



## **Registered Nurse by Examination Application Packet**

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### **Important Social Security Number Information:**

You are required by state and federal law to provide a social security number with your application. If you do not have a social security number, please read, complete, and return this [form](#) with your application.

A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

### **In order to process your request:**

**Mail your application with initial documentation and your check or money order payable to:**

Department of Health  
P.O. Box 1099  
Olympia, WA 98507-1099

**Send supporting documents not mailed with initial application to:**

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

### **Contact us:**

360-236-4703

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## Application Instructions Checklist

**FBI background check information:** Washington State Law authorizes the Department of Health to obtain fingerprint background checks for licensing purposes. This check is done through the Washington State Patrol and the Federal Bureau of Investigation (FBI).

- You **will** be required to submit fingerprints for the background check if you have an out of state address listed on this application. (Not out of country).
- You **must** obtain your fingerprints on the Department of Health fingerprint card.
- Once we receive your application **we will send** you the fingerprint packet with instructions on how to complete the process.
- A temporary practice permit will be issued if all other licensing requirements are met pending the completion of this process.

All information should be printed clearly in blue or black ink. It is your responsibility to submit the required forms.

**Application Fee.** This fee is non-refundable. You can check the online [fee page](#) for current fees.

**Select if the following applies:**  
Spouse or Registered Domestic Partner of Military Personnel

**1. Demographic Information:**

**Social Security Number:** You must list your social security number on your application. If you do not have a social security number please read, complete, and return this [form](#) with your application.

**Legal Name:** List your full name: first, middle and, last.

**Definition of legal name:** “Legal name” is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

**Birth date:** Provide the month, day and year of your birth.

**Birth place:** Provide the city, state and country where you were born.

**Address:** List the address we should use to send any information about your license. Be sure to include the city, state, zip code, county, and country. This will be your permanent address with the Department of Health until we have been notified of a change. See [WAC 246-12-310](#).

**Phone, Fax and Cell Numbers:** List your phone, fax and cell numbers.

**Email:** You are required to provide an email address. **Email is our primary form of communication.** Join our [Listserv](#) to receive updates and news from the Nursing Commission.

**Other Name(s):** Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See [WAC 246-12-300](#).

**2. Personal Data Questions:**

All applicants must answer the same personal data questions. They are focused on your fitness to practice the essential skills of this profession.

If you answer “yes” to any questions in this section, you must provide an appropriate explanation. You must also provide certified documentation referencing the question. If you do not provide this, your application is incomplete and it will not be considered.

- Question 5 includes misdemeanors, gross misdemeanors and felonies. You do not have to answer yes if you have been cited for traffic infractions. You may obtain copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.
- Another jurisdiction refers to any other country, state, federal territory, or military authority.

**3. Professional Education:**

List your current or completed nursing program. Indicate degree/certificate/diploma earned. List graduation or anticipated graduation date. Attach additional completed pages if you need more space.

**4. AIDS Education and Training Attestation:**

Read the AIDS education and training attestation. AIDS training may include self-study, direct patient care, courses, or formal training. A minimum of seven hours is required. Course content can be found in [WAC 246-12-270](#). If AIDS education was included in your professional education or training, an additional course is not required.

**5. Applicant’s Attestation:**

You must sign and date your application for it to be valid. Your signature indicates that you have read and understood this section. Your signature must be **original**. We will not accept the application if your signature is photocopied or has an electronic signature.

Please note: If we require additional documentation, we will notify you by email.

- The initial license will expire on your birthday unless the license is issued within 90 days of your next birthday. See [WAC 246-12-020\(3\)](#).
- Please review [continued competency requirements](#) for renewal.

## **For Spouses and Registered Domestic Partners of Military Personnel Being Transferred or Stationed in Washington:**

Under state law, if you are the spouse or state-registered domestic partner of a servicemember of any branch of the U.S. Military, to include Guard or Reserve, and are applying for a health care professional credential in this state, you may be eligible to have the processing of your application expedited to receive your credential more quickly.

