

# Washington State Nursing License

## Online Renewal Instructions

### Things to note prior to attempting online renewal

- Online renewal is accessible 85-90 days prior to your expiration date.
- Late renewal is available up to one year after the expiration date. Late fees will be automatically applied, when applicable.
- 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 system.
- Nursing Technicians cannot renew online at this time.

### License requirements prior to renewal

- **RN and LPN**
  - Continuing competency hours are complete (8 continuing education hours and 96 Practice hours due every year)
  - Complete e-Notify registration and survey online at [Nursys®](#)
- **ARNP**
  - Active RN license
  - 30 continuing education hours
  - 15 additional continuing education hours relating to pharmacology if you have prescriptive authority
  - An active certification in each area of advanced practice. You are required to submit a copy of recertification via email to [nursing@doh.wa.gov](mailto:nursing@doh.wa.gov).

# Getting Started

## Supported browsers

Microsoft Edge and Google Chrome work best with the DOH online renewal portal. 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 DOH:HSQA Online Services pages are separate and require two different sets of login information.

## Step 1

### Create a Secure Access Washington (SAW) account

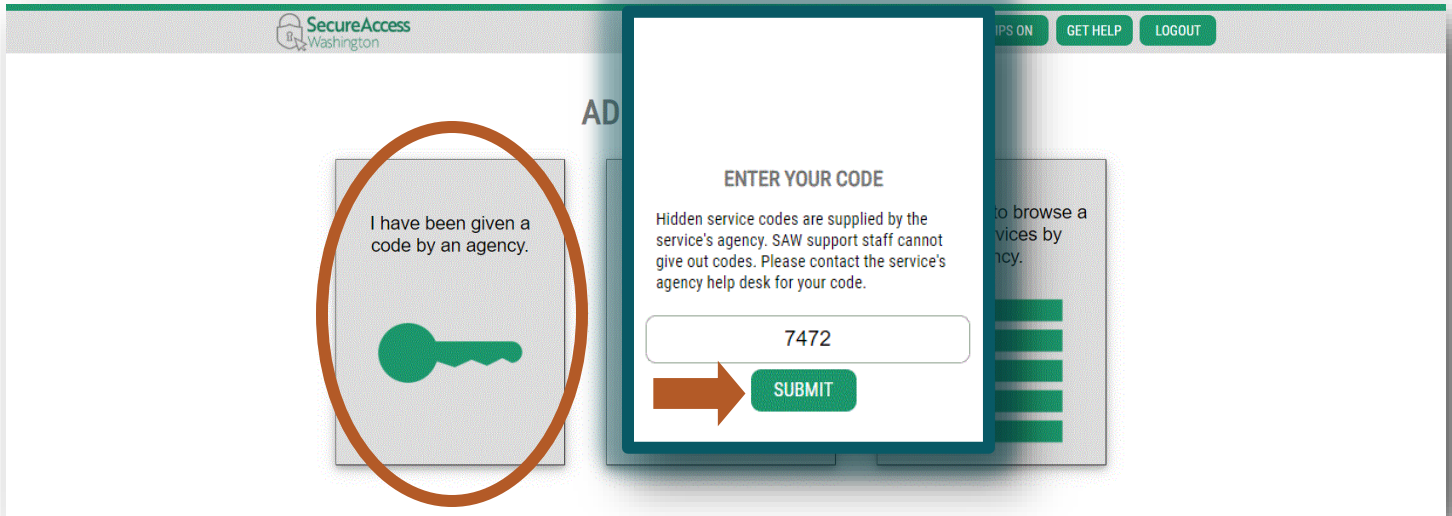
1. Go to the [Secure Access Washington](#) website.
2. Create a SAW account as a new user.
3. If you already have a SAW account, sign in with your user ID and password you previously created.
4. If you forgot your User ID or password, contact Secure Access Washington at 888-241-7597.

