



WSBA

REGULATORY SERVICES DEPARTMENT

To: Limited Practice Officer Applicants
From: Talia Clever, Program Lead

Review the Application Deadlines posted on the WSBA webpage. No late applications will be accepted.

Application Checklist

- Two (2) Completed Applications (one may be a photocopy) and any supplemental application forms and supporting documentation. Please keep a copy of the application for your records.
- Completed and Signed Fingerprint Card (see fingerprinting instruction sheet)
- Application fee of \$200

Please send your completed applications with fingerprint card and payment of \$200 to:

Limited Practice Board
Washington State Bar Association
1325 4th Ave, Suite 600
Seattle, WA 98101-2539

Application

Carefully review the application and ensure that your answers are complete and accurate. You may need to seek records at the courts or produce documentation to complete the application. We encourage you to complete and submit your application early in the registration period, particularly if there are disclosures to review.

Application – Character and Fitness

All applicants are subject to a character and fitness review prior to being admitted to the limited practice of law in Washington State. The practice of law is a privilege, not a right. *Answering “Yes” to any question does not automatically disqualify an applicant.* Determining good moral character and fitness to practice is determined by evaluating the cumulative history of an applicant as a whole; an isolated incident in an applicant’s past generally does not raise concerns. The application information is verified and evaluated for issues that raise a substantial question regarding the good moral character and fitness of the applicant. (See also APR 21. Character defined. www.courts.wa.gov)

Denial of application

You will be notified if your application is denied. You will also be notified of your right to an appeal of that determination as provided in Regulation 4. If you do not appeal, or the Board confirms the denial, the examination portion of your application fee (\$100) will be refunded to you.

Limited Practice Board

Withdrawing your application

To withdraw your application, please contact me at 206-239-2112 or LPO@wsba.org. If you withdraw at least 14 days prior to the exam, the examination portion of your application fee (\$100) will be refunded to you. The \$100 administrative fee will not be refunded. If you withdraw within 14 days of the exam, no portion of your application fee will be refunded.

Fingerprint Card

Please make an appointment with your local police/sheriff department for fingerprinting. They will supply you with a card. Please see separate fingerprinting instructions.

Confirmation Letter

You will receive a receipt shortly after filing your application. In addition, no less than 14 days before the exam, you should receive a separate confirmation letter with details regarding the time and location of the exam. If you fail to receive your confirmation letter two weeks prior to the exam, please contact me at 206-239-2112 or LPO@wsba.org

The exam and certification

The exam is four hours long (1 p.m. to 5 p.m.). There are three sections: multiple choice, essay and problem. To pass the exam, you must receive a score of 75% or higher on each section.

If you pass the exam, you have nine months from the date of the exam to become certified. After nine months, you must retake the exam in order to be eligible for certification. Your notification letter will contain information about becoming certified.

Preparing for the exam

We recommend that you review the suggested study topics thoroughly to assist you in preparing for the exam. Applicants should have a thorough understanding and knowledge of real property law, real estate law, APR 12 and Regulations, and the LPO Rules of Professional Conduct. Applicants will also be tested on their selection, preparation and completion of the required forms for a closing transaction. The closing forms are on the WSBA website.

Books that you may find helpful include:

- *The Complete Guide to Washington Real Estate Practices, 4th Edition* by Alan Tonnon
- *Washington Real Estate Law* by Alan Tonnon (from Washington Professional Publication, 425-451-0130)
- *Washington Real Estate Fundamentals* by Kathryn Haupt and David Rockwell (from Rockwell Institute, 800-221-9347)

Courses are offered by the following:

- Community Colleges sometimes have escrow, real property law (in the paralegal programs).
- A course on the fundamentals of Washington real estate law is offered by the Rockwell Institute or other real estate education providers.
- Washington Professional Seminars. Contact Fred Phillips at fredphillips@aol.com or 509-946-7530.
- The Escrow Association of Washington offers an LPO online study course and LPO Flash Cards.

Please note that this is provided as information only; courses are not endorsed by the Limited Practice Board or the Washington State Bar Association.

For LPO rules and information visit the WSBA web site at <http://www.wsba.org/LPOs>.

