

Preceptor To-Do List

Changes to the Submission Process Effective Winter 2024

First Step: Register for a Statewide Vendor Number (SWV)

- Register with the Office of Financial Management (OFM) at [OFM.WA.GOV](https://ofm.wa.gov)
- Must have a **personal** statewide vendor number to submit for grant reimbursement
- Cannot use a **business** statewide vendor number or a **DBA** (Doing Business As) vendor number for grant reimbursement

Completing the Statewide Vendor Number (SWV) Application

There are two different options to register for a statewide vendor number:

- A. As an electronic form submitted directly to OFM using DocuSign
- B. Or as an PDF form that can be downloaded to complete
 1. The signature of the applicant must be with a pen (wet signature)
 2. The form can be submitted by scan, fax, or mail
 3. Highly recommend: **Scan** to PDF format and **email** to: payeeforms@ofm.wa.gov

New Process for the Submission of Preceptor Hours Completed in Preceptorship

Starting Winter 2024 quarter, preceptorship hours will be reported via Survey Monkey:

**[Washington State Board of Nursing -
Preceptor Hours Reporting Form Survey
\(surveymonkey.com\)](#)**

Preceptor Hours Reporting Form Overview



Washington State Board of Nursing - Preceptor Hours Reporting Form

We are now accepting submissions for Winter 2024.

Deadline is April 15th, 2024.

Complete this survey if you want to receive a cash incentive payment for your time and effort in precepting a nursing student.

For information about deadlines, how to apply for a Statewide Vendor Number or for help completing this form please visit the Preceptor Program Webpage at: <https://nursing.wa.gov/education/student-nurse-preceptor>.

- **Deadlines apply for all submissions and submissions after the deadline cannot be processed.**
- **Apply for a Statewide Vendor Number at the beginning of the preceptorship.**
- Submit form as soon as you complete 80 hours of preceptorship.
- It is the responsibility of the preceptor to complete and submit the form by the deadline.
- Answer every question unless listed as optional.
- Out-of-state nursing program students are not eligible for reimbursement, even if the clinical hours take place in Washington.
- You must be an LPN, RN, or ARNP to qualify for reimbursement.

Page One Data to Complete

1. First name

2. Last name

3. Personal Statewide Vendor Number (SWV)

4. Last 4 digits of Social Security Number

5. Date of Birth

6. Healthcare License Number

Page Two Data to Complete

Washington State Board of Nursing - Preceptor Hours Reporting Form

How do we contact you?

Please provide most current information.

Please make sure the address is current and matches with the address of your Statewide Vendor Number (SWV).

**Enter an email address you check frequently
ensure we can reach you in a timely manner.**

* 7. Email Address

* 8. Mailing Address

**Must enter legal address that is used on your
tax form.**

Page Three Data to Complete

Washington State Board of Nursing - Preceptor Hours Reporting Form

When and where did the preceptorship occur?

To qualify for the reimbursement, you must:

- Meet all requirements to be a student nurse preceptor.
- Volunteer to be a student nurse preceptor with your employer. Employer must be an approved practice site by an approved education program.
- Complete at **least 80 qualifying hours** of precepting clinical instruction per student.
 - A student nurse preceptor may precept up to **2 students per term**.
 - (You may apply up to 2 students in this submission).

15. What year did the preceptorship occur?

16. What quarter did the preceptorship occur?

****Note:** We will not accept late submission.

Page Three Data to Complete

17. Name of the Facility

18. State of the Facility

19. Type of Facility

20. Student #1: Name of the School

21. Student #1: Student's initial

22. Student #1: Hour precepted

***Complete questions 23-25 only if precepting two students**

Page Four Data to Complete

26. List of requirements outlined in WAC 246-840-533

- ☐ I have an active, unencumbered nursing license and have at least one year of clinical or practice experience as a licensed nurse at or above the level for which the student is preparing.
- ☐ I was oriented to the written course and student learning objectives prior to beginning the preceptorship.
- ☐ I was oriented to the written role and expectations of faculty, preceptor, and student prior to beginning the preceptorship.
- ☐ I am not a member of the student's immediate family, as defined in RCW 42.17A.005(27).
- ☐ I have no financial, business, or professional relationship that is in conflict with the proper discharge of the preceptor's duties to impartially supervise and evaluate the nurse.

27. Optional question- Was receiving a financial incentive a key factor in your decision to become a student nurse preceptor?


28. Preceptor's signature

Important Deadlines

Reimbursement cycles	Preceptorship end date	Documentation deadline*
Summer	July 1 - August 31	September 15
Fall	September 1 – December 31	January 15
Winter	January 1 - March 31	April 15
Spring	April 1 - June 30	June 25

Current Deadline

All documentation must be completed and submitted by April 15th, 2024.

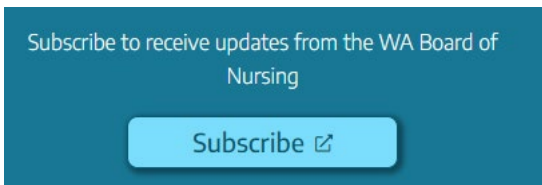


- Preceptors are encouraged to submit the certification of hours form as soon as possible after the preceptorship ends.
- For **Spring Quarter** all documents are due by mid-June, due to fiscal year deadline.

Check out WSSNP website frequently for up-to-date information

The website include information such as:

- **Video: How to apply**
- Requirements to be a student nurse preceptor
- How to qualify for reimbursement
- Reimbursement cycles
- Reimbursement resources



Subscribe for Board of Nursing (BON) updates



<https://nursing.wa.gov/education/student-nurse-preceptor>