The screenshot shows the Secure Access Washington login page. At the top left is the Seal of the State of Washington, featuring George Washington and the text 'THE SEAL OF THE STATE OF WASHINGTON 1889'. To the right, the text reads 'WELCOME to your login for Washington state.' Below this is a callout box with the text 'Click SIGN UP! If you need to create an account' and an arrow pointing to the 'SIGN UP!' button. The page has a navigation bar with 'SecureAccess Washington' on the left and 'SIGN UP!', 'GET HELP', and 'TIPS ON' on the right. The main content area is divided into two sections. The left section is titled 'LOGIN' and contains a form with 'USERNAME' and 'PASSWORD' input fields, a 'SUBMIT' button, and links for 'Forgot your username?' and 'Forgot your password?'. A callout box on the left says 'Log in using an existing account' with an arrow pointing to the login form. The right section is titled 'ON BEHALF OF WASHINGTON STATE AGENCIES' and features a graphic of the Washington State Capitol building.

# Step 2

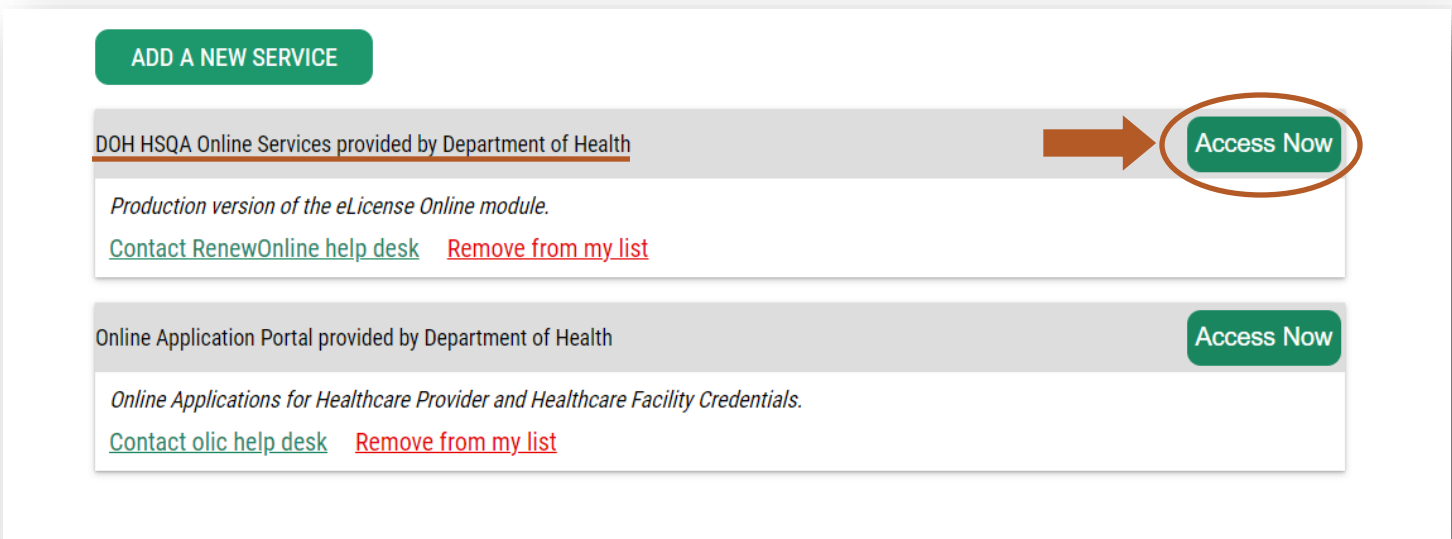
## Adding the DOH Service Code

1. Select the “Add a New Service” link.
2. Click on “I have been given a code by an agency”
3. Type in the code: "7472"



## Accessing the DOH:HSQA Online Services page

1. Under the “ADD A NEW SERVICE” button, you will find a list of your services
2. Locate the DOH:HSQA Online Services and click the “Access Now” on the righthand side.
3. On the next page click “Continue”

