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**FREQUENTLY ASKED QUESTIONS ABOUT THE NCLEX® EXAM, GRADUATE  
TEMPORARY PRACTICE PERMITS (TPP), AND AUTHORIZATION TO TEST (ATT)**

1) How do I apply for licensure by Exam (NCLEX®) and/or a Temporary Practice Permit (TPP)?

- A. Go to the Board Website [www.dos.state.pa.us/nurse](http://www.dos.state.pa.us/nurse) and select “Apply Online” or “Application Forms”, then select the link for the ONLINE Application under the NEW GRADUATES – EXAM and Graduate Temporary Practice Permit.
- B. A separate online application and fee is required for licensure by exam (NCLEX®) and/or TPP; you can use the same user ID and Password to submit another application.

2) How soon after I apply will my Authorization to Test (ATT) be issued?

Once the Board has received all of the **complete and correct documents below**, allow approximately **14 BUSINESS DAYS** from the date received. (This can vary slightly during peak processing times that occur in May, June & December). **NOTE:** Processing delays occur when application information is missing or required documentation is not provided. **PearsonVUE will send you by email an ATT** once the Board informs them you are eligible to take the exam.

3) How soon after I apply will my permit TPP be issued?

The timeframe is the same as for question #2 above.

4) Who sends the ATT to me?

Pearson VUE. The ATT does **NOT** come from the Board.

5) I did not receive my ATT, what should I do?

Review the following questions and if you answered **yes** to all questions email the Board at: [st-nurse@pa.gov](mailto:st-nurse@pa.gov).

- a) Have you submitted an **Exam Application** to the Board?
- b) Did you register with Pearson VUE?
- c) Did your nursing education program submit a nursing education verification form and transcripts (transcripts apply only to out of state graduates)?
- d) Have you allowed **approximately 14 BUSINESS DAYS** from the date all **required documents were received** by the Board?
- e) Did you check your spam and junk folder to assure correspondence from Pearson VUE was not received?
- f) Did you contact Pearson VUE?

6) Do I need to take my ATT to the test center on the day the exam is scheduled?

- a) Once the Board makes a candidate eligible, that candidate will receive an ATT by email provided they have registered with Pearson VUE.
- b) The ATT is the candidate notice to schedule the NCLEX at a Pearson VUE Test Center.
- c) Review the ATT to assure all information is correct as well as the start and end dates; schedule early to avoid reduced seating availability.
- d) Beginning January 1, 2014, the ATT letter will no longer be necessary for test admittance. However, candidates **MUST** present one form of [acceptable identification](#) that matches **EXACTLY** the first and last name provided at registration.
- e) If the ID presented on test day does not match the first and last name registered with, the candidate will not be admitted to test and will have to reregister and repay the examination fee.

7) Can the designated time period or the “validity dates” on my ATT be extended?

The validity dates on the ATT **CANNOT** be extended for any reason. If you have not tested in these dates, you will have to reregister and repay the exam fee.

**8) Are there any specific rules for candidates taking the NCLEX?**

Candidates are required to thoroughly review and acknowledge the NCLEX Examination Rules prior to being seated for the examination. On the exam day at check-in, candidates are directed to read the Candidate Statement and provide an electronic signature, agreeing to the terms and conditions of the NCLEX. In addition and to ensure a high level of security, candidates are monitored at all times and recorded by both audio and video methods.

**TEST RESULTS**

**9) How long does it take to receive my test results?**

Official test results are mailed directly from the Board. Allow **30 days** to receive your official results. For individuals who **pass** NCLEX, the **ONLY** result is the issuance of a paper license that is mailed to the candidate's address on file. To verify a license has been issued, you can also go to [www.mylicense.state.pa.us](http://www.mylicense.state.pa.us) and click on license verification. When an individual **fails**, the Board sends the candidate a Candidate Performance Report (CPR) that includes a summary of the candidate's strengths and weaknesses based on the test plan. In accordance to Pearson VUE policies, they "**may cancel or place the candidate's results on "Hold" if there is a good faith basis to question the validity of the results for any reason or if there has been a violation of the NCLEX examination candidate rules.**"

**10) Does the Board participate in "Quick Results" through PearsonVue?**

Candidates can access NCLEX "Quick Results Service" via the web at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex) for a fee of \$7.95 and sign in with your user name and password. All candidates must wait 2 business days after testing for these results. Also, please note these results are **unofficial** and **only** the Board can release official results.

