Washington State Board of Nursing

Preceptor Application Checklist

Washington State Student Nurse Preceptorship Grant — For Preceptors
Use this checklist to confirm you qualify and to complete every step of the reimbursement application.

Am I Eligible to Precept?

Before applying, confirm you meet the requirements of a nursing preceptor under WAC 246-840-533:

- ☐ Active, unencumbered nursing license at or above the level for which the student is preparing
- ☐ At least one year of clinical or practice experience as a licensed nurse at or above that level
- ☐ Oriented to the written course and student learning objectives before beginning the preceptorship
- ☐ Oriented to the written role expectations of faculty, preceptor, and student before beginning
- ☐ Not an immediate family member of the student, and no financial, business, or professional relationship that conflicts with impartial supervision and evaluation

How to Qualify for Reimbursement

- ☐ 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.
- ☐ If you are a Local, State, or Federal government nursing employee, confirm eligibility with your employer before applying.
- ☐ Complete at least 80 qualifying hours of precepting clinical instruction per student. A student nurse preceptor may precept up to 2 students per term.
- ☐ Submit all required documents by the reimbursement cycle deadline of your preceptorship (See Reimbursement cycles tables on website).
- ☐ Academic practice partnership preceptors working with nursing students under WAC 246-840-533(7) may apply for the preceptorship grant for each term of the academic year.
    - ☐ For academic practice partnership preceptors, the required minimum of 80 hours of clinical practice instruction per student, may be completed over two consecutive academic terms.

Application Checklist

- ☐ Complete a minimum of 80 hours as a preceptor for the student.
- ☐ Register with the Office of Financial Management (OFM) for a **personal** Statewide Vendor Number by completing a Vendor/Payee Registration Form (link on the Preceptor Grant website).
    - ☐ Business vendor numbers and DBAs are not accepted — OFM typically takes 7–10 business days to process.

☐ **Recommended:** obtain your Statewide Vendor Number and set up direct deposit (OFM Vendor/Payee Direct Deposit Authorization Form) before submitting your Hours Reporting form, for the smoothest and fastest payment.

☐ Submit your Preceptor Hours Reporting form via **SurveyMonkey** by the reimbursement cycle deadline shown on the Preceptor Grant website. **Deadlines are firm.**

- ☐ To find the preceptor hours reporting from visit- Student Nurse Preceptor | Washington State Board of Nursing.
- ☐ Make sure you receive confirmation of submission. If you don't please email WABONPreceptorship@doh.wa.gov.

☐ Confirm with your students' nursing program that the Dean/Director has emailed the completed Preceptor Verification of Hours form.

Important Things to Know

- Reimbursement cycle deadlines are firm. Submissions will not be accepted after the specified due date.
- An application that is incomplete or inaccurate will not be accepted for that reimbursement cycle.
- A preceptor may apply up to 2 times per payment cycle, for a maximum of 8 payments per year.
- Submitting duplicate submissions will create additional work for the preceptor team, please try your best to not do it.
- Getting everyone's applications processed will take time. Please allow us 10 weeks after the deadline to process your application and payment.

Resources

Preceptor webpage (forms, deadlines, links): nursing.wa.gov/preceptor

Statewide Vendor Information: Statewide Registration Services - Office of Financial Management

Full preceptor rule (WAC 246-840-533): app.leg.wa.gov/wac/default.aspx?cite=246-840-533

Questions: WABONPreceptorship@doh.wa.gov