

# Registered Nurse or Licensed Practical Nurse Endorsement 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.



## Verification of Initial License in the United States

### All states except for Pennsylvania, Michigan, and California

Please visit [www.nursys.com](http://www.nursys.com), follow their directions (choose the tab: Licensure Verification for Endorsement) to request verification of your original license (exam state – initial license). Search for your name or license number and request to have your verification sent to Washington state. There is a fee you will need to pay Nursys (must submit online) for your verification request. Nursys will email you a receipt confirmation. Please ensure your verification was sent to Washington state.

### Pennsylvania, Michigan, and California

Pennsylvania, Michigan, and California do not participate in Nursys. If your initial license was obtained from one of these states, you will need to work directly with their board to request verification. If they require you to submit a form to their office, please use the [Non-Nursys verification form](#). To avoid delays, please request verification of your initial U.S. license before submitting your application to us.



## Active License in another State

You need to have an active license in order to apply by endorsement.

If you do not have an active license in another state, you will be required to complete a [Nursing Commission approved refresher program](#). Please indicate on the application if you are enrolled in a refresher program.



## Verification of Active Practice Employment Hours

If you have completed a non-traditional nursing education program, you will be required to submit work verification of at least 1,000 hours of active nursing practice in another state.

The work verification must:

1. Come directly from your current or previous employer on company letterhead.
2. Include dates employed, verification of hours, and verifies that you practiced in the profession in which you are applying.



## Official Transcripts

When we are unable to verify your nursing education program, degree, or graduation date on the verification of licensure from your initial state, the Nursing Commission may require that you submit official transcripts. Please do not submit these unless requested.

### **Applicants Educated Internationally**

Transcripts must be sent directly from the nursing education program, another U.S. board of nursing, or one of the approved evaluation service providers:

1. Graduates of Foreign Trained Nursing Schools (CGFNS) ([www.cgfns.org](http://www.cgfns.org))  
You must select the option for the CES Professional Report from CGFNS.
2. Education Records Evaluation Service (ERES) ([www.eres.com](http://www.eres.com))
3. International Education Research Foundation, Inc. (IERF) ([www.ierf.org](http://www.ierf.org))
4. Josef Silney & Associates, Inc., International Education Consultants ([www.jsilny.org](http://www.jsilny.org))

If the Nursing Commission is unable to determine equivalency, then the education verification form will be required and must be completed by your nursing education program.



## English Proficiency Examination

An English proficiency test is required for all RN and LPN applicants who completed their nursing education outside of the United States, except for individuals who completed their education in the United Kingdom, Ireland, Australia, New Zealand, Samoa, Guam, Mariana Islands, Virgin Islands, and Canada (Quebec nursing education requires the English proficiency test). A passing score is required from one of the following:

- Test of English as a Foreign Language (TOEFL) [www.toefl.com](http://www.toefl.com)  
Passing LPN score: 79 with a speaking score of 26; institution code is 7292. Passing RN score: 84 with a speaking score of 26; institution code is 7292.
- International English Language Testing System (IELTS, academic version) [www.ielts.org](http://www.ielts.org)  
Passing LPN and RN scores: 6.5 with a score of 6.0 in listening, reading, writing, and speaking.
- The Occupational English Test (OET) [www.occupationalenglishtest.org](http://www.occupationalenglishtest.org)  
Passing LPN and RN scores: Minimum score of 300 in listening, reading and writing. Minimum score of 280 in speaking.

The English proficiency examination may not be required if you can provide one of the following:

- Evidence of active nursing practice in another U.S. state for at least 1,000 hours. Work verification must:
  - Be completed by your current or previous employer on company letterhead.
  - Include dates employed, verification of hours, and verifies that you practiced in the profession in which you are applying.
- Evidence of earning a high school diploma or college degree in the United States (official transcripts).



## 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.