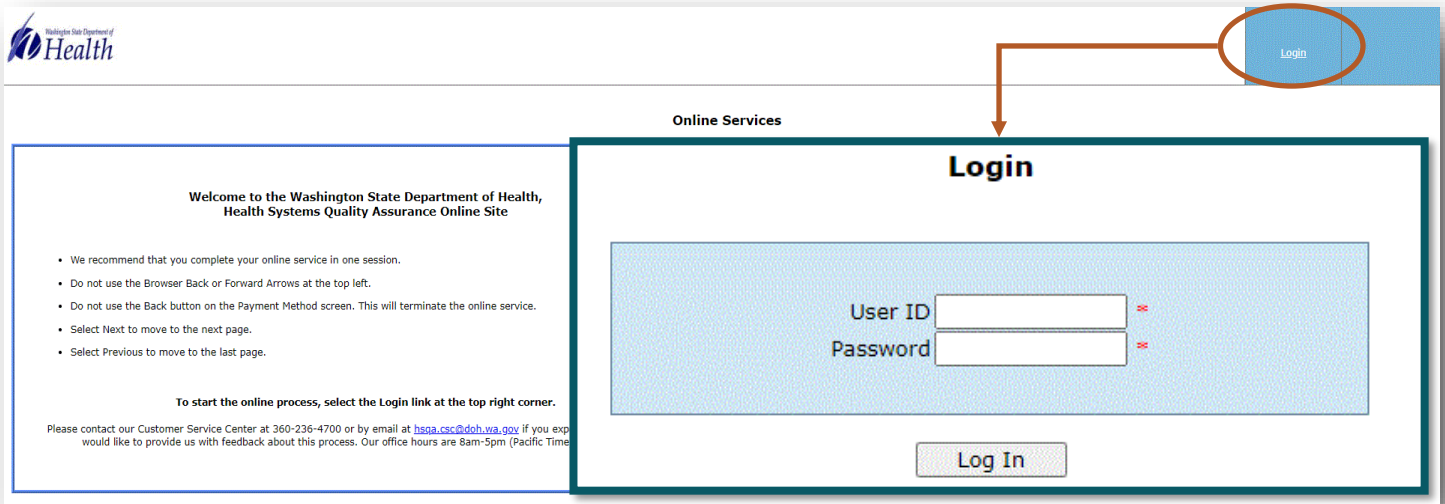


# Step 3

## Logging into the renewal portal

1. Click the "Login" Button in the top right
2. Enter the assigned DOH username and password from your renewal notice

If you do not have your assigned DOH username and password, please call the Nursing Commission at 360-236-4703



# Step 4

## Accessing your renewal

1. Under the Renewal section of your services, use the Click [here](#) to renew an existing credential.

There is a \$2.50 convenience fee required to use the online service when paying by credit/debit card. This amount will be charged in addition to your fee(s). There is no additional convenience fee for ACH payments.

Please contact our Customer Service Center (CSC) at 360-236-4700 for assistance.

**Credentials**

If you currently have a credential with the Department of Health that doesn't appear below, please contact our CSC.

Your credential(s):

Licensed Practical Nurse [REDACTED]  
Nursing Assistant Certification [REDACTED]  
Registered Nurse License [REDACTED]

**Renewal**

If you currently have a credential with the Department of Health that you need to renew and it doesn't appear in the list below, it is not eligible for online services.

The following renewal(s) are available online:

Registered Nurse License [REDACTED]

Click [here](#) to renew an existing credential.

**New Initial Application**

If you currently have one of the following credentials with the Department of Health and it doesn't appear above, it is not eligible for online services. Do not re-apply for the credential.

The following applications are available online for first time applicants:

- Agency Affiliated Counselor Registration
- Dental Assistant Registration
- Hypnotherapist Registration
- Medical Assistant Registration
- Nursing Assistant Registration
- Recreational Therapist Registration
- Substance Use Disorder Professional Trainee Certification
- Surgical Technologist Registration
- X-Ray Technician Registration

Click [here](#) to apply for a new credential.

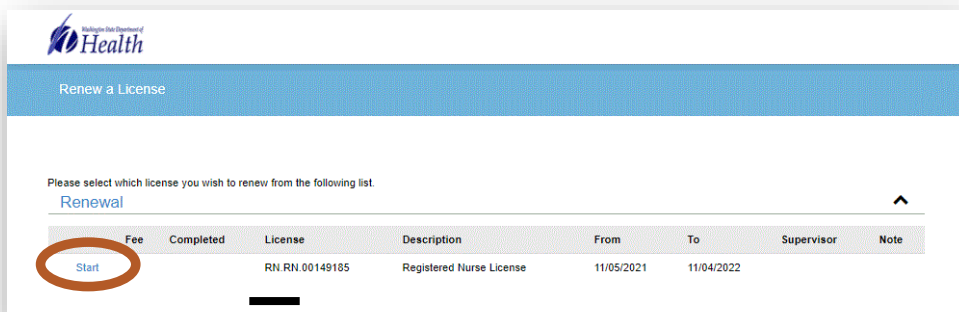
**PLEASE NOTE:**

If you do not see your credential listed please call the Nursing Commission at 360-236-4703 so we can best assist you.

