopted/Revised Effective August 12, 2022

Article I. [Name and Statutory Authority](#)
Article II. [Mission and Purpose](#)
Article III. [Membership](#)
Article IV. [Officers](#)
Article V. [Meetings](#)
Article VI. [Meeting Procedures](#)
Article VII. [Committees](#)
Article VIII. [Administrative Responsibilities of Members](#)
Article IX. [Adoption and Amendment of Bylaws](#)

Article I – Name and Statutory Authority

1. The full name of the Board is Board of Naturopathy. For brevity, these bylaws will refer to it as BON or Board.
2. The Board derives its authority from the Washington State Legislature, which is codified in [Chapter 18.36A RCW](#).

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Article II – Mission and Purpose

Mission Statement: To protect public health, and enhance patient safety and the integrity of the naturopathic physician profession through licensing, disciplinary action, rulemaking, and education.

Purpose: The Washington State Board of Naturopathy establishes, monitors, and enforces qualifications for licensure, consistent standards of practice, and continuing competency. Rules, policies, and procedures developed by the Board promote the delivery of quality healthcare to the people in Washington. The Board values collaborative partnerships with other boards, commissions, agencies, and organizations.

POLICIES OR PROCEDURES ADOPTED IN BY-LAWS

- By-laws divided into Nine Sections:
 - **Article I. Name and Statutory Authority**
 - **Article II. Mission and Purpose**
 - **Article III. Membership**
 - **Article IV. Officers**
 - **Article V. Meetings**
 - **Article VI. Meeting Procedures**
 - **Article VII. Committees**
 - **Article VIII. Administrative Responsibilities of Members**
 - **Article IX. Adoption and Amendment of Bylaws**



PROCEDURES ADOPTED IN BY-LAWS, CONTINUED

of the meeting to be readmitted to the reconvened meeting.

- D. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to continue to attend the meeting.

- 8. **Rules of Procedure.** The Board may use modified Robert's Rules of Order on Parliamentary Procedure, as rules of procedure, so far as applicable and not inconsistent with these Bylaws, statutory requirements, or with any other resolution governing Board meetings and protocols.

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Article VII - Committees

- 1. Executive Committee. The executive committee consists of the elected officers, immediate past chair, member(s)-at-large designated by the chair and the chairs of the active standing committees. The executive committee, at the Board's discretion, may include Department of Health staff (such as the Executive Director) and/or advising Assistant Attorneys General. The executive committee is not defined to include members of the general public.

MEETING ORGANIZATION UNDER ROBERTS RULES

- Publish Agenda before Meeting
- Start the Meeting on Time
- Follow the Agenda
- Changes to the Agenda require vote
 - Cannot ADD items to Special Meeting agenda
- Public input structured in agenda
- All member input respected
- Discussion/work done by motion
- Two types of motions:
 - Main motions
 - Secondary Motions
- Motions are voted on



WHEN DO WE NEED TO VOTE???

BON bylaws state that that you need to vote any time the committee is taking action (Article VI (4))

- “Any Board transaction of official business is defined as an action and requires a motion and vote. This includes taking action of any ordinance, resolution, rule, regulation, order, or directive.”

Another good rule of thumb is to take a vote any time

RCW 42.30.020 Definitions. . .

(3) "Action" means the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. "Final action" means a **collective positive or negative decision**, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

EXAMPLES OF WHEN YOU SHOULD VOTE

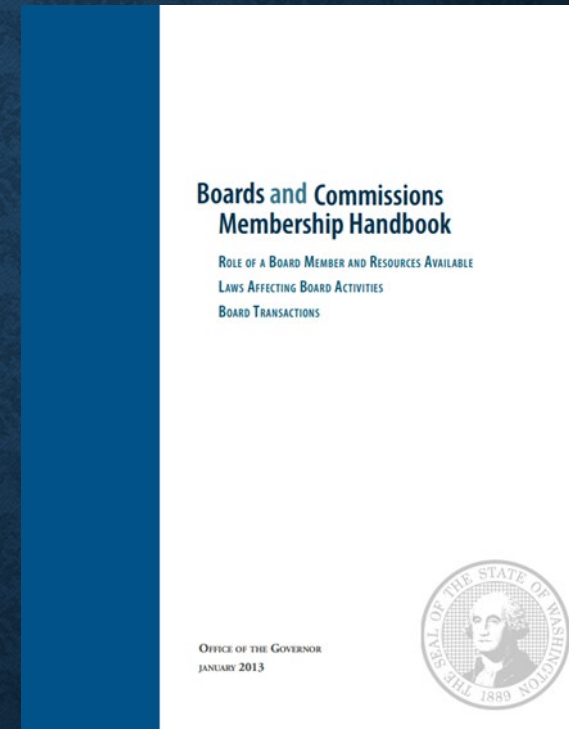
- To approve agenda
 - To make changes to agenda
 - When approving Board formal response to correspondence
 - To approve rule changes
 - To create a subcommittee or task work to subcommittee
 - When approving new by-laws or policies or edits to those documents
 - When making a decision on list and label request
 - Setting time/date of future meetings



Clarity and avoiding “secret ballots” are the most important concerns!

GOVERNOR'S HANDBOOK

- Handbook is intended to serve as a guide for board members who are responsible for advising the Governor, the Legislature, & state agencies
- Contains information including:
 - Types of boards and commissions
 - Differences between roles of advisory bodies, policy-making boards, and regulatory boards
 - Discusses legal guidelines
 - How to be an effective board member
- Available at:
<https://governor.wa.gov/sites/default/files/2023-01/handbook.pdf>



BEING AN EFFECTIVE BOARD MEMBER

- In a nutshell, effective board members:
 - Attend all board meetings.
 - Are well prepared for meetings.
 - Recognize that serving the public interest is the top priority.
 - Recognize that the board must operate in an open and public manner.
 - Are knowledgeable about the legislative process and issues affecting the board.



Message from the Governor

Congratulations on your appointment! Thank you for your willingness to serve the people of Washington state. As Governor, I am committed to increasing our citizens' faith in government. Our state needs public servants who share my vision of open and accountable government. Your service on a board or commission is a tremendous opportunity to influence the decisions and actions taken by our government.

Your gubernatorial appointment carries a great deal of responsibility. You will be expected to maintain the highest level of ethical standards and avoid the appearance of conflicts of interest. Your preparation for and regular attendance of meetings are vital to the success of your term. Your level of participation will directly correlate to the satisfaction you derive from your experience.

As you put your time and considerable talents to work, it is critical that you keep the public interest in mind. You are not only a representative; you are an ambassador to your community.

Again, I deeply appreciate your commitment to public service and improving the quality of life in Washington. I know you will do a great job!

Sincerely,

Jay Inslee

BEING AN EFFECTIVE BOARD MEMBER, CONTINUED

- Effective Board members:
 - Examine all available evidence before making a judgment.
 - Communicate well and participate in group discussions.
 - Are aware that authority to act is granted to the board as a whole, not to individual members.
 - Exhibit a willingness to work with the group in making decisions.
 - Recognize that compromise may be necessary to reach consensus.

DOH STAFF MEMBERS

- **Staff Functions.** The primary function of the board staff is to carry out the rules, policies and programs developed by the board.
- In addition, staff members notify board members of pertinent issues and legislative activity.
- They may also arrange meetings, prepare meeting materials, compile background information and conduct research.
- Board staff members also serve as a liaison to other boards and agencies, the Attorney General, the Legislature and the public.

