

Advanced Registered Nurse Practitioner Licensure Requirements



Application Packet and Fee

1. Submit a completed application (be sure to fill in all applicable fields). Incomplete applications may result in delayed processing times.
2. Attach all supporting documentation. All “yes” responses to personal data questions in the application, require you to attach supporting documentation, such as court documents and written statements.
3. Include your payment of the non-refundable application fee listed on our website
4. If you previously applied for a healthcare license through the Department of Health and then changed your name, you must submit a copy of the legal name change document with this application. Examples of acceptable documentation include a marriage certificate, divorce decree, or other court documents.



Active Washington State Registered Nurse License

You must have an active Washington State registered nurse license to be eligible for an ARNP license. You may apply for both credentials at the same time.



Proof of Active National Certification

You must request to have your national certification sent directly from your certifying body to the Nursing Commission. You must have at least one active national certification from the list of Nursing Commission approved certifying bodies within [WAC 246-840-302](#).



Employment Verification of 250 Clinical Practice Hours

If you graduated more than one year ago AND this is your first ARNP license (you have not practiced as an ARNP in another state), you must provide one of the following:

1. A letter from your employer on employer’s letterhead stating you have completed 250 hours in advanced nursing practice within the last two years.
2. Pay stubs with ARNP title listed. Must add up to at least 250 hours worked within the last two years. Pay stubs without a title listed must be submitted with your position description or employment contract.



Official Transcripts

Ask your nursing education program to mail your transcripts, with your degree and graduation date listed, to the Nursing Commission.



Prescriptive Authority Request

Graduated less than two years from the date of application

If you have graduated less than two years from the time of your application date and are applying for prescriptive authority, your transcripts must include a course in advanced pharmacology.

Graduated more than two years from the date of application

If you have graduated less than two years from the time of your application date and are applying for prescriptive authority, you must submit proof of 30 hours of pharmacology continuing education completed within the last two years.



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

Under Washington State law, the spouse or state-registered domestic partner of a service member of any branch of the U.S. Military, including National Guard or Reserve, applying for a health care professional credential may be eligible for the expedited application process by submitting the following:

1. A copy of your spouse's or registered domestic partner's military transfer orders to Washington state.
2. A copy of your marriage certificate or a copy of a state's declaration or registration showing a state registered domestic partnership with a member of the U.S. military.



FBI Background Check

Washington state law authorizes the Department of Health to obtain fingerprint background checks for licensing purposes. After your application is received, the Nursing Commission will email you instructions on the fingerprint process and how to complete and submit prints to the Department of Health. **You will need to obtain fingerprint cards from the location you complete the fingerprinting process.**

The Department of Health completes the check through the Washington State Patrol and the Federal Bureau of Investigation (FBI). A temporary practice permit will be issued after all other licensing requirements are met, pending the completion of this process.



Important Information

1. We process applications in the order they are received. You may check the status of your application using [Provider Credential Search](#). A customer service representative will email you with detailed instructions if anything is missing from your application.
2. You will receive a one-time paper license in the mail seven to ten business days after issuance.
3. After verifying your active Washington state nursing license on the Department of Health's [Provider Credential Search](#), you must enroll with [Nursys E-Notify](#). Select "As a Nurse" to complete the registration process.
4. Renew your license according to your profession's renewal schedule, up to 90 days prior to your birthday.
5. Maintain your contact information with the Washington State Department of Health. To update your information, submit a [Contact Information Change Form](#) online.