Washington State Online Renewal Instructions
Nursing License

Things to note prior to attempting online renewal

- Online renewal payments may be made 90 days prior to your birthday.
- You cannot change your status in the renewal system. Your license must be in “active” status. Licenses in military, retired active, inactive, expired, active on probation, active with conditions, and active with restrictions status cannot renew online at this time. Check your license status using the Department of Health’s Provider Credential Search to ensure your status is compatible with online renewal.
- Nursing Technicians cannot renew online at this time.

License requirements prior to renewal

- RN and LPN
  - Continuing competency hours are complete (Due every 3 years)
  - Complete e-Notify registration and survey

- ARNP
  - Active RN license
  - 30 continuing education hours
  - 15 pharmacology hours for prescriptive authority
  - 250 hours clinical practice
  - An active certification in area of practice. You are required to submit a copy of re-certification via fax (360-236-4738) or email to nursing@doh.wa.gov.

Help

Need some help with the Secure Access Washington (SAW) site?

If you’re having problems with the SAW site, contact Consolidated Technology Services (24 hours) at 888-241-7597 or servicedesk@cts.wa.gov.
Issues with passwords

The SAW User ID and Password is not the same as the DOH generated login information.

- **SAW**
  
  If you are unable to login to SAW, please contact Secure Access Washington at (888)-241-7597.

- **Department of Health**
  
  If you do not have your DOH Online Services User ID please contact the Nursing Commission at 360-236-4703.

Getting Started

**Supported browsers**

Internet Explorer and Google Chrome work best. Online services are configured with PCs and PC-based laptops. Mobile device and tablet users may experience technical difficulty attempting to renew online.

Remember that Secure Access Washington and the Department of Health Login pages are separate and require two different sets of login information.

**Step 1**

Create a Secure Access Washington (SAW) account

2. Create a SAW account as a new user.
3. If you already have a SAW account, sign in with your user ID and password you previously created.
4. If you forgot your User ID or password, contact Secure Access Washington at (888)-241-7597.

**Step 2**

Adding the DOH Service Code

1. Select the “Add a New Service” link.
2. Manually add the service code for DOH HSQA renewal: 7472
3. Click on “My Services”.

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4. A link for DOH HSQA Online Services will appear in “My Services”. Click on the link to be rerouted to the DOH login page.

**Login to DOH Online Services**

5. Click on the DOH “Login” button in the top right corner of the screen.

5. Enter your DOH generated User ID. If do not have your User ID, contact the Nursing Commission at 360-236-4703.

6. The DOH login Password will be your social security number without any spaces.

**Renew your license**

7. After logging into the DOH Online Services portal, click on the option to renew an existing credential.

8. Click “Start” on the next screen to begin the renewal of your license.

9. Follow the prompts which will include:
   a. “Affirmation” of requirements and then click “Next”
   b. “Add to Invoice”
   c. “Pay Invoice”

**Enter payment information**

10. Choose your method of payment and then click “next” to continue to the payment screen.

11. The billing address must be what your financial institution has on file for verification purposes or the renewal attempt will be unsuccessful (occasionally bank’s address).

12. Click “Pay Now” once you have entered data into all required fields.

**Renewal completion**

13. Your license will be renewed instantly and reflect an updated expiration date on the Department of Health’s Provider Credential Search.

14. Click the “print receipt” button for a copy of your payment invoice.

**Troubleshooting**

- If your license does not show a new expiration date, then the payment did not go through.

- If you receive a “Verification Failed” or “Declined” message, try to renew again with a different form of payment.
Next Steps

Effective January 1, 2018, all nurses licensed in Washington must provide workforce data.

To renew your license, you must complete two surveys:

1. **Nursing Commission Workforce Survey**
   
   This survey needs to be completed only one time, with your 2018 renewal. When you complete this survey, you will be re-directed to the Nursys® e-Notify survey.

2. **Register and complete your information at Nursys®e-Notify**
   
   You must enter this survey as a nurse. Do not enter the survey as an institution. Every year when you renew your license, you must review and update your information as needed.