Documents to submit with your application should include the following:

- A copy of your spouse’s or registered domestic partner’s military transfer orders to Washington State.
- One of the following:
  - A copy of your marriage certificate to show proof of marriage; or
  - A copy of a state’s declaration or registration showing you are in a state registered domestic partnership with a member of the U.S. military.

## **Registered Nurse License Requirements by Examination**

### **1. Certificate of Completion**

If you are a graduate of a Washington State nursing program, the director of the program will send an **electronic certificate** of completion to our office after you complete the program. Once we receive this, we will make you eligible to take the NCLEX.

If you are a graduate from a nursing program in another U.S. State or jurisdiction, submit the out of state Nursing Program Certification of completion form in this packet to your program director, requesting they complete this form and return to the Nursing Commission.

### **2. Official Transcripts:**

Have your school of nursing mail your transcripts with your **degree listed** to the Nursing Commission. We need the official transcripts to license you after you pass your NCLEX exam.

### **3. NCLEX:**

Once you graduate and send your application to the Nursing Commission, you will need to register with Pearsonvue to take the national exam, (NCLEX) at [www.pearsonvue.com](http://www.pearsonvue.com). Once you register, our office will make you eligible on the Pearsonvue website. Pearsonvue will email you the “authorization to test” (ATT), at which point you can schedule to take the exam.

We suggest you use the [NCLEX Candidate Bulletin](#) which will guide you through the registration process with Pearsonvue to take the NCLEX.

Your license will be issued shortly after you successfully pass the NCLEX. You will receive a onetime paper license in the mail 7-10 working days after it is issued. You may access our website to verify your license is issued.

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Date  
Stamp  
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Revenue 0258010000

## Registered Nurse License Application

**You must check the appropriate Box:**     Examination     Endorsement

**Select if the following applies:**     Spouse or Registered Domestic Partner of Military Personnel

### 1. Demographic Information

Male    **Social Security Number (SSN)**  
 Female    (If you do not have a SSN, see instructions)

Name                      First                      Middle                      Last

Birth date (mm/dd/yyyy)	<b>Place of birth</b>		
	City	State	Country

Address

City	State	Zip Code	County
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Country

Phone (enter 10 digit #)	Fax (enter 10 digit #)	Cell (enter 10 digit #)
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Email address

Mailing address if different from above address of record

City	State	Zip Code	County
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Country

**Note:** The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information on file with the department.

Have you ever been known under any other name(s)?     Yes     No  
 If yes, list name(s):

Will documents be received in another name?     Yes     No  
 If yes, list name(s):

#### For Office Use Only

COC Received  
 Review for:     FBI             HIPBB             WSP             PDQ             NOD  
 Approved per policy A21.05 delegated decision making for selected license applications  
 Forward to CMT             Approved by CMT             Denied by CMT

Proceed with licensing process \_\_\_\_\_  
Signature Date

## 2. Personal Data Questions

Yes No

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please attach explanation.....

**“Medical Condition”** includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.

If you answered yes to question 1, explain:

- 1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.
- 1b. How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition.

**Note: If you answered “yes” to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.**

**The licensing authority may require you to undergo one or more mental, physical or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required examination(s) or provide the report(s) to the licensing authority, your application may be denied.**

2. Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain.....

**“Currently”** means within the past two years.

**“Chemical substances”** include alcohol, drugs, or medications, whether taken legally or illegally.

3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?.....

4. Are you currently engaged in the illegal use of controlled substances?.....

**“Currently”** means within the past two years.

**Illegal use of controlled substances** is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed health care practitioner.

