



**Nursing Care Quality Assurance Commission**

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**Verification of Valid and Current Licensure of Healthcare Providers in Washington State**

The Washington State Nursing Care Quality Assurance Commission (NCQAC) has received requests for information regarding validation of a nurse's license by employers. The NCQAC has authority over the licenses of all Licensed Practical Nurses (LPNs), Registered Nurses, (RNs) and Advanced Registered Nurse Practitioners (ARNPs) practicing in our state. All LPNs, RNs, and ARNPs must maintain current professional licensure in order to practice. Employers in our state are regulated by a variety of agencies. Many employers are required to validate healthcare providers' credentials as current. In the past, this has been interpreted to mean that a photocopy of the providers' credential be kept in a personnel file. The NCQAC had previously issued a policy advising against photocopying of credentials. There was the feeling that the photocopying of the credential may lead to fraudulent documents.

The NCQAC has no regulatory authority over institutions, agencies, credentialing organizations, or employers, who use a variety of procedures to verify the currency of licensure of employees. The NCQAC encourages institutions, agencies, credentialing agencies and employers in our state to develop and maintain systems to ensure the public that all health care providers are appropriately credentialed. In order to assist these agencies in maintaining validation of currency of credentials, the Department of Health, Health Professions Quality Assurance provides credential information on all regulated healthcare providers in our state through a website, entitled Provider Lookup. The address for the Provider Lookup is <https://fortress.wa.gov/doh/providercredentialsearch/>. The Provider Lookup system is a primary source of credential verification. The Provider Lookup system contains credential status and any disciplinary actions that may have occurred in our state.

If you have any questions regarding the use of the Provider Lookup system, please call our nurse practice advisor at 360-236-4725. We hope you find this information helpful and the use of the Provider Lookup system to be user friendly and time effective.

Sincerely,

Dr. Judith Personett  
Nursing Care Quality Assurance Commission, chair

Adopted: November 18, 2004