FINGERPRINTING INSTRUCTIONS

Please make an appointment to have your fingerprints taken at your local police or sheriff department, fingerprinting agency, or Washington State Patrol office.

At the fingerprinting location you will be provided a fingerprint card to complete. Please call ahead of time to be sure they will provide a fingerprint card. If not, please contact the WSBA and we will mail a fingerprint card to you.

Please complete all applicable fields on the fingerprint card and sign it. Fill in the following fields as follows:

- For **Employer and Address**: WSBA 1325 4th Ave Ste 600, Seattle, WA 98101
- For **Reason Fingerprinted**: LPO 727-8227
- For **ORI**: WAWSP0000 [*last four digits are zeros*]

The fingerprint card must be sealed in an envelope by the fingerprinting agency. Submit the sealed envelope with your applications and fee.

Note: The Washington State Patrol (WSP) conducts the background check using the fingerprint card. The WSBA has no control over the processing time. The WSP will return illegible fingerprint cards and those applicants will be required to re-submit new fingerprints. This could delay, and has delayed, when a successful applicant could be certified. Therefore, applicants are advised to file their applications and fingerprint cards with the WSBA as soon as possible to avoid delays in certification.



WSBA

THE LIMITED PRACTICE OFFICER EXAM SUGGESTED STUDY TOPICS REVISED JULY 2009

The following suggested study topics have been prepared by the Limited Practice Board.

Since the successful examinee will be engaged in the limited practice of law under APR 12, it is considered that a general basic knowledge of the nature of real and personal property, basic contract law, laws concerning conveyance and transfer of property title, a thorough knowledge of APR 12, and other related subjects is necessary for success and accuracy. Study and review of these objectives should enable you to fully prepare for the examination.

The exam is four hours long. There are three sections. In order to pass the exam, you must receive a score of 75% or higher on each section. The sections are:

1. Fifty (50) objective questions which may include multiple choice, true or false, matching, or fill-in-the blank types of questions.
2. Between one and five essay questions.
3. A problem to complete in which the examinee will prepare the documents necessary for the proper closing of a real estate transaction. The examinee, after studying the problem will select those documents needed, and complete them properly.

Upon completion of study, you should be able to:

1. Define "property," "real property," and "personal property," and give examples of each definition.
2. List the basic rights inherent in a freehold estate.
3. Describe the characteristics of each of the following estates in land:
 - a. Fee simple absolute
 - b. Fee simple defeasible
 - (1) fee simple determinable
 - (2) subject to a condition subsequent
 - c. Life estate
 - (1) with reversion right
 - (2) with remainder rights
 - d. Future interests
4. When given the title of a person or institution holding title to property for the benefit of others, be able to describe the function, duties and powers of:
 - a. A personal representative (sometimes known as executor, executrix, administrator or administratrix)
 - b. A trustee
 - c. A guardian
 - d. A receiver
 - e. A custodian

5. Illustrate the phrasing used in the grantor clause of a deed for each of the foregoing (see question 4)
6. Name the various legal entities that can hold title to real property which are recognized in Washington and be able to illustrate a grantee/grantor clause for each.
 - a. Write the format by which a corporation may transfer property.
 - b. Prepare a grantor clause and a signature block for a deed by which a corporation would transfer property.
7. Recite the four factors inherent in a joint tenancy ownership of land.
8. Prepare a deed that establishes a joint tenancy ownership.
9. Describe how a tenancy in common is established in Washington.
10. Define and describe the facets of a tenancy in common and be able to give examples.
11. Prepare a grantee clause for a deed transferring title to tenants in common.
12. State how community and separate property ownership is recognized in preparing deeds, and recite the definitions of “community property” and “separate property.”
13. Name the types of partnerships that may hold interests in real property and describe the requirements for each as to authority to execute real property instruments.
14. Name the law that provides for condominium development and state how condominium ownership may be held and transferred.
15. Name the type of ownership interest that may be held in a cooperative apartment.
16. Name and describe the kinds of trusts that may hold land ownership.
17. Define an easement and describe:
 - a. Dominant estate/benefited estate
 - b. Servient estate/burdened estate
18. Name and describe at least seven uses of easements.
19. Define the term “encumbrances.”
20. Describe the difference between an easement and a license concerning the use of another’s land.
21. Give examples of at least five types of common license usage of land belonging to others.
22. Define “covenant” and describe, with examples, the effects if placed on a parcel of land.
23. Prepare a deed that includes covenants that “run with the land.”
24. Define the word “restrictions” as used in connection with land ownership and usage.
25. Describe the effects of restrictions placed on a parcel of land and be able to give examples.