THE OFFICE OF THE ATTORNEY GENERAL

- The state Attorney General is the state's chief legal officer and is elected for a term of four years.
- The Attorney General is responsible for providing a broad range of legal services to public officials and others.
- The Attorney General serves as legal counsel to the Governor, members of the Legislature, state officials, and boards and commissions.
- The Attorney General advises and represents state agencies as they fulfill their official duties, issues legal opinions, and defends state officials and employees for actions performed in their official capacities and in good faith.



THE ATTORNEY GENERAL'S OFFICE, CONTINUED

- Each board and commission is assigned an Assistant Attorney General to provide valuable information and advice about statutes and legal issues.
- A board that follows the advice of its Assistant Attorney General is immune from liability and is far less likely to find itself involved in legal problems.



Washington State
Office of the Attorney General

Providing excellent, independent, and ethical legal services to the State of Washington and protecting the rights of its people

WHEN TO CALL YOUR AAG

- Board members may request the following services from their Assistant Attorney General:
 - Assurance that board decisions and actions fall within statutory authority.
 - Questions about conflict of interest.
 - Review of proposed regulations and revisions, and the drafting of such documents in legally correct language.
 - Evidence in support of complaints, and the cross-examination of witnesses in disciplinary hearings.
 - General legal advice about board actions and activities.

LAWS AFFECTING BOARD ACTIVITIES

- Board members must be familiar with and operate at all times within their board's governing statutes and bylaws, and state and federal laws.
- To ensure accountability, all applicable policies and procedures adopted by the board should be in written form.
- No board member may make unilateral decisions or take action without the consent of the board as a whole.
- At professional or industry gatherings, or in other settings where appearance may be construed as representing the board, individual board members must use discretion to avoid the appearance of speaking for the board, unless specifically authorized to do so.

LAWS AFFECTING BOARD ACTIVITIES, CONTINUED

- Board members must keep in mind that their mission is to serve the public, and that it is inappropriate to use board membership to create a personal platform.
- Members are restricted by RCW 42.52.130, 140, 150 and 42.18.230 from accepting or soliciting anything of economic value as a gift, gratuity or favor if it is given only because the member holds a responsible position with the state.
- Questions about board issues should be directed to the board's administrative or executive officer, who will see that all board members receive full information by the next regular meeting.
- Details of board investigations, personnel files or business discussed at closed executive sessions should not be disclosed unless they are part of the public record.

OTHER AREAS OF LAW

- Open Public Meetings Act
- Reasonable Accommodation of Persons with Disabilities
- Administrative Procedures Act
- Executive Branch Ethics in Public Service Act
- Public Disclosure laws
- Lobbying
- Testifying at Hearings







THANK YOU

Board Member Cheat Sheet

Board of Naturopathy February 20204

Being an Effective Board Member: Board members must recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up-to-date on issues, legislative activity and statutes affecting their board.

Attendance: Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. A person may forfeit his or her position on the board as a result of poor attendance.

Preparation: Adequate preparation is another requisite for effective board membership. DOH staff will provide reports, proposals and other information to help you make informed decisions. Do not hesitate to request additional information you need to make thoughtful and appropriate decisions.

In a nutshell, effective board members:

- Attend all board meetings.
- Are well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the board must operate in an open and public manner.
- Are knowledgeable about the legislative process and issues affecting the board.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.
- Are aware that authority to act is granted to the board as a whole, not to individual members. » Exhibit a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.
- Do not let personal feelings toward other board members or staff interfere with their judgment

Laws Affecting Board Activities: As a Governor's appointee, you must be aware of certain restrictions and requirements that may affect you during your tenure:

- Board members must be familiar with and operate at all times within their board's governing statutes and bylaws, and state and federal laws.
- To ensure accountability, all applicable policies and procedures adopted by the board should be in written form.
- No board member may make unilateral decisions or take action without the consent of the board as a whole.
- At professional or industry gatherings, or in other settings where appearance may be construed as representing the board, individual board members must use discretion to avoid the appearance of speaking for the board, unless specifically authorized to do so.
- Board members must keep in mind that their mission is to serve the public, and that it is inappropriate to use board membership to create a personal platform.
- Members are restricted by RCW 42.52.130, 140, 150 and 42.18.230 from accepting or soliciting anything of economic value as a gift, gratuity or favor if it is given only because the member holds a responsible position with the state.
- Questions about board issues should be directed to the board's Program Manager, who will see that all board members receive full information by the next regular meeting.
- Details of board investigations, personnel files or business discussed at closed executive sessions should not be disclosed unless they are part of the public record.

When in doubt, reach out to DOH staff!

Source: [Boards and Commissions Membership Handbook](#)

Available at: <https://governor.wa.gov/sites/default/files/2023-01/handbook.pdf>

STATE	CREDENTIAL NAME	SUBSTANTIALLY EQUIVALENT BY LICENSURE?	STATES LICENSURE REQUIREMENTS WEBPAGE RULES	STATES LICENSURE REQUIREMENTS WEBPAGE STATUTES	LICENSURE REQUIREMENTS: Education	LICENSURE REQUIREMENTS: Exam	LICENSURE REQUIREMENTS VARIANCE
Washington					Education (WAC 246-836-020): Graduation as a naturopathic physician from a board-approved college of naturopathic medicine (accredited by the Council on Naturopathic Medical Education (CNME)).	Exam (WAC 246-836-030): Applicants for licensure as a naturopathic physician must pass the Naturopathic Physicians Licensing Examination (NPLEX) administered by the North American Board of Naturopathic Examiners (NABNE).	
Alabama	N/A	Not regulated			Education ():	Exam ():	
Alaska	Naturopath license	Yes	NaturopathyStatutes.pdf (alaska.gov)		Education (AS 08.45.030): Graduation after 12/31/87: Graduate from a 4 year naturopathy school accredited by CNME	Exam (AS 08.45.030): Graduation after 12/31/87: Pass the NPLEX	
Arizona	Naturopathic Medical License	Yes (Universal licensure based on scope)	4-18 (15-3) 16pgs.fm (az.gov)	About Naturopathic Physicians Medical Board (az.gov)	Education (R4-18-401; R4-18-202(1)(g)): Graduate of a naturopathy school accredited by CNME	Exam (R4-18-202(1)(h)): Pass the NPLEX	
Arkansas	N/A	Not regulated (Universal)			Education ():	Exam ():	
California	Naturopathic Doctor	Yes	Browse - California Code of Regulations (westlaw.com)	Laws & Regulations - California Board of Naturopathic Medicine	Education (16 CCR § 4212(5); 16 CCR § 4206(b)16 CCR § 4206(a)): Graduate of a naturopathy school accredited by CNME	Exam (16 CCR § 4212(3)): Pass the NPLEX	
Colorado	Naturopathic Doctor	Yes (requires naturopathy medical/doctoral degree but not a bachelors)	Code of Colorado Regulations (state.co.us)	Naturopathic Doctor Practice Act.pdf - Google Drive	Education (4 CCR 749-1.4(B)(3); CRS 12-250-103(5)(a)(VII)): Graduate of a naturopathy school accredited by CNME	Exam (CRS 12-250-107(2)(d)): Pass the NPLEX	
Connecticut	Naturopathic Physician	Yes		Chapter 373 - Naturopathy (ct.gov)	Education (Sec. 20-37; webpage): Graduate of a naturopathy school accredited by CNME	Exam (Sec. 20-37; webpage): Pass the NPLEX	
Delaware	N/A	Not regulated			Education ():	Exam ():	
Florida	N/A	Not regulated			Education ():	Exam ():	
Georgia	N/A	Not regulated			Education ():	Exam ():	
Hawaii	Naturopathic Physician	No (accredited doctoral programs are not required and there are unaccredited naturopathy programs)	Hawaii Administrative Rules Title 16 Chapter 88 Naturopaths	CHAPTER 455 (hawaii.gov)	Education (HAR §16-88-12.2): Graduate of a naturopathy school (institution must be accredited, but no requirement for CNME accreditation of naturopathy program)	Exam (HAR §16-88-12.1): Pass the NPLEX	
Idaho	Naturopathic Medical Doctor	Yes (Universal licensure based on scope)	IDAPA 24 - Division of Occupational and Professional Licenses.book (idaho.gov)	Chapter 51 - Idaho State Legislature	Education (IC 54-5106(1); IC 54-5101(1); Idaho 24.33.04.010.01): Graduate of a naturopathy school accredited by CNME	Exam (Idaho 24.33.04.021.02): Pass the NPLEX	
Illinois	N/A	Not regulated			Education ():	Exam ():	
Indiana	N/A	Not regulated			Education ():	Exam ():	
Iowa	N/A	Not regulated (Universal)			Education ():	Exam ():	
Kansas	Naturopathic Doctor	Universal licensure based on scope/Yes	Kansas Secretary of State - KAR Regulations (ks.gov)	Naturopathic Doctor Licensure Act (ksbha.org)	Education (KAR 100-72-4; KAR 100-72-2(6)): Graduation from a naturopathy school that meets CNME accreditation standards	Exam (KAR 100-72-5(2)): Pass the NPLEX	
Kentucky	N/A	Not regulated			Education ():	Exam ():	
Louisiana	N/A	Not regulated			Education ():	Exam ():	
Maine	Naturopathic Doctor	Yes	Rule Chapters for the Department of Professional and Financial Regulation (Maine)	Title 32, Chapter 113-B: COMPLEMENTARY HEALTH CARE PROVIDERS (mainelegislature.org)	Education (02-502-4(2-A)(1)): Graduate of a naturopathy school accredited by CNME	Exam (02-502-4(2-A)(2)): Pass the NPLEX	

