



## Non-Traditional Nursing Education Program

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In order to process your request:

**Email your application and other documents to (no zip folders):**

[NCQAC.Education@doh.wa.gov](mailto:NCQAC.Education@doh.wa.gov)

OR

**Submit on a flash drive or CD to:**

Nursing Care Quality Assurance Commission

Nursing Educator Advisor

PO Box 47864

Olympia, WA 98504-7877

Contact us:

360-236-4700

[NCQAC.Education@doh.wa.gov](mailto:NCQAC.Education@doh.wa.gov)



Nursing Commission  
P.O. Box 47864  
Olympia, WA 98504-7864  
360-236-4703

## Non-Traditional Nursing Education Program Licensing Requirements

A non-traditional nursing education program means a school that has a curriculum which does not include a faculty supervised teaching/learning component in clinical settings.

See [WAC 246-840-010](#).

Students must complete at least 200 hours of supervised clinical experience (preceptorship) in the role of a registered nurse. See [WAC 246-840-010](#).

Students have completed the coursework of a non-traditional nursing education program, must complete and submit the required documents and forms, to qualify to take the NCLEX-Registered Nurse (RN) examination:

- Application for Registered Nurse by Examination Application Packet with the application fee to the Nursing Commission.  
Mail your completed application to:  
Department of Health  
P.O. Box 1099  
Olympia, WA 98507
- Verification of a current Licensed Practical Nurse License in Washington State.
- Verification of a current Registered Nurse License of the preceptor.
- Official transcripts with Associate Degree in Nursing (ADN) posted on it, sent directly from the nursing program to the Nursing Commission.
- The preceptor work schedule. If the applicant is employed as an LPN at the site, the applicant must also submit the LPN work schedule in addition to the precepted hours in the RN role.
- Original written agreements between the preceptor, facility and the applicant confirming approval of the applicant to complete preceptor experience.  
[WAC 246-840-035\(3\(a\)\(d\)\)](#)
- The original signed preceptor evaluation indicating if the applicant has satisfactorily completed all of the stated required RN skills on the skills checklist at the level of an RN graduate, within six months of graduation from the non-traditional nursing program.

If you have any questions or need any other information, contact:

Department of Health  
Nursing Care Quality Assurance Commission  
P.O. Box 47864  
Olympia, WA 98504-7864  
360-236-4703

## Selecting a Preceptor

A preceptor is defined as a practicing RN who gives personal instruction, training, and supervision to you as you seek experience in the RN role. The preceptor needs to be available to advice, teaching, and must be available to critique your performance. The preceptor must not be a family member or friend.

It takes a special person to be a good preceptor. Your experience must be supervised one-on-one during the learning process. Close supervision will provide you ample opportunity to gain guidance and learning.

The minimum number of 200 hours is required. However, it may be necessary to extend your experience in order to complete the objectives or to allow you to gain more confidence in the role of a registered nurse.

You may not pass the precepted experience if in the judgement of the RN preceptor, you did not complete all of the objectives in the role of the RN and would not be safe or capable of being licensed as a registered nurse.

## Preceptor Qualifications and Responsibilities

The preceptor must:

- Be licensed as an RN in Washington State with no history of disciplinary action.
- Have a minimum of two years of experience in the same area of practice as the precepting will occur (acute care or skilled nursing home facility).
- Understand the role of preceptor in providing experiences to the student in the RN scope of practice (remember non-traditionally educated students do not have any clinical experience in an RN role).
- Be clinically competent in the RN role and viewed as a 'competent nurse' by employers and peers.
- Be extremely competent in both written and oral communications.
- Meet continuing competency requirements.
- Show compassion and patience towards others.
- Maintain a good attendance record.
- Complete a written letter of agreement between preceptor and student.
- Provide a copy of preceptor work schedule and student work schedule, if employed at the facility of the preceptorship.
- Review learning objectives (goals) with the student.
- Guide student through critical thinking and problem solving situations.
- Give student responsibility as abilities expand.

- When appropriate, refer staff members to the student for direction.
  - Experiences must include delegation and supervision, decision making and critical thinking, patient assessment and evaluation of care and communication with health team members in the Registered Nurse role. See [WAC 246-840-035\(3\)\(f\)](#).
- Provide an evaluation of the performance of the applicant to the Nursing Commission on forms provided. The preceptor is not obligated to submit a satisfactory evaluation should the student's performance not rise to the level of an RN, skills are deemed deficient, or the preceptor in any way feels the student is not safe to practice in an RN role.