26. Prepare a deed that includes restrictions on the use of the land.
27. Define the word “reservation” as used when a property is being transferred.
28. Prepare a deed that includes a reservation in favor of the grantor.
29. Define the term “mineral rights” and list some of the types of minerals to which these rights may apply.
30. Understand the differences between real and personal property in relation to standing and/or down timber.
31. Outline the process of determining crop ownership and rights when unharvested crops are involved in a real property transaction.
32. Define the terms "riparian rights", "navigable waters", "accretion", "avulsion", "first class tidelands" and "second class tidelands". Be able to describe how these terms may affect ownership of property located on or near water.
33. Define the term “lien” and describe various types of liens and how they may affect the transferability of a property.
34. Prepare deeds dealing with various types of liens not satisfied at closing, such as mortgages, deeds of trust, assessments, etc.
35. Define “fixture” and “trade fixture” and describe how each is transferred in connection with a real property transaction.
36. Describe the possible interests and/or rights held by a lessee and how they affect the transferability of a parcel of land.
37. Understand and describe the effects on property transfer of the following regulations: taxation, subdividing, Shoreline, FIRPTA (Foreign Investment in Real Property Transfer Act) requirements.
38. Determine the necessity for an excise tax affidavit and excise tax liability for all types of transactions by reference to appropriate statutes and regulations.
39. Demonstrate the following: the ability to select and complete the proper legal instruments when given a particular Purchase and Sale Agreement and Preliminary Commitment for Title Insurance.
40. State the purpose and demonstrate an understanding of APR 12, and the rules and regulations adopted by the Board pursuant to the rule.
41. Describe the composition and functions of the Limited Practice Board.
42. Recite certification requirements for the Limited Practice Officer.
43. Summarize what the Limited Practice Officer is authorized to do under APR 12 and the Limited Practice Rule.
44. List the categories of documents the LPO is authorized to prepare.
45. Describe:
 - a. the conditions under which the LPO is authorized to render LPO services.

- b. the information that needs to be disclosed by the LPO rendering LPO services to the clients and parties incident to a transaction.
46. Enumerate continuing certification requirements.
 47. Name the three types of deeds used in Washington State.
 - a. Statutory Warranty Deed
 - b. Bargain and Sale Deed
 - c. Quitclaim Deed
 48. List the three statutory warranties for a Statutory Warranty Deed.
 49. Provide the statutory words of conveyance for, and understand the differences between: Quitclaim Deeds, Statutory Warranty Deeds, and Bargain and Sale Deeds.
 50. Describe and understand the statute of frauds.
 51. Enumerate the eight elements that must be present for a valid conveyance by deed.
 52. Describe the different forms of consideration recitals and indicate when each is appropriate.
 53. List the basic types of legal descriptions.
 54. Describe the requirements for valid corporate and individual notary acknowledgments.
 55. Discern the entities involved in the execution of documents and develop appropriate grantor/grantee clauses, signature blocks and notary acknowledgments.
 56. Define the requirements of “legal competency” for the execution of valid legal instruments.
 57. Describe the required elements of a negotiable note.
 58. Describe the following note clauses and be prepared to give an example in writing:
 - a. Accounting clause
 - b. Acceleration clause
 - c. Recital of security
 - d. Due on sale clause
 - e. Penalty interest and late charges
 59. Know and be able to describe the ways in which notes are secured and released by different security instruments on both real and personal property.
 60. Describe the effect of the various types of assignments of the Payee’s interest in a promissory note, e.g., with and without recourse.
 61. Understand provisions of Washington usury laws and how to deal with potentially usurious transactions.
 62. Understand “negative amortization” and describe special considerations that should be included in such a promissory note.