STATE	CREDENTIAL NAME	SUBSTANTIALLY EQUIVALENT BY LICENSURE?	STATES LICENSURE REQUIREMENTS WEBPAGE RULES	STATES LICENSURE REQUIREMENTS WEBPAGE STATUTES	LICENSURE REQUIREMENTS: Education	LICENSURE REQUIREMENTS: Exam	LICENSURE REQUIREMENTS VARIANCE
Washington					Education (WAC 246-836-020): Graduation as a naturopathic physician from a board-approved college of naturopathic medicine (accredited by the Council on Naturopathic Medical Education (CNME)).	Exam (WAC 246-836-030): Applicants for licensure as a naturopathic physician must pass the Naturopathic Physicians Licensing Examination (NPLEX) administered by the North American Board of Naturopathic Examiners (NABNE).	
Maryland	Naturopathic Doctor	Yes	Pages - COMAR Search (maryland.gov)	Laws - Statute Text (maryland.gov)	Education (COMAR 10.32.21.04(A)(3); ACM §14-5F-01(b)(1)(iii)): Graduate of a naturopathy school accredited by CNME	Exam (COMAR 10.32.21.04(A)(4)): Pass the NPLEX	
Massachusetts	Naturopathic Doctor	Yes	273 CMR Mass.gov	Chapter 112 (malegislature.gov)	Education (273 CMR 2.02; 273 CMR 3.03(2)(a)): Graduate of a naturopathy school accredited by CNME	Exam (273 CMR 3.04(2)(a)): Pass the NPLEX	
Michigan	N/A	Not regulated			Education ():	Exam ():	
Minnesota	Naturopathic Doctor	Yes (check license type)		Ch. 147E MN Statutes	Education (MS 147E.15(2); MS 147E.01(3)): Graduate of a naturopathy school accredited by CNME	Exam (MS 147E.15(3); MS 147E.01(9)): Pass the NPLEX	
Mississippi	N/A	Not regulated (Universal licensure based on scope)			Education ():	Exam ():	
Missouri	N/A	Not regulated (Universal licensure based on scope)			Education ():	Exam ():	
Montana	Naturopathic Physician	Yes	Administrative Rules (mt.gov)	CHAPTER 26. NATUROPATHIC PHYSICIANS - Table of Contents, Title 37, MCA (mt.gov)	Education (MCA 37-26-402(2); MCA 37-26-103(1); ARM 24.111.501): Graduate of a naturopathy school accredited by CNME	Exam (MCA 37-26-402(3); 24.111.502(d)): Pass the NPLEX	
Nebraska	N/A	Not regulated			Education ():	Exam ():	
Nevada	N/A	Not regulated			Education ():	Exam ():	
New Hampshire	Naturopathic	Yes	TABLE OF CONTENTS (state.nh.us)	New Hampshire Statutes - Table of Contents (state.nh.us)	Education (RSA 328-E:9(a)): Graduate of a naturopathy school accredited by CNME	Exam (Nat 303.02(a)): Pass the NPLEX	
New Jersey	N/A	Not regulated			Education ():	Exam ():	
New Mexico	Naturopathic Doctor	Yes (license required for naturopathic doctor, but not for naturopathy)	16.10.22 NMAC	Chapter 61 - Professional and Occupational Licenses - NMOneSource.com	Education (NMAC 16.10.22.9(A); NMAC 16.10.22.7(A)(1)): Graduate of a naturopathy school accredited by CNME	Exam (NMAC 16.10.22.9(B)): Pass the NPLEX	
New York	N/A	Not regulated			Education ():	Exam ():	
North Carolina	N/A	Not regulated			Education ():	Exam ():	
North Dakota	Naturopathic Doctor	Yes	North Dakota Administrative Code - Title 112 Article 2 Chapter 1 (ndlegis.gov)	North Dakota Century Code t43c58 (ndlegis.gov)	Education (NDAC 112-02-01-02(2); NDAC 112-02-01-03(1)(c)): Graduate of a naturopathy school accredited by CNME	Exam (NDAC 112-02-01-06): Pass the NPLEX	
Ohio	N/A	Not regulated			Education ():	Exam ():	
Oklahoma	N/A	Not regulated			Education ():	Exam ():	
Oregon	Naturopathic Physician	Yes	Oregon Secretary of State Administrative Rules	ORS Chapter 685 - Naturopathic Physicians (public.law)	Education (ORS 685.060; OAR 850-020-0000(2)): Graduate of a naturopathy school accredited by CNME	Exam (OAR 850-030-0020(2)): Pass the NPLEX	
Pennsylvania	???	Unable to find in statute "registered naturopathic"			Education ():	Exam ():	

