

# Registered Nurse or Licensed Practical Nurse

## NCLEX Examination Licensure Requirements



### Application Packet and Fee

1. Submit a completed application (be sure to fill in all applicable fields). Incomplete applications may result in delayed processing times.
2. Attach all supporting documentation. All “yes” responses to personal data questions in the application, require you to attach supporting documentation, such as court documents and written statements.
3. Include your payment of the non-refundable application fee listed on our website
4. If you previously applied for a healthcare license through the Department of Health and then changed your name, you must submit a copy of the legal name change document with this application. Examples of acceptable documentation include a marriage certificate, divorce decree, or other court documents.



### Certificate of Completion

#### **Nursing Education Program Graduate in Washington State**

If you are a Washington state nursing education program graduate, the program director will send an electronic certificate of completion to our office after you complete the program.

#### **Nursing Education Program Graduate in another U.S. State or Jurisdiction**

If you are a graduate from a nursing education program in another U.S. state or jurisdiction, we will need your official transcripts, with degree and graduation date listed, sent to the Nursing Commission before we are able to grant eligibility to test in Pearson Vue.



### Official Transcripts

If your school participates in an electronic transcript service (E-Script, Parchment, or Student Clearing House), please have your official transcripts sent to [nurselicensing@doh.wa.gov](mailto:nurselicensing@doh.wa.gov). If your school does not participate in one of these services, please request your nursing education program to mail your transcripts, with your degree and graduation date listed, to the Nursing Commission.



## Professional Vocational Relationship Course (PVR)

If you are testing out of an RN program for the NCLEX-PN examination, you will need to complete a [commission approved PVR course](#). You will also need to submit an attestation from your nurse administrator at your nursing education program addressing your ability to safely practice within the scope of a practical nurse.



## NCLEX

Pearson VUE emails the “authorization to test” (ATT) to you. Pearson VUE provides you with the ability to schedule the date and time to take the NCLEX examination. The [NCLEX Candidate Bulletin](#) is available to guide you through the registration process.

### **ADA Accommodations for the NCLEX Examination**

To request ADA accommodations for the NCLEX examination, you will need to submit the following documentation with your application:

1. A letter from the diagnosing physician stating the diagnosis and recommended accommodations.
2. A letter from the school stating the diagnosis and accommodations granted while enrolled in the nursing education program.
3. A letter from yourself stating the diagnosis and requested accommodations.



## For Spouses and Registered Domestic Partners of Military Personnel Being Transferred or Stationed in Washington

Under Washington State law, the spouse or state-registered domestic partner of a service member of any branch of the U.S. Military, including National Guard or Reserve, applying for a health care professional credential may be eligible for the expedited application process by submitting the following:

1. A copy of your spouse’s or registered domestic partner’s military transfer orders to Washington state.
2. A copy of your marriage certificate or a copy of a state’s declaration or registration showing a state registered domestic partnership with a member of the U.S. military.



## FBI Background Check

Washington state law authorizes the Department of Health to obtain fingerprint background checks for licensing purposes. After your application is received, the Nursing Commission will email you instructions on the fingerprint process and how to complete and submit prints to the Department of Health. **You will need to obtain fingerprint cards from the location you complete the fingerprinting process.**

The Department of Health completes the check through the Washington State Patrol and the Federal Bureau of Investigation (FBI). A temporary practice permit will be issued after all other licensing requirements are met, pending the completion of this process.



## Important Information

1. We process applications in the order they are received. You may check the status of your application using [Provider Credential Search](#). A customer service representative will email you with detailed instructions if anything is missing from your application.
2. You will receive a one-time paper license in the mail seven to ten business days after issuance.
3. After verifying your active Washington state nursing license on the Department of Health's [Provider Credential Search](#), you must enroll with [Nursys E-Notify](#). Select "As a Nurse" to complete the registration process.
4. Renew your license according to your profession's renewal schedule, up to 90 days prior to your birthday.
5. Maintain your contact information with the Washington State Department of Health. To update your information, submit a [Contact Information Change Form](#) online.