Washington State Nursing License Online Renewal Instructions

Things to note prior to attempting online renewal

- Online renewal is accessible 85-90 days prior to your expiration date.
- Late renewal is available up to one year after the expiration date. Late fees will be automatically applied, when applicable.
- You cannot change your status in the renewal system. Your license must be in "active" status. Licenses in **military, retired active, inactive, expired, active on probation, active with conditions, and active with restrictions** status cannot renew online at this time. Check your license status using the Department of Health's Provider Credential Search to ensure your status is compatible with online renewal system.
- Nursing Technicians cannot renew online at this time.

License requirements prior to renewal

- **RN and LPN**
  - Continuing competency hours are complete (8 continuing education hours and 96 Practice hours due every year)
  - Complete e-Notify registration and survey online at Nursys®
- **ARNP**
  - Active RN license
  - 30 continuing education hours
  - 15 additional continuing education hours relating to pharmacology if you have prescriptive authority
  - An active certification in each area of advanced practice. You are required to submit a copy of recertification via email to nursing@doh.wa.gov.

Getting Started

Supported browsers

Microsoft Edge and Google Chrome work best with the DOH online renewal portal. Online services are configured with PCs and PC-based laptops. **Mobile device and tablet users may experience technical difficulty attempting to renew online.**

Remember that Secure Access Washington and the DOH:HSQA Online Services pages are separate and require two different sets of login information.

Step 1

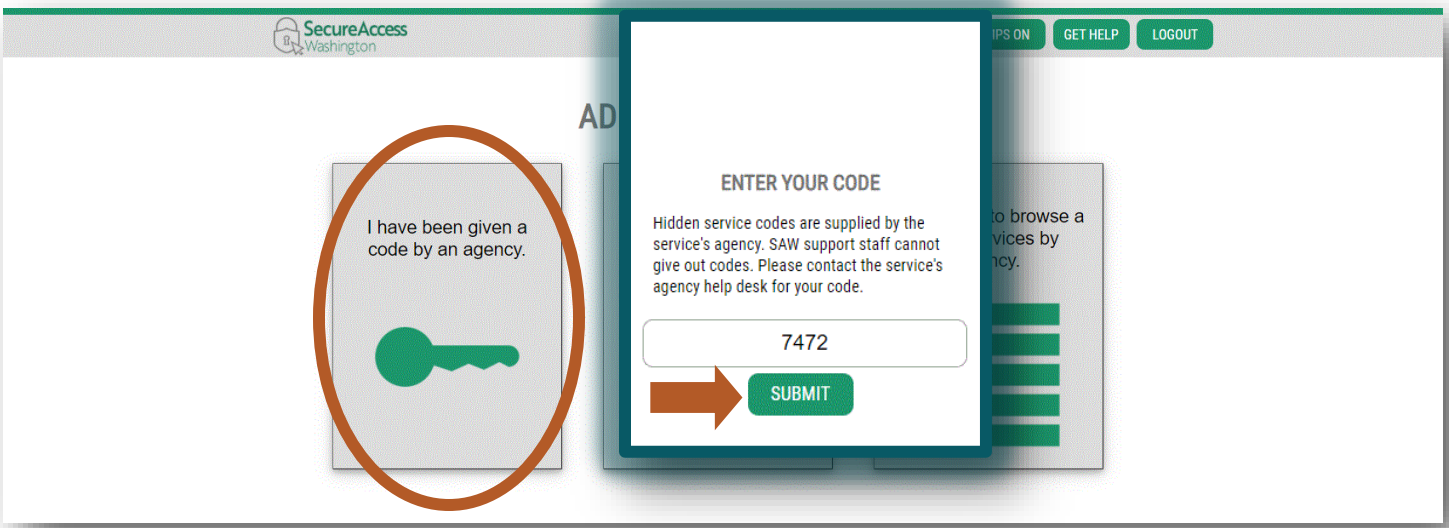
Create a Secure Access Washington (SAW) account

1. Go to the Secure Access Washington website.
2. Create a SAW account as a new user.
3. If you already have a SAW account, sign in with your user ID and password you previously created.
4. If you forgot your User ID or password, contact Secure Access Washington at 855.928.3241 or 360.586.1000.