STATE	CREDENTIAL NAME	SUBSTANTIALLY EQUIVALENT BY LICENSURE?	STATES LICENSURE REQUIREMENTS WEBPAGE RULES	STATES LICENSURE REQUIREMENTS WEBPAGE STATUTES	LICENSURE REQUIREMENTS: Education	LICENSURE REQUIREMENTS: Exam	LICENSURE REQUIREMENTS VARIANCE
Washington					Education (WAC 246-836-020): Graduation as a naturopathic physician from a board-approved college of naturopathic medicine (accredited by the Council on Naturopathic Medical Education (CNME)).	Exam (WAC 246-836-030): Applicants for licensure as a naturopathic physician must pass the Naturopathic Physicians Licensing Examination (NPLEX) administered by the North American Board of Naturopathic Examiners (NABNE).	
Rhode Island	Naturopathic Physician	Yes	Doctors of Naturopathy (216-RICR-40-05-35) - Rhode Island Department of State	webserver.rilin.state.ri.us/Statutes/TITLE5/5-36.1/INDEX.HTM	Education (RIGL § 5-36.1-2(1)(i); RIGL § 5-36.1-12(1)): Graduate of a naturopathy school accredited by CNME that includes 1,200 hours of board-approved clinical before graduation	Exam (35.5.1(C)(5)): Pass the NPLEX	
South Carolina	N/A	Not regulated			Education ():	Exam ():	
South Dakota	N/A	Not regulated			Education ():	Exam ():	
Tennessee	N/A	Not regulated			Education ():	Exam ():	
Texas	N/A	Not regulated			Education ():	Exam ():	
Utah	Naturopathic Physician	Yes (Universal licensure based on scope)	Utah Office of Administrative Rules	Utah Code Chapter 58-71	Education (R156-71-102(1)(b); R156-71-302(3)): Graduate of a naturopathy school accredited by CNME	Exam (R156-71-302(2)): Pass the NPLEX	
Vermont	Naturopathic Physician	Yes	Secretary of State (vermont.gov)	Professions and Occupations (vermont.gov)	Education (26 V.S.A. § 4127(1); 26 V.S.A. § 4121(2)(A)): Graduate of a naturopathy school accredited by CNME	Exam (26 V.S.A. § 4127(3); CVR 04-030-380(2.2)(b)): Pass the NPLEX	
Virginia	N/A	Not regulated (Universal licensure based on scope)			Education ():	Exam ():	
West Virginia	N/A	Not regulated			Education ():	Exam ():	
Wisconsin	Naturopathic Dotor	Yes (regulation began in 2022)		Wisconsin Legislature: Chapter 466	Education (WS 466.04(1)(d)): Graduate of a naturopathy school accredited by CNME	Exam (WS 466.04(1)(E); website): Pass the NPLEX	
Wyoming	N/A	Not regulated			Education ():	Exam ():	

**Department of Health
Washington State Board of Naturopathy
Business Plan 2019-2021**

Goal	Objective	Method/Measure	Lead	Timeline	Measure last met	Next measure due
1. Protect the public through education, testing, and licensing standards, and continuing competency requirements	a. Education	i. Review and update approved school list	Board/Program Manager	Biennially	11/2018	11/2020 2//12/2021
		ii. Review and make any necessary changes to education requirement rules	Board/Program Manager	Every five (5) years	4/2015; 2/2016; 2/2017; 5/2017; 3/2018	2020; 2021; 2022; 3/2023
	b. Examinations	i. Review and make any necessary changes to examination requirement rules	Board/Program Manager	Every five (5) years	2015	2020 2021
		ii. Participate in the annual North American Board of Naturopathic Examiners (NABNE) State Liaison Council meetings	Board/Program Manager	Annually	7/2017 (scheduling conflict in 2018, 2019 , and 2020)	8/ 2019 2021
	c. Jurisprudence Examination	i. Review and make any necessary changes to the jurisprudence examination (law exam)	Board/Program Manager	Every five (5) years or whenever there is a change in law or rule	8/2016	8/2021
		ii. Transition the paper examination to on-line format	Board/Program Manager	By end of fiscal year 2019 2021	N/A	12/2019 12/2021
	d. Licensing	i. Issue initial licenses to applicants that provide evidence of meeting minimum education and examination requirements (per Health Systems Quality Assurance [HSQA] Procedure 1-1-19A and the board's 1-1-19A Signature Delegation)	Credentialing Manager	Ongoing	N/A	N/A

		ii. Process applications for initial licenses that are considered non-routine or exceptions in accordance with the board's Exception Application Procedure, and HSQA Procedures 1-3-11 and 1-3-116	Board/Credentialing Manager	Ongoing	N/A	N/A
	e. Continuing Education (CE)	i. Perform audits in accordance with HSQA Procedure 1-3-21	Credentialing Manager	Ongoing	N/A	N/A
		ii. Requests for CE extensions or waivers considered at either business meeting or bi-monthly case authorization conference call (per WAC 246-836-080)	Board/Program Manager	Ongoing	N/A	N/A
		iii. Review and make any necessary changes to CE rules	Board/Program Manager	Every five (5) years	11/2018	11/2023
		iv. Maintain relationships with the Washington Association of Naturopathic Physicians (WANP), Bastyr University (Bastyr) as the in-state naturopathic medical school, and other organizations that offer naturopathic CE courses	Board/Executive Director/Program Manager	Ongoing	N/A	N/A
2. Protect the public from unprofessional practices through investigations and disciplinary activities	a. Take appropriate and consistent disciplinary action as necessary	i. Process complaints within established timelines (chapter 246-14 WAC)	Board/Case Manager	Ongoing	N/A	N/A
		ii. Apply sanction guidelines unless there are compelling aggravating or mitigating factors (WAC 246-16-800 through 246-16-890)	Board/Case Manager/ Supervising Staff Attorney	Ongoing	N/A	N/A
		iii. Monitor cases through investigation, legal, reviewing	Board/RBM/Case Manager/AAG/Chief	Ongoing	N/A	N/A

		board member (RBM) review, Assistant Attorney General (AAG) review, adjudication, and compliance	Investigator/ Supervising Staff Attorney/ Compliance Officer			
	b. Provide training to board members on investigative and disciplinary process	i. Presentations at board meetings	Office Directors/ Managers	Annually	5/2019	5/2020 5/2021
		ii. RBM/Staff attorney discussions	RBM/Staff Attorney	Ongoing	N/A	N/A
		iii. Mock case presentations	Office Directors/ Managers	Ongoing	N/A	5/2020 5/2021
3. Develop and maintain board communication with professionals, consumers, educational organizations, professional organizations	a. Promote public and licensee attendance at meetings	i. Update website routinely	Program Manager	Ongoing	N/A	N/A
		ii. Distribute agendas and minutes via bulk email service, <i>GovDelivery</i>	Program Manager	Quarterly	5/2019 11/2020	8/2019 2/2021
		iii. Have 4 in-person meetings each year; set annually	Board/Program Manager	Annually	8/2018 8/2019	8/2019 8/2020
		iv. Publish a board newsletter for distribution to licensees and interested parties via bulk email service, <i>GovDelivery</i>	Board/Program Manager	Biannually	2/2019 9/2019	8/2019 2/2021
		v. As funds allow, promote geographic diversity in meeting locations	Board/Program Manager	Ongoing	2/2019 N/A	2/2020 N/A
		vi. As funds allow, schedule at least one meeting at Bastyr and encourage naturopathic students to attend	Board/Program Manager	Biennially	5/2019	5/2020 5/2021
	b. Participate as a member in national organizations that offer forums and resources intended to improve issues surrounding the health professions, state regulatory boards, testing	i. Provide staff representation on Federation of Naturopathic Medicine Regulatory Authorities (FNMRA) Board of Directors (participate in quarterly board meetings and attend annual membership meetings, via GoToMeeting)	Executive Director/ Program Manager	Ongoing	6/2019 10/2019	10/2019 11/2020