**Note: If you answer “yes” to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders. The department does criminal background checks on all applicants.**

5. Have you **ever** been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile in any state or jurisdiction? ...

**Note: If you answered “yes” to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.**

**To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.**

## 2. Personal Data Questions (cont.)

Yes No

6. Have you ever been found in any civil, administrative or criminal proceeding to have:
- a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes? .....
  - b. Diverted controlled substances or legend drugs? .....
  - c. Violated any drug law? .....
  - d. Prescribed controlled substances for yourself? .....
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession? If "yes", please attach an explanation and provide copies of all judgments, decisions, and agreements? .....
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority? .....
9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority? .....
10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence, or malpractice in connection with the practice of a health care profession? .....
11. Have you ever been disqualified from working with vulnerable persons by the Department of Social and Health Services (DSHS)? .....

## 3. Professional Education

Current or Completed Nursing Program	Name/Location of Nursing Program	Graduation Date or Anticipated Graduation Date	Certificate/Diploma/Degree Granted
			<input type="checkbox"/> ADN
			<input type="checkbox"/> BSN
			<input type="checkbox"/> MSN
			<input type="checkbox"/> RN Diploma
			<input type="checkbox"/> PN Cert/dip
			<input type="checkbox"/> Other

## 4. AIDS Education and Training Attestation

I certify I have completed the minimum of seven hours of education in the prevention, transmission and treatment of AIDS. This includes the topics of etiology and epidemiology, testing and counseling, infection control guidelines, clinical manifestations and treatment, legal and ethical issues confidentiality, psychosocial issues, and special population considerations.

If you have met the requirements you must initial and date this section.

I understand I must maintain records documenting education for two years and be prepared to submit those records to the department if requested. **I understand if I provide any false information, my license may be denied, or if issued, suspended or revoked.** If AIDS education was included in your professional education or training, an additional course is not required.

Applicant's Initials	Date

## 5. Applicant's Attestation

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the state of  
(Print applicant name clearly)

Washington the following is true and correct:

- I am the person described and identified in this application.
- I have read [RCW 18.130.170](#) and [RCW 18.130.180](#) of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.
- I have read all laws and rules related to my profession.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local or foreign government agencies.

I understand I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated \_\_\_\_\_ in \_\_\_\_\_  
(mm/dd/yyyy) (City, state)

By: \_\_\_\_\_  
(Original signature of applicant)

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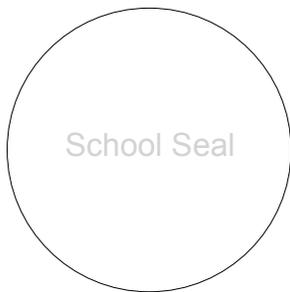
Washington State Department of  
**Health**  
 Nursing Commission  
 P.O. Box 47864  
 Olympia, WA 98504-7864  
 360-236-4703

## Out-of-State Nurse Program Certificate of Completion

(To be completed after program completion)

I certify the individual listed below **has** completed all requirements for the degree/diploma for the approved Registered Nurse program as outlined in [WAC 246-840-575](#). I understand my signature on this form will allow this individual to sit for the Registered Nurse license examination. **An official transcript with the degree/diploma posted will follow as soon as it is available.**

Name of Graduate:	Last	First	Middle Name/Initial
Birth Date (mm/dd/yyyy)		Date of program completion (mm/dd/yyyy)	
Social Security Number			



\_\_\_\_\_  
 Signature of Authorized Person

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Name of Nursing School

\_\_\_\_\_  
 Date (mm/dd/yyyy)

Please send completed form to the above address.

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## **RCW/WAC and Online Website Links**

### **RCW/WAC Links**

[Uniform Disciplinary Act, RCW 18.130](#)

[Unprofessional Conduct, RCW 18.130.180](#)

[Administrative Procedure Act, RCW 34.05](#)

[Administrative Procedures and Requirements, WAC 246-12](#)

[Nursing Care Laws, RCW 18.79](#)

[Nursing Care Rules, WAC 246-840](#)

### **Online**

[AIDS Training Resources, Reference Page](#)

[Nursing Commission, Web Page](#)