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 <u>Provider Credential Search</u> 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 <u>Nursys®</u>
- 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 <u>Secure Access Washington</u> 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.
- If you forgot your User ID or password, contact Secure Access Washington at 888-241-7597.

RESCUIPACCESS	WELCOME to your login for Washington state. Click SIGN UP! If you need to create an account
Log in using an existing account PASSWORD SUBMIT Forgot your username? Forgot your p	ON BEHALF OF

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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

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



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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

	Online Services
Welcome to the Washington State Department of Health, Health Systems Quality Assurance Online Site	Login
We recommend that you complete your online service in one session.	
Do not use the Browser Back or Forward Arrows at the top left.	
Do not use the Back button on the Payment Method screen. This will terminate the online service.	User ID *
Select Next to move to the next page.	
Select Previous to move to the last page.	Password
To start the online process, select the Login link at the top right corner.	
ease contact our Customer Service Center at 360-236-4700 or by email at hsga.csc@doh.wa.gov if you exp	
would like to provide us with feedback about this process. Our office hours are 8am-5pm (Pacific Time	

Step 4

Accessing your renewal

 Under the Renewal section of your services, use the Click <u>here</u> to renew an existing credential.

	Please contact our Customer Service Center (CSC) at 360-236-4700 for assistance.
Credential	5
If you curre	tly have a credential with the Department of Health that doesn't appear below, please contact our CSC.
Your credentia	ils(s):
Licensed Prac Nursing Assist Registered Nu	tical Nurse La Carte Car
Renewal-	
If you current	ntly have a credential with the Department of Health that you need to renew and it doesn't appear in the is not eligible for online services.
	is not engine for online services.
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The following Registered Nu Clock here I New Initia If you current is not eligibl The following Agency Affilia Dental Assist Hypnotherapi Medical Assist Nursing Assist Substance US Substance US Substance US	Trenewal(s) are available online: Trenewal(s) are available online: Trenewal(s) are available online: Trenewal(s) are available online: Trenewal(s) are available online credential. The plication The following credentials with the Department of Health and it doesn't appear above, it for online services. Do not re-apply for the credential. The for online services. Do not re-apply for the credential. The for online services are available online for first time applications The Registration The Reg

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.

Please select which license you	wish to renew from the following list			•
Renewal				

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".

Review	Print Review		Pay Invoice 🔒 Print
To continue with payment, select Add to invoice at the bottom of the page. There is a \$2.50 convenient charged in addition to your fee(s). There is no additional convenience fee for ACH payments.	a fee required to use the online service when paying by credit/debit card. This amount will be	Health	Date: 11/4/2021 Invoice #
Fees		A FILMIN	3447712
Nursing Center Succharge Reserved HEAL WA Recoved	50.00 50.00 50.00 Total Face: \$350.00	Sunita K Kakar	
		Description	Amount
renewal Americation 1 1.1 affirm the information 1 provided for the renewal of my credential is true and accurate to the best of my kno	Jedge. In addition, if I have continuing education and/or other requirements due, I affirm I have met those	Renewal - RN.RN.00149185	
requirements and I will provide documentation to the DOH upon request.		Nursing Center Surcharge	\$5.0
		Renewal	\$99.0
\sim		HEAL WA Renewal	\$16.0
			Subtotal: \$120.0
			Total: \$120.
			ny Invoice

NOTE: If you have issues logging into SAW please call **888-241-7597.** If you have any issues with your renewal steps within the DOH Portal, please call the Nursing Commission at **360-236-4703.**