	agencies, and educational organizations	ii. As funds allow, encourage public member and staff attendance at Citizens Advocacy Center (CAC) meetings	Public Member/ Executive Director/ Program Manager	Annually	10/2012	10/2019 10/2021
		iii. As funds allow, encourage member and staff attendance at Council on Licensure, Enforcement, and Regulation (CLEAR) conferences	Member/Executive Director/Program Manager	Annually	2009	9/18-21/2019 in Minneapolis, MN (9/23-26/2020 in Seattle, WA And 9/22-25/2021 in Washington, DC)
		iv. As funds allow, encourage staff representation at North American Board of Naturopathic Examiners (NABNE) Advisory Council meetings	Executive Director/ Program Manager	Annually	8/2014	8/2019 8/2021
		v. As funds allow, consider member/staff attendance at multi-profession organizations, such as the Federation of Associations of Regulatory Boards (FARB)	Executive Director/ Program Manager	Annually	N/A	1/23-26/2020 in Colorado Springs, CO TBD
		vi. As funds allow, consider member/staff attendance at multi-profession organizations, such as the Federation of State Medical Boards	Executive Director/ Program Manager	Annually	N/A	4/30/2020 through 5/2/2020 in San Diego, CA TBD
	c. Maintain relationship outreach with professional organizations	i. Encourage broader involvement in the board's <i>GovDelivery</i> in partnership with WANP (through their	Board/Executive Director/Program Manager	Ongoing	N/A	N/A

		membership) and Bastyr (through their student body)				
		ii. Present lecture to students at Bastyr on licensing and complaint process	Board/Executive Director/Program Manager	Biennially	2007	2019 2021
	d. Cultivate relationships with interdisciplinary regulatory authorities (for example: the Board of Massage, the East Asian Medicine Advisory Committee, the Board of Osteopathic Medicine and Surgery)	i. Represent the board with attendance at board and commission leadership meetings	Board officer(s)	Annually	7/2017 (scheduling conflict in 2018) 7/2019	7/2019 7/2021
		ii. Review other boards' and commissions' minutes and agendas for topics of similar interest to the board	Board/Executive Director/Program Manager	Ongoing	N/A	N/A
	e. Process requests for public disclosure in accordance with HSQA Procedure 1-4-21	i. Present requests at regular board business meetings	Program Manager	Ongoing	N/A	N/A
		ii. Time-critical requests can be presented at bi-monthly case authorization conference calls	Program Manager	Ongoing	N/A	N/A
4. Promote administrative efficiencies	a. Budget review	i. Evaluate fees/expenses to ensure appropriate funding levels	Board/Executive Director/Program Manager/Fiscal Officer	Biennially	5/2019	5/2021
		ii. Prepare anticipated expense spending levels based on previous expenditure history	Executive Director/Program Manager	Biennially	5/2019	5/2021
		iii. Review budget reports for any anomalous items	Board/Executive Director/Program Manager	Quarterly	N/A	N/A
	b. Recruit and train board members	i. Monitor appointment dates to ensure board is fully appointed	Executive Director/Program Manager	Ongoing	N/A	N/A
		ii. Recruit for members when vacancies occur; at least 4 months in advance	Executive Director/Program Manager	Ongoing	N/A	N/A

		iii. Ensure new members receive initial training (currently offered twice yearly)	Executive Director/ Program Manager	Ongoing	N/A	N/A
		iv. Provide ongoing mandatory training (i.e. Open Public Meetings Act, Public Records Act, etc)	Executive Director/ Program Manager	Every four (4) years	8/2014 8/2019	8/2019 8/2023
	c. Technology	i. Utilize technology to ensure fiscal responsibility to accomplish board work (i.e. conference calls, video-conferencing, etc.)	Executive Director/ Program Manager	Ongoing	5/2019 N/A	8/2019 N/A
		ii. Transfer jurisprudence examination to on-line format	Executive Director/ Program Manager	By end of fiscal year 2019 2021	N/A	12/2019 12/2021
	d. Policies/procedures	i. Review business plan	Board/Executive Director/Program Manager	Annually at the August November business meeting	8/2019 11/2019	11/2019 11/2020
		ii. Establish a board policy/procedure review cycle to evaluate/amend/create Review policies/procedures in open public meetings to evaluate for amendment, repeal, or create (i.e. By Laws, Signature Delegation, Exception Application and Matrix, etc.)	Board/Executive Director/Program Manager	By end of fiscal year 2019 Every two years	N/A	12/2019 12/2021
		iii. Promote HSQA office policy, procedure, and process presentations to the board	Executive Director/ Program Manager/ Office Director	Ongoing	N/A	N/A
	e. Website	i. Perform review of board websites	Program Manager	Monthly	N/A	N/A
		ii. Submit request(s) for any necessary changes	Program Manager	Ongoing	N/A	N/A

	f. Other	i. Review application packet content and make any necessary changes in accordance with HSQA Procedure 1-3-01	Program Manager	Annually	9/2016 (on-line application implementation and staffing issues)	12/2019 12/2021
		ii. Review renewal notice and license certificate template content and make any necessary changes in accordance with HSQA Procedure 1-3-22	Program Manager	Annually	12/2018 12/2019	12/2019 12/2020

Phipps, Rachel M (DOH)

From: [REDACTED]
Sent: Tuesday, November 21, 2023 12:49 PM
To: Phipps, Rachel M (DOH)
Subject: Re: regarding eligibility letter to sit in in nplex2 (august 2024)
Attachments: [REDACTED]

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: BON MEETINGS

External Email

Ms. Rachel Phipps,

Thank you for letting me know.

I have attached the eligibility letter for 2023 nplex2 exam sitting that I have received from Ms. Gragg. I have received the letter but I did not take the exam last year due to personal reasons so that I am requesting for the August 2024 nplex2 sitting eligibility approval letter. August exam enrollment opens in May and I will check back with you in the February board meeting

Thank you in advance.

Below is the letter submitting to the board:

My name is [REDACTED]

I am requesting a letter I need in order to sit in for the next NABNE NPLEX2 examination. Last year, I received an approval letter for 2023 but I did not take any of the exams due to personal reasons.

I graduated in 2016 from the naturopathic medicine program (Bastyr university) and continued right away to the acupuncture program from the same school and completed the program in December 2019. I was not able to complete my nplex2 within 5 year of time requirements from graduation (which they calculated from naturopathic program graduation year which is 2016 not from 2019). I have met the biomedical science examination requirement within the past ten (10) years.

**Below is what I have received from the NABNE:
I need a letter saying statement below**

"If [REDACTED] passes the NPLEX Part I and the NPLEX Part II examinations by October 2024 the [licensing authority] will consider her/him to have met the examination requirement and will accept her/his application for licensure.*

*Passage of the NPLEX does not guarantee eligibility for licensure, as several other requirements must also be met (e.g., passing a jurisprudence or other examination, clearing a background check, etc.)

before the applicant will be licensed."

To be able to approve your next application to take the NPLEX, this letter must be sent to me via email to teresa@nabne.org

If you can help me receive a letter and send it to myself [REDACTED]_CC to teresa@nabne.org would be appreciated.

Thank you.

Please let me know if there is any additional information you need from me.

Thank you in advance.

On Mon, Nov 20, 2023 at 12:44 PM Phipps, Rachel M (DOH) <Rachel.Phipps@doh.wa.gov> wrote:

Hello [REDACTED],

Sue Gragg retired last year and is no longer with the Department of Health. I am the new program manager supporting naturopathy and am happy to assist you. The next board meeting is February 9, 2024, and I would be happy to bring this to the board for consideration. Would you be able to send me a copy of the approval you received for 2023?