**Note:**

Since the application has no clinical student practice in the registered nurse (RN), be certain this precepted experience by the applicant is in the registered nurse (RN) role. The facility and the preceptor must emphasize this as a requirement. For the best learning experience, the preceptor and applicant must **not** be a friend or family member.



## Agreements

Complete the written agreement below between the preceptor, the applicant, and the facility administration. The applicant must send the signed agreements to the Nursing Commission.

### Preceptor and Facility Agreement

Preceptor Name:		Preceptor title:	
Effective date:		Number of years practicing as an RN:	
Preceptor Washington RN License Number:		Date license granted:	
Applicant Name:			
Acceptable clinical site name:			
Acceptable clinical site address:			
City:		State:	Zip Code:

The preceptorship shall entail no less than 200 hours of supervised learning and implementation of the objectives as outlined by the Washington State Nursing Commission. Approved clinical sites include acute care or skilled nursing facilities. At the end of the preceptorship, the preceptor shall provide a written evaluation of the applicant's performance using the forms provided by the commission.

**I certify that I have agreed to precept the above named applicant in the role of Registered Nurse at the listed acceptable clinical site.**

\_\_\_\_\_  
Preceptor Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Preceptor's Supervisor Signature Print Name \_\_\_\_\_  
Date

I approve the precepting of the applicant by the preceptor listed above.

\_\_\_\_\_  
Title of Facility Director/Administrator/Other \_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Director/Administrator/Other Signature \_\_\_\_\_  
Facility Director/Administrator/Other Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date



## Preceptor Evaluation with Skills Checklist

Facility Name:		
Facility Address:		
City:	State:	Zip Code:
Applicant Name:		
Dates of Experience	From:	To:
Preceptor Name:		Title / Position:
Number of experience hours completed:	Type of facility:	
Preceptor daytime phone:		

Note: The minimum number of hours required is 200. It may take some individuals a longer period to complete the experience at a satisfactory level.

### Preceptor Experience for Non-Traditional Nursing Program Graduates

#### Objectives

These objectives are to assist you in identifying experiences you will need to complete the skills checklist developed by the Nursing Commission. You should share additional objectives you want to include with your preceptor, so they can select the appropriate experiences for you.

The Nursing Commission appreciates your cooperation with evaluating RN students who completed a non-traditional program. The commission wants to know this student nurse is safe to practice in the role of an RN. You will be evaluating this graduate as a preceptor for RN licensure in Washington State. Please fill in S, U, or NO for each learning objective. Please give a specific practice example for each learning objective. Sign the document indicating you evaluated this nurse and the information is accurate. It is possible that you will decide that the applicant is not safe or capable practicing as a registered nurse.

Codes: S = Satisfactory, U = Unsatisfactory, NO = Not Observed

Place a check (✓) in the appropriate column for each item. Make appropriate comments in the fourth column to provide examples of behaviors supporting the satisfactory or unsatisfactory evaluation of all the numbered items. Safety of the patient is the primary consideration throughout the experience. See page 9 for evaluation tool example.

# Skills Checklist

<b>I. Nursing Process</b> Learning Objectives	Describe <b>specific examples</b> of demonstrated competence or lack of success in the experience /date.	S	U	NO
<b>A. Assessment-reflective of the RN role</b>				<input type="checkbox"/>
1. Demonstrate collection of data from a variety of appropriate and relevant sources in order to identify nursing diagnosis.				<input type="checkbox"/>
2. Demonstrate that attention is paid to systems relevant to patient condition/diagnoses				<input type="checkbox"/>
3. Demonstrate review lab work and diagnostic test results				<input type="checkbox"/>
<b>B. Planning-reflective of the RN role</b>				<input type="checkbox"/>
1. Demonstrate collaboration with patient and family; develop a plan of care, include nursing intervention, setting priorities, needed services from other health care providers and outcome criteria. State appropriate rationale for interventions				<input type="checkbox"/>
2. Identify modifications needed to individualize care				<input type="checkbox"/>
<b>C. Planning-reflective of the RN role</b>				<input type="checkbox"/>
1. Demonstrate nursing care in the role of the RN				<input type="checkbox"/>
2. Provide nursing interventions safety and competently according to plan and established priorities reflecting decision making and understanding of significant patient problems <ul style="list-style-type: none"> <li>a. Administer medications safely</li> <li>b. Document care accurately</li> <li>c. Demonstrate competency in skill performance</li> </ul>				<input type="checkbox"/>
3. Demonstrate application basics of sciences, humanities and nursing theory in care of patients				<input type="checkbox"/>