63. Describe the differences between a deed of trust, a mortgage, and a real estate contract.
64. Understand when a rider for a note or deed of trust may be required by the lender to modify the original terms and conditions of the pre-recorded master form deed of trust or pre-printed forms of the secondary mortgage market.
65. Describe how the trustee of a deed of trust is named and the role the trustee has in relation to the foreclosure of the grantor's rights in the real property.
66. Describe the significance of the practice that the date of the note and the stated date of the note in the security instrument be the same.
67. Describe the reasons for the use of the following additional clauses in a real estate transaction:
 - a. Deed release provision
 - b. Prepayment penalty
 - c. Accelerated interest rate in the event of default
 - d. Reimbursement of taxes and insurance payments advanced by the seller or the lender for the seller
 - e. Deed release with subordination agreement
68. Describe the ways in which the purchaser's and/or seller's interest in a real estate contract can be used as security for a debt.
69. Define the limitations of the warranty that is given by the grantor of a deed given in fulfillment of a real estate contract.
70. Know how to assign a seller's interest or a purchaser's interest in a real estate contract for security purposes.
71. Know how to assign a seller's interest or a purchaser's interest in a real estate contract for other than security purposes.
72. Know when and what documents are used to convey and/or release an interest (full or partial) in real and/or personal property: Quit Claim Deed (to release interest/clear title/release security), Release of Lien, Satisfaction of Mortgage, Satisfaction of Judgment, Assignment or Reconveyance of Deed of Trust and UCC Termination.
73. Explain the significance of "standard of care" and describe the standard of care of an LPO. APR 12(g) and Comment 2.
74. Describe the methods of complying with the financial responsibility requirement and explain the major limitations of each type of coverage (e.g., "course and scope of employment"). APR 12 Regulation 7.
75. Understand the potential liabilities in the event you commit negligence which causes a loss, including your liability to a client, your employer's liability to a client, your liability to your employer, your spouse's liability, etc.
76. Define power of attorney and give examples of its use.

77. Understand the uses and differences of financing statements under the Uniform Commercial Code.
78. Understand the differences between an option to purchase and a purchase and sale agreement.
79. Understand the purpose of RESPA and Truth in Lending (Reg. Z).
80. Understand the definition and purpose of title insurance.
81. Understand the features of FHA, VA and conventional loans.
82. State the purpose and demonstrate an understanding of the Limited Practice Officer Rules of Professional Conduct (LPORPC).



WSBA

APPLICATION FOR THE LIMITED PRACTICE BOARD EXAMINATION

NOTE: Applications with fingerprints and payment of \$200 must be received at the WSBA offices by 5:00 p.m. on the application due date stated in the application memo.

Please type or print clearly.

Full name _____
Last First Middle (if no middle name, enter -)

Birth date _____ Social Security Number _____

Location where you will take exam: Seattle Spokane

Home Address _____

City _____ State _____ Zip Code _____

Home Phone No. _____ Home Email _____

Application Checklist:

- Exam and administrative fee of \$200.
- Two (2) completed applications (one complete original and one complete photocopy)
- Completed Fingerprint Card, sealed by the administering agency

Mail completed applications to:
Limited Practice Board
Washington State Bar Association
1325 Fourth Avenue Suite 600
Seattle, WA 98101-2539

Please note: Our service provider will charge you a separate, nonrefundable transaction fee of 2.5% on all bank card transactions. There is no transaction fee if you pay by check.

For WSBA Office Use Only Applicant ID Number: _____ _____	<p style="text-align: center;"><u>Payment Information</u></p> <p><input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Check (Make checks payable to the WSBA)</p> <p>Name (as it appears on the card) _____</p> <p>Signature _____</p> <p>Credit Card No. _____ Exp Date _____</p> <p>Telephone Number _____ Amount _____</p>	
A/R Date: _____	For WSBA Office Use Only Check No. : _____	Amount: _____

Note to applicants:

Please read the questions carefully and answer the questions completely and honestly. You may need to look up additional information such as addresses, employers, professional license numbers and status, traffic record or criminal history to properly fill out the application. *Answering "Yes" to any question does not automatically disqualify an applicant.* See application instruction memo for more information.