Thank you,

Rachel Phipps

Program Manager

Office of Health Professions

Health Systems Quality Assurance

Washington State Department of Health

rachel.phipps@doh.wa.gov

www.doh.wa.gov | 564-233-1277





STATE OF WASHINGTON
DEPARTMENT OF HEALTH
Olympia, Washington 98504

November 18, 2022

Teresa Vanderkin
North American Board of Naturopathic Examiners
Suite 119, #321
9220 SW Barbur Blvd
Portland OR 97219

Dear Ms. Vanderkin:

This letter is in response to a request from [REDACTED], to the Washington State Board of Naturopathy (board). The board considered the request at their November 18, 2022, business meeting.

If [REDACTED] successfully passes the NPLEX Part I, NPLEX Part II, and the NPLEX Minor Surgery Add-On examinations with passing scores as reported by the North American Board of Naturopathic Examiners (NABNE) by either April 30, 2023, or by October 31, 2023, the board will consider her to have met the examination requirements in [WAC 246-836-030](#).

Passage of the NPLEX examinations does not guarantee eligibility for licensure, as several other requirements must also be met before the applicant can be licensed. These include, but are not limited to, passing the jurisprudence examination, and clearing a background check.

If you have any further questions or need additional information, please contact me either by telephone at (360) 236-4941, by email at naturopathy@doh.wa.gov, or in writing to the Department of Health, Board of Naturopathy, PO Box 47852, Olympia, Washington 98504-7852.

Sincerely,

A handwritten signature in black ink that reads "Susan Gragg".

Susan Gragg, Program Manager
Board of Naturopathy Program
Office of Health Professions
Department of Health

cc: [REDACTED]

Phipps, Rachel M (DOH)

From: [REDACTED]
Sent: Thursday, February 1, 2024 1:06 PM
To: DOH HSQA HP Naturopathy; WA Naturopathy
Subject: Filing a petition for rules change for 2/9 BoN meeting
Attachments: PETITION for rules change 2024.pdf

External Email

Greetings!

Please see the attached petition for rules change petition. Thank you for reviewing BoN!

[REDACTED]



PETITION FOR ADOPTION, AMENDMENT, OR REPEAL OF A STATE ADMINISTRATIVE RULE

Print Form

In accordance with [RCW 34.05.330](#), the Office of Financial Management (OFM) created this form for individuals or groups who wish to petition a state agency or institution of higher education to adopt, amend, or repeal an administrative rule. You may use this form to submit your request. You also may contact agencies using other formats, such as a letter or email.

The agency or institution will give full consideration to your petition and will respond to you within 60 days of receiving your petition. For more information on the rule petition process, see Chapter 82-05 of the Washington Administrative Code (WAC) at <http://apps.leg.wa.gov/wac/default.aspx?cite=82-05>.

CONTACT INFORMATION *(please type or print)*

Petitioner's Name

Name of Organization None

Mailing Address

City Seattle State WA Zip Code 98103

Telephone Email

COMPLETING AND SENDING PETITION FORM

- Check all of the boxes that apply.
- Provide relevant examples.
- Include suggested language for a rule, if possible.
- Attach additional pages, if needed.
- Send your petition to the agency with authority to adopt or administer the rule. Here is a list of agencies and their rules coordinators: <http://www.leg.wa.gov/CodeReviser/Documents/RClst.htm>.

INFORMATION ON RULE PETITION

Agency responsible for adopting or administering the rule: Board of Naturopathy, WA Dept of Health

1. NEW RULE - I am requesting the agency to adopt a new rule.

The subject (or purpose) of this rule is: _____

The rule is needed because: _____

The new rule would affect the following people or groups: _____

2. AMEND RULE - I am requesting the agency to change an existing rule.

List rule number (WAC), if known: WAC 246-836-080

- I am requesting the following change: Combining Category 1 and Category 2 type CME credits into a single category. Removal of WANP and AANP as beneficiaries of income from CME production.
- This change is needed because: WANP and AANP have a fiduciary interest in limiting CME from other sources, the BoN is mandating these two private receive monetary benefit from the above law.
- The effect of this rule change will be: Increased scope of CME to license holders allowing them to fulfill their obligations toward safe practice.
- The rule is not clearly or simply stated: _____

3. REPEAL RULE - I am requesting the agency to eliminate an existing rule.

List rule number (WAC), if known: _____

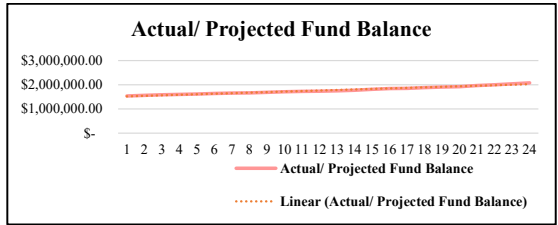
(Check one or more boxes)

- It does not do what it was intended to do.
- It is no longer needed because: _____
WANP and AANP have a near monopoly of providing the Category type 1 CME credits. WANP and AANP set the costs for the CME that is mandated by the BoN.
- It imposes unreasonable costs: _____
- The agency has no authority to make this rule: _____
- It is applied differently to public and private parties: _____
- It conflicts with another federal, state, or local law or rule. List conflicting law or rule, if known: _____
- It duplicates another federal, state or local law or rule. List duplicate law or rule, if known: _____
- Other (please explain): BoN Chair Chad Aschtgen received a WANP award while part of the creation of the rules, that which financially benefit the WANP.