<b>D. Evaluation</b>				<input type="checkbox"/>
1. Evaluate effectiveness of nursing interventions and compare to patient goals and outcomes				<input type="checkbox"/>
2. Revise plan as necessary				<input type="checkbox"/>
3. Demonstrate follow up with assessment and response to intervention				<input type="checkbox"/>
<b>II. Patient Teaching</b> Learning Objectives	Describe <b>specific examples</b> of demonstrated competence or lack of success in the experience/date	S	U	NO
1. Identify education needs of the patient and /or family taking into consideration patient beliefs, knowledge level and learning style				<input type="checkbox"/>
2. Develop a plan for teaching that will answer the needs				<input type="checkbox"/>
3. Demonstrate effective teaching methods for patient learning levels with culturally sensitive care				<input type="checkbox"/>
4. Evaluate effectiveness of the teaching activity				<input type="checkbox"/>
<b>III. Delegation and Supervision</b> Learning Objectives		S	U	NO
1. Demonstrate effective and appropriate assignment and delegation after making an assessment of the abilities of the staff				<input type="checkbox"/>
2. Demonstrate providing instructions to auxiliary staff as necessary. Encourage teamwork.				<input type="checkbox"/>
3. Demonstrate ability to supervise and evaluate the performance of the person assigned to the tasks				<input type="checkbox"/>
4. Demonstrate communication with health care team				<input type="checkbox"/>
<b>IV. Critical Thinking</b> Learning Objectives		S	U	NO
1. Apply critical thinking, assessment, care and evaluation of nursing process				<input type="checkbox"/>
2. Identify patient care problem				<input type="checkbox"/>
3. Identify a number of possible solutions to the problem				<input type="checkbox"/>

4. Demonstrate selection of an approach to solve the problem and provide rationale for the solution				<input type="checkbox"/>
5. Evaluate the effectiveness of the selected solution and revise the approach if necessary				<input type="checkbox"/>
<b>V. Professionalism</b> Learning Objectives	Describe <b>specific examples</b> of demonstrated competence or lack of success in the experience/date	S	U	NO
1. Exhibit ethical standards that are compatible with the nursing profession				<input type="checkbox"/>
2. Applies legal and ethical aspect of nursing practice				<input type="checkbox"/>
3. Assess responsibility of care within the Washington State Nurse Practice Act <a href="#">RCW 18.79</a>				<input type="checkbox"/>
<b>Summary evaluation</b> Complete a summary of the applicant's experience.				

As a Registered Nurse in Washington State, I certify the above is accurate to the best of my knowledge. The applicant satisfactorily completed all of the objectives functioning in the RN role and was not functioning in the role of an LPN during the required 200 hours. I am not a close friend or family member of the applicant. I believe that the applicant is safe and capable of practicing in a registered nurse role.

\_\_\_\_\_  
Preceptor Signature Date

\_\_\_\_\_  
Applicant Signature Date

**Please mail or Email to:**

Department of Health  
Nursing Care Quality Assurance Commission  
P.O. Box 47864  
Olympia, WA 98504-7864  
[NCQAC.Education@DOH.WA.GOV](mailto:NCQAC.Education@DOH.WA.GOV)



## RCW/WAC and Online Website Links

### RCW/WAC Links

[Nursing Care Rules, RCW 18.79](#)

[Uniform Disciplinary Act, RCW 18.130](#)

[Administrative Procedure Act, RCW 34.05](#)

[Advanced registered nurse practice programs in Washington State, WAC 246-840-455](#)

[Nursing Education programs Laws, WAC 246-840-550 to WAC 246-840-575](#)

### Online

[Nursing Care Quality Assurance Commission Webpage](#)