

## How to Apply for Your Professional License in Washington State

1. Follow the link below:
  - <http://secureaccess.wa.gov/myAccess/saw/select.do>
2. Sign up for a SecureAccess Washington account if you have not done so yet.
3. Once you're logged in, you will be brought to the home page for all Washington State Agencies.

You must add the Online Applications Portal "service" to access your application.

  - Click on the "Add a new service" button.
  - Click the "A-Z" button to search for the service by name.
  - Scroll down to "Online Application Portal" and click Apply.
  - Enter your address, confirm your full name, and click Continue.
  - You may be asked some personal questions by the Department of Health to confirm your identity. Answer those, and your account will be fully active.
  - You will be taken back to the home page, but now the Online Application Portal service is available. Click the "Access Now" button.
4. Now you are in the Washington Department of Health Forms Portal. You will have to answer the below listed questions so they can determine if you're a returning licensee.
  - Proceed to have your account authenticated by having a multi-factor authorization code sent to your email.
  - "Are you renewing a Credential?" (If this is your first time applying for a Washington license, select **No**).
  - "Do you hold a WA License?" (Select **No** if you do not already have a license.)
  - You will then be taken to a page that asks for some personal information to prove that you do not have a current credential with Washington State. Enter your information and leave the "Credential Number" field blank.
  - Answer the last question "No" to finally confirm you are not licensed in Washington.
5. Once your credential status is confirmed, you will be directed to a list of all Department of Health applications.
  - Select the application that applies to you, then complete it online:
    - Registered Nurse License
    - Advanced Practice Registered Nurse License
    - Physician Assistant License
    - Physician and Surgeon License

## How to Apply for Your Professional License in Washington State

Here is a short video with step-by-step instructions for accessing the applications:

<https://www.youtube.com/watch?v=Wp4-AS18RoU>

### Helpful Tips:

#### RN License Application

- Contact your college or university and request they send your transcripts to the Department of Health directly. Gather all information you can about your education before starting your application.
- Be prepared to have your fingerprints taken for your background check.

#### APRN License Application

- You *must* apply for your RN license and get a pending credential number in your email before you can apply for your APRN license. **Do not** apply for your APRN license until you've applied for your RN license.

#### PA-C License Application

- You will need to apply for a Delegation Agreement after you submit your initial PA license application.
- If you are not familiar with the Federation of State Medical Boards, or the Federation Credentials Verification Service (FCVS), please check the “no” button concerning those questions.
- Be sure to include your last **two (2)** years of Continuing Education (CE/CME) records.

#### Physician License Application

- If you are not familiar with the Federation of State Medical Boards, or the Federation Credentials Verification Service (FCVS), please check the “no” button concerning those questions.
- Be sure to include your last **four (4)** years of Continuing Education (CE/CME) records.