Step 2

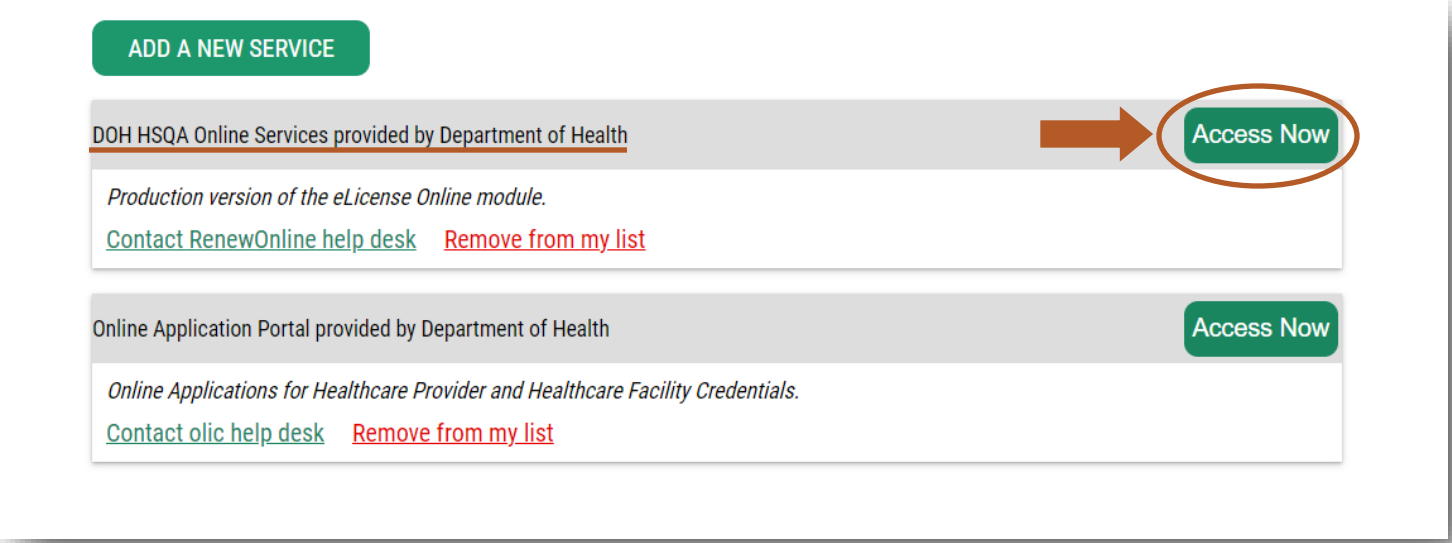
Adding the DOH Service Code

1. Select the “Add a New Service” link.
2. Click on “I have been given a code by an agency”
3. Type in the code: "7472"



Accessing the DOH:HSQA Online Services page

1. Under the “ADD A NEW SERVICE” button, you will find a list of your services
2. Locate the DOH:HSQA Online Services and click the “Access Now” on the righthand side.
3. On the next page click “Continue”