For the following questions, use an additional sheet if necessary:

1. List below all the other names or surnames you have used or been known by, and describe when, how, and why your name was changed (e.g., marriage, divorce, adoption, etc.).

Name used	Reason (maiden, married, etc)	Dates
_____	_____	_____
_____	_____	_____

2. Personal residential address(es) for the last five years:

■ Current Address (as listed on first page) From Mo/Yr _____

Previous Addresses

■ From Mo/Yr _____ To Mo/Yr _____

Street Address _____

City _____ State _____ Zip _____

■ From Mo/Yr _____ To Mo/Yr _____

Street Address _____

City _____ State _____ Zip _____

3. Have you ever been a member of the armed forces of the United States, its reserve components, or the National Guard? Yes No

If yes, complete a separate **FORM 1** for each period of service.

4. Please list your formal educational background, beginning with high school. Attach an additional sheet if necessary.

School/Institution	City, State	Degree/Diploma	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Please list all courses and seminars that you attended (or will attend) and all reference books you have used (or will use) specifically for the purpose of preparing for the LPO exam. Attach an additional sheet if necessary.

Course/Book Title	Location or Author	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. How many years of practical experience do you have in the real estate, escrow, and/or title industry? (list years/type of experience)

7. Please list your employment and unemployment information for the past five years, beginning with the current or most recent. Employment encompasses all part-time and full-time employment, including self-employment, military service, volunteer work, and temporary employment. If you were employed by a temporary agency, provide the name, mailing address, and telephone number of the temporary agency and also note the name of the firm/company to which you were assigned. **Attach an additional sheet if necessary.**

Current Employment Currently Unemployed Since Mo/Yr _____

From Mo/Yr _____ To PRESENT

Employment Position/Description of Unemployment _____

Employer or Firm _____

Supervisor/Associate Name _____

Employer or Firm Mailing Address _____

City _____ State _____ Zip _____

Employer Telephone () _____ Employer E-mail _____

Past Employment

From Mo/Yr _____ To Mo/Yr _____ Unemployment Period

Employment Position/Description of Unemployment _____

Employer or Firm _____

(At time of employment)

Reason for Leaving _____

Supervisor/Associate Name _____

Employer or Firm Mailing Address _____

City _____ State _____ Zip _____

Employer Telephone () _____ Employer E-mail _____

8. Have you ever been terminated, suspended, disciplined, laid-off for misconduct or dishonesty, or permitted to resign in lieu of termination from any job? Yes No

If yes, provide the following information about each occurrence:

■Employer or Firm_____

Dates of Employment: From Mo/Yr_____ To Mo/Yr_____

Disposition: Terminated Suspended Disciplined Laid-Off Permitted to resign

Date of disposition (Mo/Yr)_____

Explanation of circumstances_____

9. List all other professional licenses issued to you. This includes notary, escrow, real estate or other license held in the State of Washington or any other state.

Type of License, Issuing Agency	License Number	Current Status
---------------------------------	----------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Have you ever been denied a license or had a license terminated or revoked for business, trade, or profession (e.g., escrow agent, notary, CPA, real estate broker)? Yes No

If yes, please provide the following information for each denial or revocation:

Action Type: Denial Revocation

License (Type, Application Date, License Number)_____

Name of Regulatory Agency_____

Address_____

City_____ State_____ Zip_____

Action Taken_____ Date_____

Explanation_____

11. Have you ever been suspended, censured, or otherwise reprimanded or disqualified as a member of another profession, or as a holder of public office? Yes No

12. Have you ever been the subject of any charges, complaints, or grievances (formal or informal) concerning your conduct as a member of any other profession, or as a holder of public office, including any now pending? Yes No

If you answered yes, please provide the following information for each matter:

Name of Regulatory Agency _____
Address _____
City _____ State _____ Zip _____
Country _____ Province _____
Case Number (if applicable) _____
Action Taken _____ Date _____
Explanation _____

13. Has any surety on any bond on which you were the principal been required to pay any money on your behalf? Yes No

If yes, complete FORM 2.

