



Nursing Care Quality Assurance Commission
PO BOX 47864 • Olympia Washington 98504-7864
Tel: 360-236-4725 • Fax: 360-236-4738

POLICY

Title:	Photocopying of Licenses	Number:	B01.02
Reference:			
Contact:	Licensing Manager		
Effective Date:	September 12, 2008		
Supersedes:	Policy B01.01 from April 1996		
Approved:	Chair, Washington State Nursing Care Quality Assurance Commission		

PURPOSE STATEMENT:

This procedure is to address concerns of the Nursing Commission regarding photocopying of licenses and the potential for altering the photocopies for fraudulent use.

POLICY STATEMENT:

Nursing technicians, along with registered, practical, and advanced practice nurses should not allow their licenses to be photocopied.

Photocopied licenses should not be used or accepted as proof of licensure. An original license must be visually inspected for verification of that license. However, the license status can further be verified by the Washington State Department of Health website (www.doh.wa.gov), under "[Provider Credential Search](#)". This information is updated daily to the Department of Health database.

Forms may be developed by employers for personnel records on which the person responsible for licensure verification can document the inspection of the original license. The "[Provider Credential Search](#)" can be used for any other relevant information that can be printed from the website and placed into an employee file.