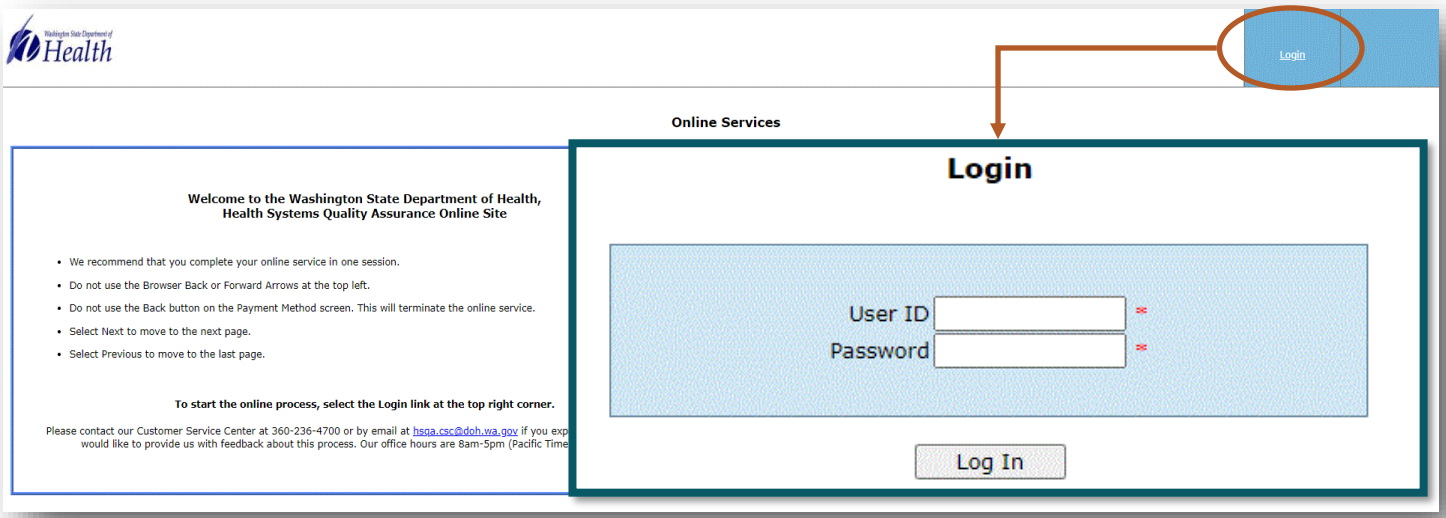


Step 3

Logging into the renewal portal

1. Click the "Login" Button in the top right
2. Enter the assigned DOH username and password from your renewal notice

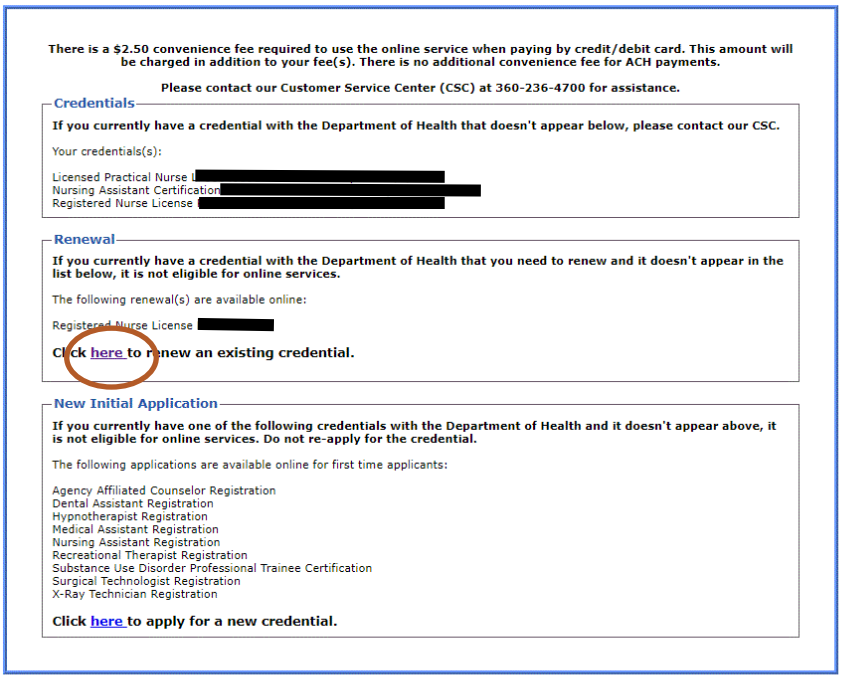
   If you do not have your assigned DOH username and password, please call the Nursing Commission at 360-236-4703



Step 4

Accessing your renewal

1. Under the Renewal section of your services, use the Click **here** to renew an existing credential.



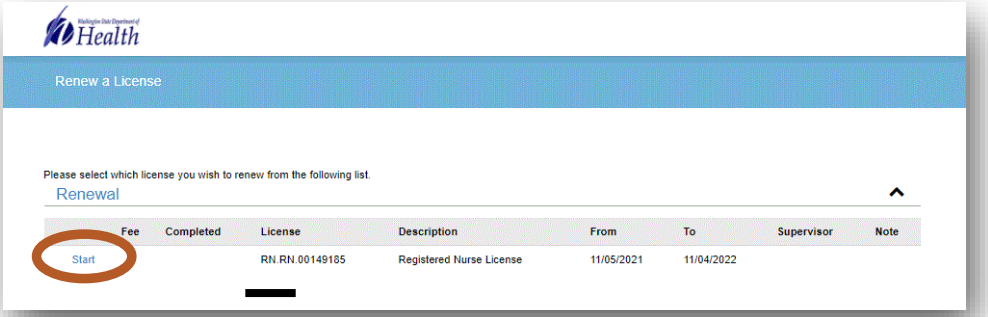
PLEASE NOTE:

If you do not see your credential listed please call the Nursing Commission at 360-236-4703 so we can best assist you.

