

GRC PROGRAM COMPLETION CHECKLIST

First week of your final quarter:

- Login to [CTClick](#) and check your transcript to make sure that all the program required courses have been completed and that no fees/tuition are owed or outstanding
- View the "[Nurse Licensing Examination Process](#)" PowerPoint from the Washington State Board of Nursing
- Register for the [Commencement Ceremony](#) (optional, only if you want to walk in the graduation ceremony)
- Complete and submit the "[Intent to Graduate](#)" form

Two weeks before graduation:

- Watch the "[Online Application Portal Instructional Video](#)"
- Create a [Secure Access Washington](#) (SAW) Account (you do not need to create a new one if you have one from working as a nurse tech or NAC)
 - If you already have a SAW Account but do not remember your credentials:
 - Click the "Get Help" button
 - Enter your email address in the "Username" field
 - Click to check "I'm not a robot" box
 - Click "Send"

If you have an account, you will receive an email in a few minutes, if you do not have an account, you will get a pop-up message stating your email is not in the system and you will need to make an account.
 - If you do not have a SAW account:
 - Click the "Sign Up" button
 - Enter your first and last name and email address
 - Create a username and password
 - Click to check "I'm not a robot" box

- Click “Create my Account” button
- Go to your email and click the link to activate your account
- Click the “Login” button
- Enter your username and password and click “Submit”

Add the DOH Online Application Portal – HELMS to your SAW Account

- Login to your SAW Account
- Click “Add a New Service”
- Click on “I would like to browse a list of services by agency”
- Select “Department of Health”
- Scroll to “Online Application Portal – HELMS”
- Click “Apply”
- Click “OK”

You will be returned to your SAW account page. You should see Online Application Portal - HELMS provided by Department of Health in your list of services.

- When you are ready to apply click “Access Now” and follow the online instructions. At the end of the application, you will be prompted to pay the licensing fee

This should be done about 2 weeks before graduation. Applications can only be open for 60 days. You will apply for a single state or multi-state license. A comparison chart of the license differences is available [here](#) for your reference.

Register for [Pearson Vue](#) – this is the proctor for your NCLEX exam

- Click “Register Now” or login if you have an existing account
- Agree to all privacy terms to continue
- Complete the online application
 - BSN Program Code – US29510400
 - LPN Program Code – US29108300

IMPORTANT: You must enter your first/given and last/surname/family name exactly as it appears on the identification (ID) you will present at the test center.

- Pay the fees

After graduation:

- Request [Official Transcripts](#) from Green River to be sent to [WABON](#) (electronically via Parchment to WABONlicensing@doh.wa.gov)
 - When ordering after program completion, **you must select the “Transcript Order Holds” option** to ensure the transcript includes the **degree conferral date**.
 - Selecting "send now" or "send when grades post" may result in an incomplete transcript, requiring a reorder.
 - Transcript orders cost **\$12 per copy**.

NOTE: The GRC Nursing Department will do the following:

- Submit approval for you to test to the Washington State Board of Nursing (WABON)

NOTE: 2 – 4 weeks after completing the program at GRC you will receive an “Authorization to Test” email from Pearson Vue allowing you to register for an NCLEX testing date/time/location

- Register for your NCLEX Exam date/time
- Review the “[Ready for Exam Day](#)” rules and expectations so that you are prepared for testing

If you do not hear from DOH and/or Pearson Vue after 4 weeks:

1. Contact [Pearson Vue](#) - If they inform you that they have not received verification from the WABON then proceed to step 2
2. Contact the [WABON](#) - If the WABON informs you that they have not received verification from Green River College then proceed to step 3
3. Contact Green River’s [Office of the Registrar](#) - If they inform you that they have not received from verification from the nursing program then proceed to step 4
4. Contact the Nursing Department nursing@greenriver.edu

*Any missing paperwork or delay in paying owed fees will result in additional time for credentials to be awarded- please understand that it will be 2-3 weeks **from the time everything is***

completed to receive your testing date! It is **your responsibility** to make sure your requirements are complete which means when there is a delay it is not the GRC nursing department or colleges obligation to drop everything to complete your degree and get it sent right away to meet your personal time schedule. Please pay attention to details & deadlines to avoid any delays.