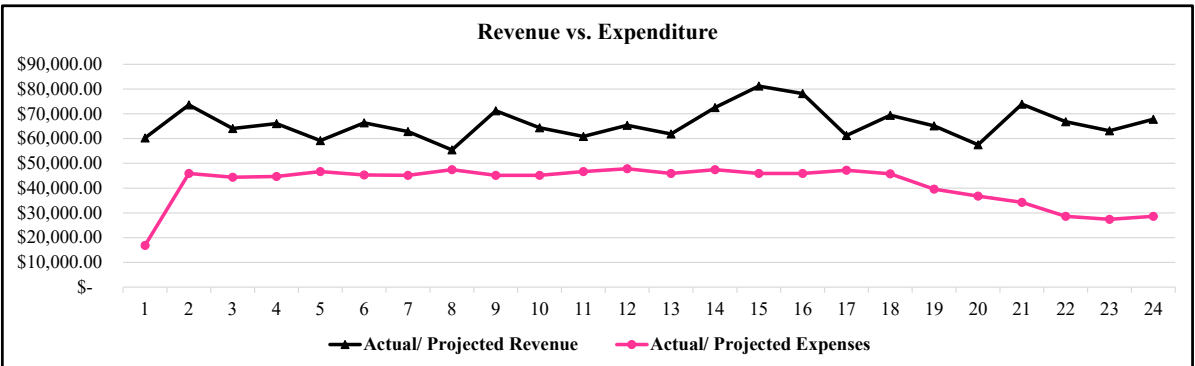


Naturopathic Physician

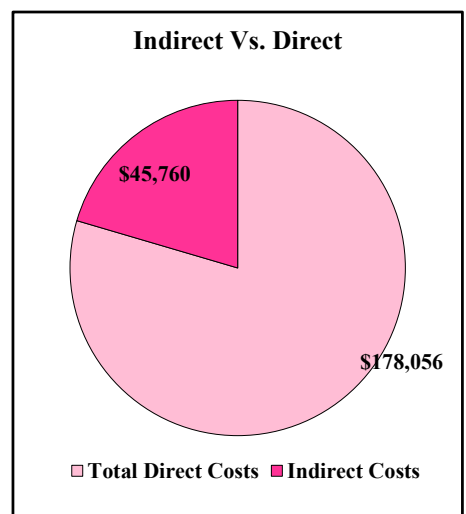
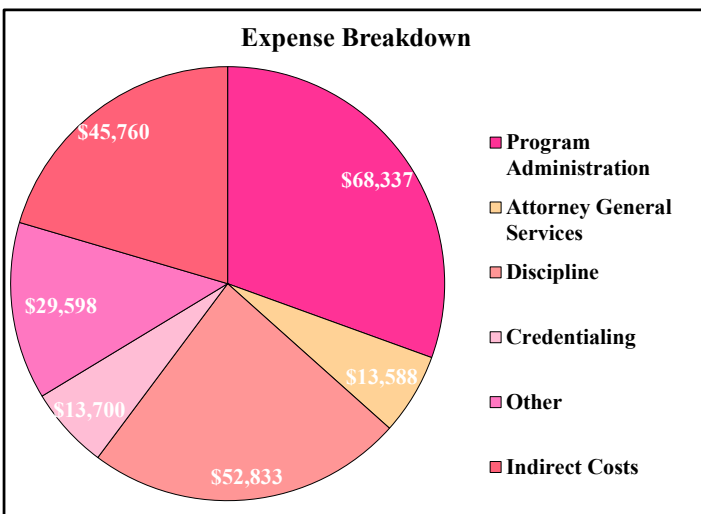
Beginning Fund Balance July 1, 2023	\$1,493,254
Revenue To-Date	\$389,544
HELMS Assessment To-Date	\$0
Expenses To-Date	\$223,816
Period Ending Fund Balance	\$1,658,982
Fund Balance Difference	\$165,728



REVENUE	ESTIMATED REVENUE	ACTUAL REVENUE	VARIANCE	% OF ESTIMATED
To-Date	\$409,348	\$389,544	-\$19,804	95%
Biennium Total	\$1,608,211			



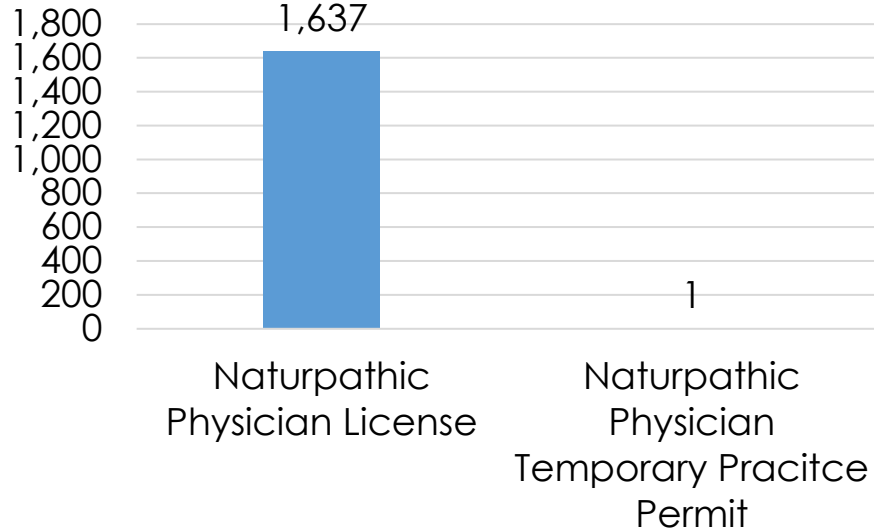
EXPENSES	ALLOTMENT TO-DATE	EXPENSES TO-DATE	VARIANCE TO-DATE	VARIANCE TO-DATE %
Staff Salaries and Benefits	\$68,544	\$63,730	\$4,814	7%
Attorney General Services (EM)	\$33,498	\$13,588	\$19,910	59%
Goods and Services (C&E)	\$3,696	\$1,553	\$2,143	58%
Travel	\$2,100	\$556	\$1,544	74%
Equipment	\$1,248	\$2,499	-\$1,251	-100%
Intra-Agency Charges - Discipline	\$116,568	\$52,833	\$63,735	55%
Intra-Agency Charges - Credentialing	\$15,284	\$13,700	\$1,584	10%
Intra-Agency Charges - Other	\$30,189	\$29,598	\$591	2%
Total Direct Costs	\$271,127	\$178,056	\$93,071	34%
Indirect Costs	\$69,680	\$45,760		
Grand Total	\$340,807	\$223,816	\$93,071	27%