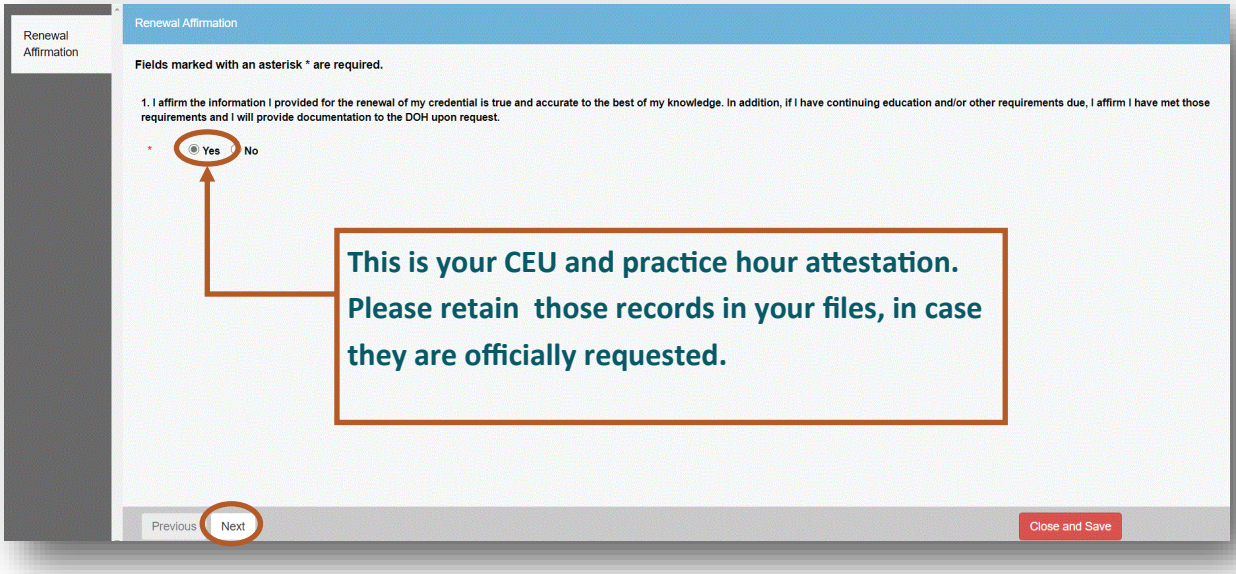
Step 5

Completing your renewal

1. Select "start" next to the credential you are renewing.

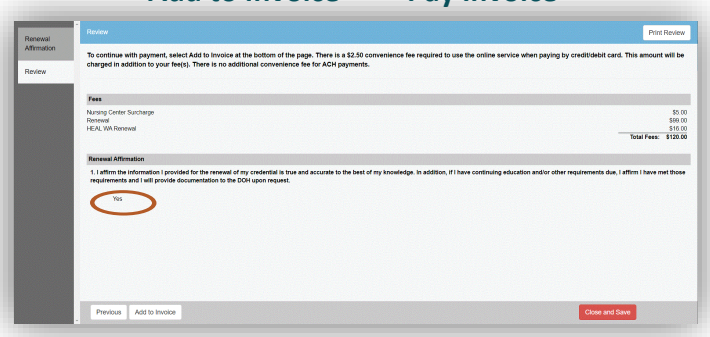


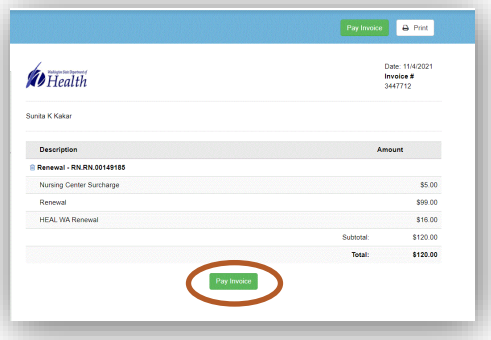
2. On the Renewal Affirmation page, click "Yes" and then "Next".



3. Please follow the prompts to reach the pay screen, then input your payment information and hit "Submit".

Add to Invoice —> Pay Invoice





NOTE: If you have issues logging into SAW please call **855.928.3241 or 360.586.1000.** If you have any issues with your renewal steps within the DOH Portal, please call the Nursing Commission at **360-236-4703.**