

Washington State Board of Nursing

Certificate of Completion (COC) Guidance Document

The **purpose of this document** is to provide guidance to Washington state nursing education programs relating to the certificate of completion (COC), which allows qualified students or recent graduates to take the National Council Licensing Exam® for Practical Nurses (NCLEX-PN®) or Registered Nurses® (NCLEX-RN®) for Washington state. These examinations test the entry-level nursing competence of candidates. The candidate registers with Pearson VUE upon approval by the WA BON Licensing staff.

The Washington State Board of Nursing (WABON) utilizes the COC as a courtesy for Washington state nursing education programs to allow qualified students or recent graduates to sit for the NCLEX prior to receipt of their official transcripts, which hastens the testing and licensing timelines for the graduates.

Certificate of Completion Checklist

1	Download the current COC form from the WABON website. https://nursing.wa.gov/education/dean-and-director-resources	
2	Complete the COC form for students who have met all requirements for a degree/diploma as outlined in WAC 246-840-025 , WAC 246-840-537 , WAC 246-840-539 , and WAC 246-840-541 .	
3	Verify all names included on the COC and the personal information of every individual included on the list. Please Note: If names do not match the legal name provided by the applicant, this causes delays.	
4	Email the COC form to the WABON at nurselicensing@doh.wa.gov and cc lori.underwood@doh.wa.gov and barbara.west@doh.wa.gov .	

Please ensure the following criteria have been met for each student included on the COC:

The individual does not have any remaining coursework to complete to confer their degree.	
The individual's name is correctly spelled and includes the entire legal name (matches personal ID). If the individual has multiple legal last names, please be sure they are all included on the COC.	
The individual's birth date and year are correctly identified.	

PLEASE NOTE: Only **one COC should be sent for each cohort of students** completing the nursing education program per semester/quarter. The COC should be provided to the WABON within two business days of students completing the nursing education program. The COC will be valid for ten business days from receipt and will be used to allow students who have applied prior to or within those ten business days to be made eligible for the NCLEX within Pearson Vue. After ten business days, applicants will be required to submit official transcripts with a degree and graduation date before we will make them eligible to take the NCLEX in Pearson Vue.