14. Have you previously applied for the Limited Practice Board Exam? Yes No

How many times? _____
Date application(s) made (Mo/Yr) _____
Date examination(s) taken (Mo/Yr) _____

15. Have you previously been certified as a Limited Practice Officer? Yes No

LPO Number: _____ Current Status: _____
If revoked, please state reason: _____

16. Have you ever applied for or been admitted, licensed, or authorized to practice law in any U.S. jurisdiction or foreign jurisdiction? Yes No

■ If yes:
Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____
Name and address of foreign bar authority _____
Date application made (Mo/Yr) _____
Date examination taken (Mo/Yr) _____
Reason not admitted: Failed exam Withdrew application Pending Denied Other reason
Explanation _____

Admission or Readmission date (Mo/Day/Yr) _____ Bar Number* _____

If you are/were admitted as an attorney:

- Have you ever been disbarred, suspended, censured, or otherwise reprimanded or disqualified as an attorney? Yes No
- Have you ever been the subject of any charges, complaints, or grievances (formal or informal) concerning your conduct as an attorney, including any now pending? Yes No

17. Have you ever been the subject of any charges, complaints, or grievances (formal or informal) alleging that you engaged in the unauthorized practice of law, including any now pending? Yes No

If the answer is yes, please provide the following information for each matter:

Name of Regulatory Agency _____

Address _____

City _____ State _____ Zip _____

Case Number (if applicable) _____

Action Taken _____ Date _____

Explanation _____

18. Have you ever been a named party to any civil action? Yes No

NOTE: Family law matters (including continuing orders for child support) should be included here.

If yes, complete a separate **FORM 3** for each action.

19. Have you ever had a complaint or action (including, but not limited to, allegations of fraud, deceit, misrepresentation, forgery, or malpractice) initiated against you in any administrative forum? Yes No

If yes, complete a separate **FORM 3A** for each complaint or action.

20. Have you ever filed a petition for bankruptcy? Yes No

If yes, complete a separate **FORM 4** for each bankruptcy petition filed.

21. a. Have you ever defaulted on any student loans? Yes No

b. Have you ever defaulted on any other debt? Yes No

If your answer to Question 20 is yes, are there any additional debts not reported in Questions 1(a & b) that were not discharged in bankruptcy? Yes No

If you answered yes to this section, complete a separate **FORM 6** for each debt.

22. a. Have you ever been cited for, arrested for, charged with, or convicted of any alcohol- or drug-related traffic violation including any cases resolved in juvenile court? Yes No

If yes, complete a separate **FORM 5** for each incident.

b. Have you been cited for, arrested for, charged with, or convicted of any moving traffic violation during the past ten years? (Omit parking violations.) Yes No

If yes, report each incident on **FORM 5T**.

NOTE: Your responses must include matters that have been dismissed, expunged, subject to a diversion or deferred prosecution program, or otherwise set aside.

23. Have you ever been cited for, arrested for, charged with, or convicted of any violation of any law including any cases resolved in juvenile court? Yes No

If yes, complete a separate **FORM 5** for each incident. (Report traffic violations above)

NOTE: Include matters that have been sealed, dismissed, expunged, subject to a diversion or deferred prosecution program, or otherwise set aside.

PREAMBLE TO QUESTIONS 24 and 25

Through this application, the Limited Practice Board makes inquiry about recent mental health and addiction matters. This information, along with all other information, is treated confidentially by the Limited Practice Board and the Washington State Bar Association. The purpose of such inquiries is to determine the current fitness of an applicant to perform the duties of a Limited Practice Officer. The mere fact of treatment for mental health matters or addictions is not, in itself, a basis on which an applicant is denied certification.

The Washington Supreme Court may deny admission to applicants whose ability to practice in a competent and professional manner is substantially impaired by a mental health condition, or drug and alcohol dependency or abuse, or to applicants who demonstrate a lack of candor by their responses. This is consistent with the public purpose that underlies the licensing responsibilities assigned to the Limited Practice Board and the Washington State Bar Association; further, the applicant bears the burden of proving current fitness to practice.

