

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.

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 855.928.3241 or 360.586.1000.

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"

SecureAccess Washington

ADD A NEW SERVICE

I have been given a code by an agency.

ENTER YOUR CODE

Hidden service codes are supplied by the service's agency. SAW support staff cannot give out codes. Please contact the service's agency help desk for your code.

7472

SUBMIT

GET HELP LOGOUT

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”

ADD A NEW SERVICE

DOH HSQA Online Services provided by Department of Health

Access Now

Production version of the eLicense Online module.

[Contact RenewOnline help desk](#) [Remove from my list](#)

Online Application Portal provided by Department of Health

Access Now

Online Applications for Healthcare Provider and Healthcare Facility Credentials.

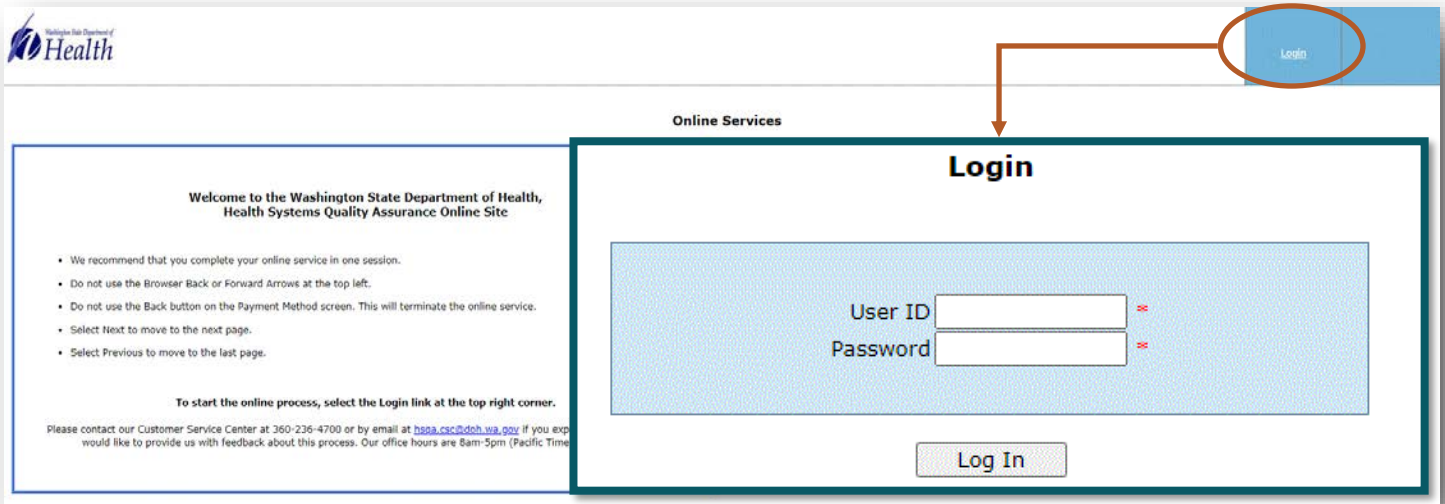
[Contact olic help desk](#) [Remove from my list](#)

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.

Washington State Department of Health

Renew a License

Please select which license you wish to renew from the following list.

Renewal

Start	Fee	Completed	License	Description	From	To	Supervisor	Note
<input type="radio"/>			RN.RN.00149185	Registered Nurse License	11/05/2021	11/04/2022		

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

Renewal Affirmation

Fields marked with an asterisk * are required.

1. I affirm the information I provided for the renewal of my credential is true and accurate to the best of my knowledge. In addition, if I have continuing education and/or other requirements due, I affirm I have met those requirements and I will provide documentation to the DOH upon request.

Yes No

This is your CEU and practice hour attestation. Please retain those records in your files, in case they are officially requested.

Previous Next Close and Save

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

Add to Invoice —> Pay Invoice

Pay Invoice

To continue with payment, select Add to Invoice at the bottom of the page. There is a \$2.99 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.

Fee	Amount
Nursing Center Surcharge	\$0.00
Renewal	\$96.00
HEAL WA Renewal	\$16.00
Total Fees:	\$112.00

Renewal Affirmation

1. I affirm the information I provided for the renewal of my credential is true and accurate to the best of my knowledge. In addition, if I have continuing education and/or other requirements due, I affirm I have met those requirements and I will provide documentation to the DOH upon request.

Yes No

Previous Add to Invoice Close and Save



Pay Invoice

Date: 11/4/2021
Invoice #: 3447712

Sunita K Kilar

Description	Amount
Renewal - RN.RN.00149185	
Nursing Center Surcharge	\$0.00
Renewal	\$96.00
HEAL WA Renewal	\$16.00
Subtotal:	\$112.00
Total:	\$112.00

Pay Invoice Print

NOTE: If you have issues logging into SAW please call **855.928.3241** or **360.586.1000**. If you have any issues with your renewal steps within the DOH Portal, please call the Nursing Commission at **360-236-4703**.