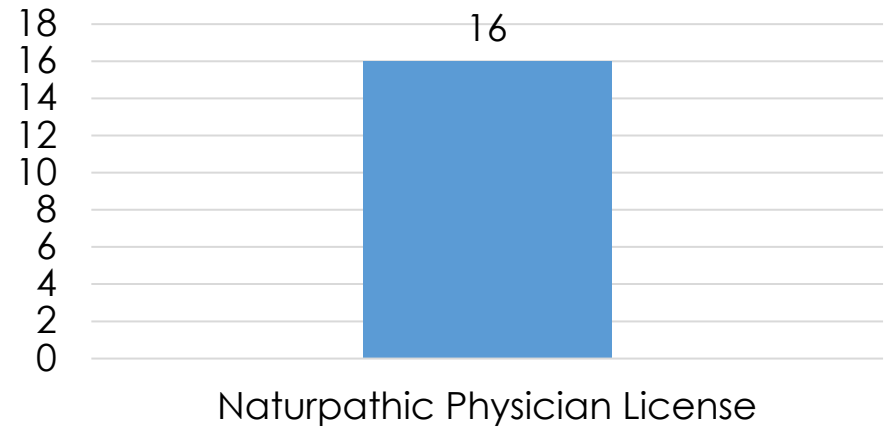


BOARD OF NATUROPATHY
February 9, 2024

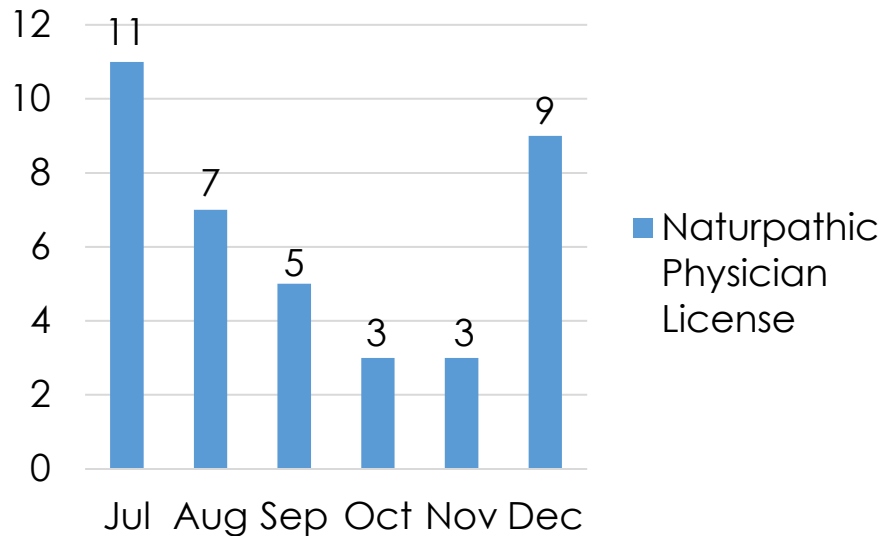
Active Status Counts



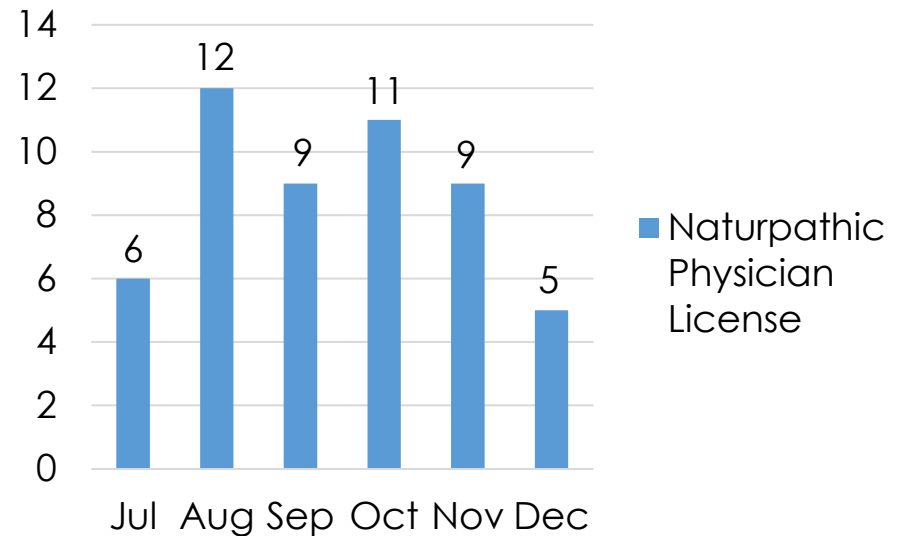
Pending Status Counts



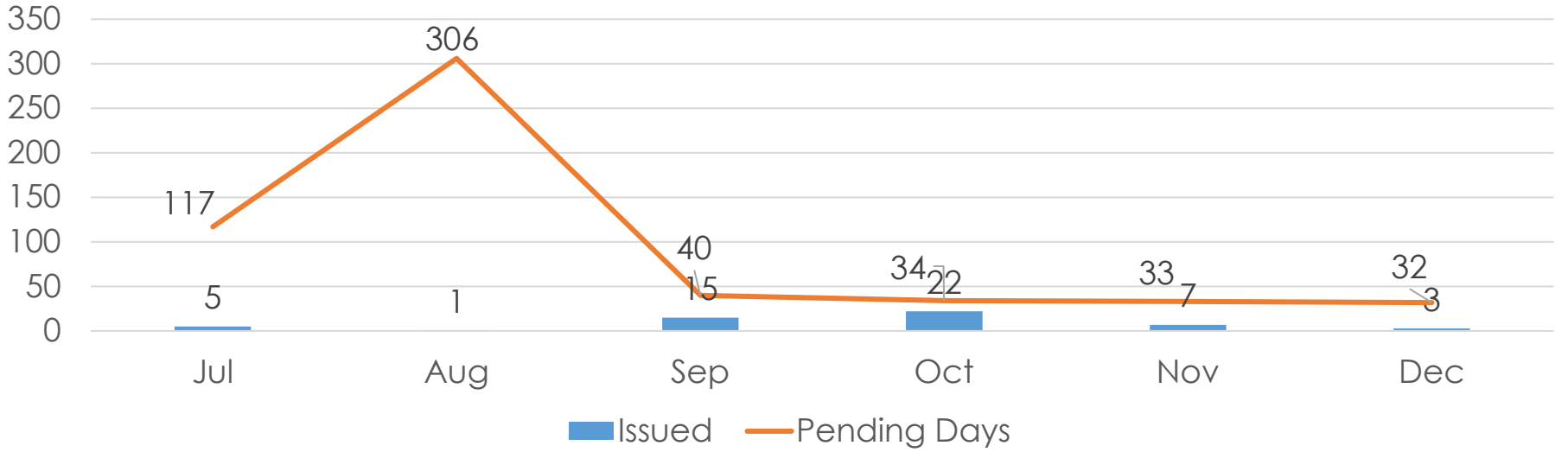
Applications Received



Credentials Expiring by Month



Overall Application Processing Time



Updates:

Contact Information

DOH website: www.doh.wa.gov

Licensing/Certification link for requirements and forms and the
Provider Credential Search link for credential status

Office Director:

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Credentialing Section Manager:

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Jeanine Johnson jeanine.johnson@doh.wa.gov 360-236-4943

Ericka Brown ericka.brown@doh.wa.gov 360-236-4872



Washington State Department of Health is committed to providing customers with forms and publications in appropriate alternate formats. Requests can be made by calling 800-525-0127 or by email at civil.rights@doh.wa.gov. TTY users dial 711.

HB 1939 Adopting Social Work Licensure Compact

The purpose is to facilitate interstate practice of social workers and improve access to social work services. The compact allows social workers who currently hold or are eligible for an active, unencumbered license in the compact member state where they reside to apply for a multistate license.

HB 1937 Requiring Certain Health Care Providers to Report Suspected Victims of Human Trafficking to Law Enforcement

Requires certain health care providers to report suspected victims of human trafficking to law enforcement. The providers and programs include: Naturopaths, Osteopaths, Physicians, Physician Assistants, Licensed Practical Nurses, Nursing Technicians, Registered Nurses or Advanced Registered Nurse Practitioner, Nursing Assistants, and licensed hospitals.

SB 6144 Prescribing Psychologist

This bill creates a new certification for prescribing psychologists and adds them to the list of professions able to prescribe medication.

SB 6172 Birth Doulas

This bill makes the following changes to chapter 18.47 RCW:

1. Includes a definition of culturally congruent care and requires that all birth doulas provide proof of knowledge related to culturally congruent care
2. Clarifies that birth doulas provide support to birthing persons from the date of confirmed conception; and
3. Includes a new section that, subject to amounts appropriated for the purpose, removes the ability of the secretary to impose a fee for certification, examination, or renewal for those seeking the doula certification between July 1, 2025 and July 1, 2030.

HB 2116 Pharmacist Prescriptive Authorization

The definition for "Practice of Pharmacy" in RCW 18.64.011(28) is amended to grant pharmacists the authority to prescribe and order drugs and devices as authorized by the Pharmacy Quality Assurance Commission in rule.

SB 6178 Midwife Prescriptive Authority

Adds licensed midwives to the legend drug act to align with changes made by the legislature in 2022 with Substitute Senate Bill 5765 (chapter 289 Laws of 2022), which gave midwives prescriptive authority for a limited list of medications and therapies outlined in rule.

HB 2247 Addressing Behavioral Health Provider Shortages

Last year, 25HB 1724 required the department to make recommendations about how to lower barriers to joining the behavioral health workforce. HB 2247 proposes statutory changes to implement the department's recommendations to increase access to care and address workforce shortages. This bill makes many amendments that impact psychologists, mental health counselors, marriage and family therapists, social workers, substance use disorder professionals, and agency affiliated counselors.

SB 6165 Wellness Programs for Certain Health Care Professionals

This bill adds a definition for physician wellness program to RCW 18.130.020 to address career fatigue and wellness issues not related to those covered by the Washington Physicians Health Program. This applies to physicians, osteopathic physicians and surgeons, and physician assistant.