The Limited Practice Board does not seek information about treatment or counseling that is commonly characterized as situational or adjustment counseling, provided the reason for the counseling does not arise from an act of violence by the applicant. Examples of situational or adjustment counseling include stress counseling, relationship counseling, grief counseling, and counseling for eating and sleeping disorders.

24. A. During the past two years, have you experienced, been diagnosed with, or undergone treatment for any condition or impairment (including, but not limited to, substance abuse or dependency, alcohol abuse or dependency, or a psychotic, mental, emotional, or nervous disorder or condition) which substantially impairs your ability to perform the duties of a Limited Practice Officer in a competent and professional manner?

Yes No

24. B. If your answer to Question 24(A) is yes, are the limitations caused by your condition or impairment reduced or ameliorated because you receive ongoing treatment (with or without medication) or because you participate in a monitoring program?

Yes No

If your answer to Question 24(A) or (B) is yes, complete **FORMS 8**. Duplicate **FORMS 8** as needed.

25. Within the past two years, have you engaged in or exhibited any conduct or behavior that could call into question your fitness to perform the duties of a Limited Practice Officer as defined in APR 22(a), which states as follows:

“Fitness is the absence of any current mental impairment or current drug or alcohol dependency or abuse which, if extant, would substantially impair the ability of the applicant, bar association member, or petitioner to practice law.” ?

Yes **No**

If you answered yes, provide a detailed explanation below, including relevant dates, locations, names and contact information for persons or agencies that can provide relevant information:

Relevant dates: _____

Relevant location: _____

Explanation _____

Name and contact information for persons or agencies that can provide relevant information:

Name: _____

Address _____

City _____ State _____ Zip _____ Telephone (_____) _____

Country _____ Province _____

Name: _____

Address _____

City _____ State _____ Zip _____ Telephone (_____) _____

Country _____ Province _____

26. Do you have a disability for which you will need reasonable accommodation in taking the exam? **Yes** **No**

If Yes, please notify the WSBA in writing at least 30 days prior to the exam.

Medical documentation must support all requests.

AUTHORIZATION, RELEASE AND AFFIDAVIT OF APPLICANT

I, (Name)_____

born at (City)_____, (State)_____

(COUNTRY)_____, on (Date of Birth)_____

having filed an application for admission to limited practice as a Limited Practice Officer in Washington State, hereby apply for a character report to be prepared by the Washington State Limited Practice Board. I further consent to allow the Limited Practice Board to conduct an investigation as to my moral character, professional reputation, and fitness for the limited practice as a Limited Practice Officer under Rule 12 of the Admission to Practice Rules. I further agree to provide additional information which may be required concerning my past record. I understand that the contents of my character report are treated confidentially by the Washington State Limited Practice Board and the Washington State Bar Association.

I also authorize and request every person, firm, company, corporation, association, court, school, college, university, other educational institution, government agency, law enforcement agency, and any other agency having control of any records, files, documents, writings, or other information pertaining to me to furnish to the WSBA and the Limited Practice Board any such information regarding any and all charges, complaints, disciplinary actions, grievances, sanctions, suspensions, reprimands, disqualifications, censures, resignations, terminations, citations, arrests, indictments, convictions, judgments, courts-martial, non-judicial punishments, or administrative discharges (including those dismissed or otherwise erased or expunged by law, whether formal or informal, pending or closed), or any other pertinent data or information pertaining to me. I further authorize the Limited Practice Board, the WSBA or any of its agents or representatives to inspect and make copies of such documents, records, or other information.

I authorize the National Personnel Records Center in St. Louis, MO, or other custodian of my military record to release to the Limited Practice Board and the WSBA information or photocopies from my military record.

I hereby release, discharge and exonerate the Washington State Limited Practice Board, its agents and representatives, the Washington State Bar Association, its agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information, or the investigation made by the Washington State Bar Association.

I have read the foregoing document and application and have answered all questions fully and frankly. The answers and statements are complete and are true of my own knowledge.

Signature of Applicant Date

STATE/DISTRICT OF _____

COUNTY/PARISH OF _____

Subscribed and sworn to or affirmed before me this _____ day

of _____, _____
Month Year

Signature of Notary Public

My commission expires _____

Seal or stamp must be affixed to each original.