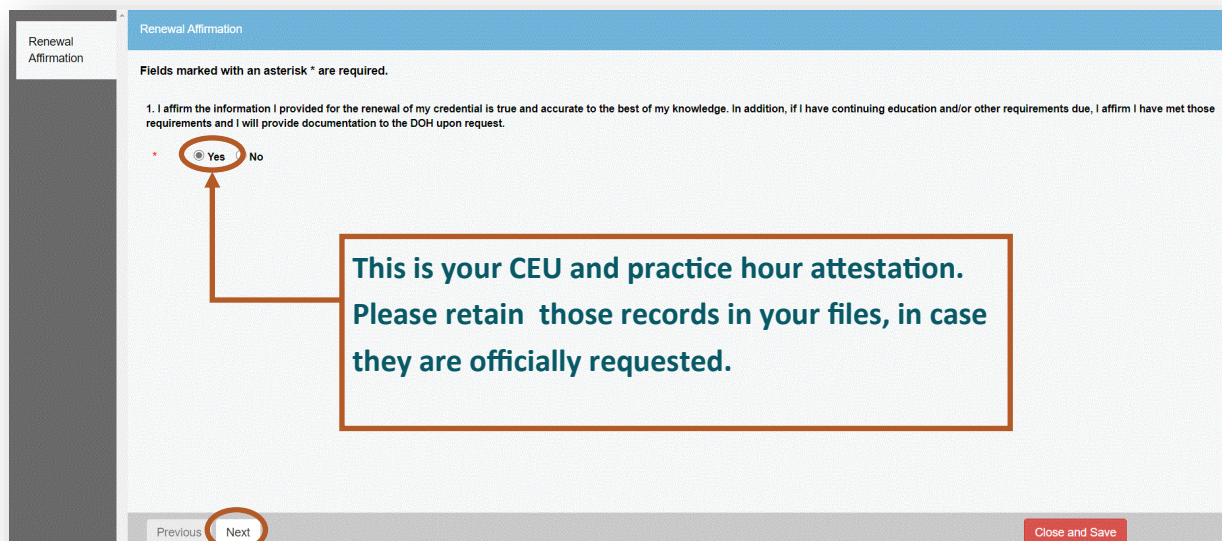
# Step 5

## Completing your renewal

1. Select "start" next to the credential you are renewing.

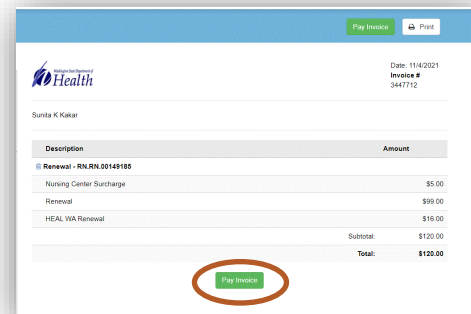
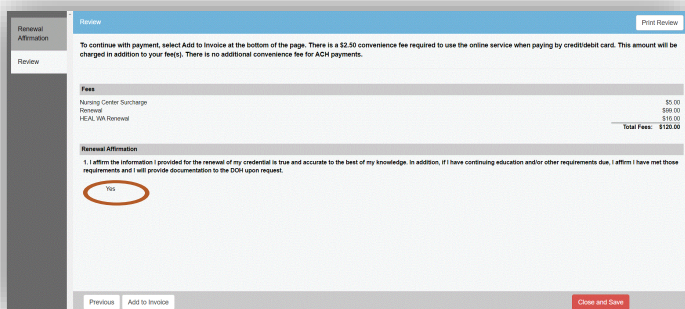


2. On the Renewal Affirmation page, click "Yes" and then "Next".



3. Please follow the prompts to reach the pay screen, then input your payment information and hit "Submit".

### Add to Invoice —> Pay Invoice



**NOTE:** If you have issues logging into SAW please call **888-241-7597**.  
If you have any issues with your renewal steps within the DOH Portal,  
please call the Nursing Commission at **360-236-4703**.