**11) If I fail, can I retake the NCLEX exam?**

Yes, presently, there is no restriction on the number of times a candidate for licensure can take the exam.

**12) If I fail, how long do I have to wait to retake the exam?**

You can *apply to retake* the NCLEX exam at any time; however, you may not *retest* until **45 days elapse** since your most recent test date.

**13) If I fail the exam, can I still practice with my GRADUATE Temporary Practice Permit (TPP)?**

**NO.** The TPP expires **immediately** upon notification of failure.

**14) If I failed the exam how do I reapply to retake the exam?**

You must submit a **PAPER** form application obtained at [www.dos.state.pa.us/nurse](http://www.dos.state.pa.us/nurse). Select the reexam (\$30) option.

**TESTING ACCOMMODATIONS**

**15) What documentation do I need to request testing accommodations?**

In addition to answering "yes" to the question on the application, the following documentation is required by the Board:

a) The form "[Request for Accommodation](#)" must be completed by a licensed physician, psychologist, certified registered nurse practitioner, or physician assistant. This form can be downloaded from the Board website.

b) A copy of an evaluation completed by a licensed physician, psychologist, certified registered nurse practitioner, or physician assistant **dated within the last 5 years** from the date of the application.

**16) If I need to reexam and previously received testing accommodations what do I need to do?**

a) If applying for reexam and requesting the same accommodation(s) as previously provided, answer yes for accommodation(s) on the application and the same accommodation(s) will be granted.

b) **PLEASE NOTE:** Any modification to the original accommodation(s) request requires a new form and supporting documentation.

**17) What if I decide to withdraw my request for accommodations?**

Withdrawal of requests for accommodations must be put in writing to the Board.

**18) How will a candidate know if Testing Accommodations are granted?**

Accommodations will appear on the ATT as “**Accommodations Granted**”. If a candidate did request accommodations and **DOES NOT** see the “Accommodations Granted” statement on their ATT, they need to immediately contact 717-783-7142. Candidates receiving accommodations **MUST** call Pearson VUE at the number provided on their ATT and speak to an accommodations coordinator to schedule their exam. When speaking with the accommodations coordinator, verify the specific accommodations requested; if any discrepancy is identified, contact the Board. A responsibility of all candidates is to carefully review all the detail (Name, Test Dates etc.) of their ATT as soon as it is received.

#### **CRIMINAL/DISCIPLINARY HISTORY**

**19) What type of documentation needs to be submitted in support of an application if I have a prior criminal record?**

- A detailed, signed and dated personal explanation **explaining the action, its background and any rehabilitation.**
- A Criminal History Records Check (CHRC) from a State Law Enforcement Authority in all states where you lived in the last five years dated within 6 months of the date the application is submitted. (For criminal convictions, pending charges)
- Copies of criminal Court documents. (For criminal convictions, pending charges)
- Certified copies of all disciplinary actions from the Boards that imposed action. (For Board actions and pending actions)

#### **MISCELLANEOUS**

**20) I am entering my senior year of a RN (baccalaureate, associate, diploma) nursing program, am I eligible to sit for the practical nurse exam now?**

**NO.** In Pennsylvania, to be eligible to sit for the practical nursing licensure exam you must have completed an approved practical nursing program.

**21) Are there more informational resources available about NCLEX that I can refer to?**

Information can be found at the following website and is a valuable resource: <https://www.ncsbn.org/nclex.htm>

**22) If my PN program is less than 1500 hours of education must I obtain more education or clinical training hours to determine my eligibility?**

**Yes.** Applicants of programs with less than 1500 hours of education can remediate the deficient education through a combination of additional education and training totaling 1500 hours. Worked hours on a TPP can also be counted toward the 1500 hours.

**23) What are the most common causes of delays in processing applications for exam and/or TPP?**

The following are the most common causes of delays in application processing:

- a) Failure to carefully read and comply with instructions,
- b) Submitting an incomplete application,
- c) Submitting an application for the wrong license type,
- d) The information submitted from the applicant's program does not match the information on the application submitted by the applicant.