



COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF NURSING
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Dear Student/Graduate Nurse Applying to the Pennsylvania Board of Nursing (Board):

Congratulations on choosing a nursing career path! As you prepare for the next major step of applying for your nursing license in Pennsylvania, we would like to provide you with valuable information regarding this process to assure you successfully complete all required steps to avoid unnecessary delays. **It is very important to take the time and read all information provided in this letter prior to submitting your application(s) to avoid unnecessary errors and subsequent delays.**

APPLYING FOR LICENSURE BY EXAM (NCLEX®) and/or a TEMPORARY PRACTICE PERMIT (TPP)

- 1) Go to the Board Website 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.
- 2) 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.

ADDITIONAL IMPORTANT INFORMATION:

- a) Once the Board has received all required **complete and correct documents** (listed below), allow approximately **14 BUSINESS DAYS** from the date received for application processing and receipt of your Authorization to Test from Pearson. These **required** documents include the following:
 - Application and Fees
 - Nursing Education Verification Form (see attached page 3)
 - Official Transcripts (if applicable)
 - Testing Accommodation Form (if applicable)
 - Court Documents (if applicable)
 - Criminal history records check (if applicable) and a detailed, signed and dated personal explanation of the circumstances surrounding the action and its outcome.
- b) Processing delays occur when application information is missing or required documentation is not provided. A discrepancy email will be sent from the Board identifying the missing information/documents.

- c) Please refer to the resource document “Frequently Asked Questions about TPP, Exam and ATT” on the Board website.
- d) The validity dates on the ATT **CANNOT** be extended for any reason. If you have not tested in these dates you must reregister and repay the exam fee.
- e) Allow 30 days to receive exam results. Candidates who pass the exam will only have a license mailed and it can be verified at www.mylicense.state.pa.us. Candidates failing the exam are sent a Candidate Performance Report (CPR) see Reexam section below.

TESTING ACCOMMODATIONS

- Candidates requesting testing accommodations must answer “**YES**” to the question on the exam application, submit a completed “[Request for Accommodation Form](#)” found on Board website and submit a copy of an evaluation completed by a licensed physician, psychologist, certified registered nurse practitioner, or physician assistant for the determination of accommodations **dated within the last 5 years** from the date of the application.

SOCIAL SECURITY NUMBER

- Disclosing your Social Security Number on the application is mandatory in order for this Board to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. §4304,1(a). In order to enforce domestic support orders, the Commonwealth’s licensing boards must provide the Department of Public Welfare information prescribed by DPW about the licensee, including the Social Security Number. Social Security Numbers are also required in order for the Board to comply with the requirements of the federal Healthcare Integrity and Protection Data Bank.
- To submit an online application a Social Security Number (SSN) is required. Those without a SSN **must** submit a PAPER application form located on the Board website (above).

OUT-OF STATE PROGRAM GRADUATES APPLYING FOR LICENSURE BY EXAM AND/OR TPP:

- Request the nursing education program to submit an Official Transcript and NEV **directly** to the Board office.
- The transcript **must** be in English and state the type of degree, certificate or diploma awarded, total credit or clock hours of education earned and the month, day and year the program was completed.
- Section 5 of the Practical Nurse Law (PN Law) and Section 21.158 of the Board regulations require that practical nursing programs consist of at least **1500** hours of instruction. **OUT-OF-STATE PRACTICAL NURSING PROGRAM GRADUATES:** Graduates attending practical nursing education programs with **less than 1500 clock hours** are required to show evidence of additional clock hours achieved by completing other nursing related course work or clinical experience to obtain the additional hours. A copy of the certificate(s) of completion is acceptable documentation. **If the coursework is documented in credit hours, please convert the credit hours to clock hours. Contact your course provider regarding this conversion.**

TEMPORARY PRACTICE PERMIT (TPP) INFORMATION:

- **A separate online application and fee is required for a TPP; you can use the same user ID and Password to submit another application.**
- Applications for a Graduate TPP can be submitted during the 1 year period from completion of an approved nursing education program.
- The practice of nursing may begin after a TPP is issued by the Board. A TPP can be verified at www.mylicense.state.pa.us.
- The permit expires if the applicant fails the licensing exam. Employment must cease **IMMEDIATELY**.
- The graduate nurse who holds a TPP must practice under the supervision of an experienced, Pennsylvania registered nurse who is physically present in the unit or area where the graduate nurse is practicing.
- A TPP may be extended for up to 1 year under certain circumstances by submitting the application found at www.dos.state.pa.us/nurse.
- If you decide to withdraw the application for TPP, notify the Board office in writing of this request.

EXAM RESULTS:

- Exam results are mailed within 30 days of the test date.
- Candidates who **PASS** the exam are issued a license. A license can be verified at www.mylicense.state.pa.us.
- Candidates who **FAIL** the exam are sent a Candidate Performance Report (CPR) issued by the National Council of State Boards of Nursing. This report is **ONLY** intended to provide indications of a candidate's strengths and weaknesses. The NCLEX is not graded in sections, only overall performance on the exam determines pass/fail status. Additional information regarding the exam can be found at www.ncsbn.org.

REEXAM APPLICANT INSTRUCTIONS (Instate or Out-of State Applicants):

- If you are retaking the exam, you **CANNOT** apply online; go the Board website (above) and download the **PAPER** application.
- Mail the completed application and fee to the Board at the above address, ATTN: Exam.
- Register **at the same time** with Pearson VUE; an appointment can be scheduled **45** days from last test date.
- If registration with Pearson VUE **does not** occur at the same time a Board reexam application is submitted, the applicant **MUST** notify the Board of their registration so eligibility can be determined.
- **Accommodations:** If applying for reexam, the same accommodation(s) will be granted unless there is a modification to the original request; this requires a new form and evaluation to be submitted.
- Reexam applicants previously answering **yes** to any Criminal/Disciplinary History questions must submit documentation that no additional actions have occurred. Any new actions must be accompanied by the documentation required as stated within the criminal/disciplinary history section below.

ADDRESS OR NAME CHANGES:

- Applicant's legal name must be entered on the application.
- Licenses are not forwarded. Licensees are responsible to advise the Board of any address or name change within 10 days of the change.
- Complete and submit the "Form to Request Change Name &/or Address ..." located on the Board's website whenever there is a change of name &/or address.

CRIMINAL/DISCIPLINARY HISTORY:

If you submit a **PAPER** form application and **"Yes" was checked for any question in Section B, Submit the following:**

- 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. (Applicable ONLY to #B5 and #B6)
- Copies of criminal Court documents. (Applicable ONLY to #B5 and #B6)
- Certified copies of all disciplinary actions from the Boards that imposed action (Applicable ONLY to #B2 and #B3).

If you submit an **ONLINE** application and **"Yes" was checked for any question in Section B, Submit the following:**

- 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 chargers).
- Certified copies of all disciplinary actions from the Boards that imposed action. (For Board actions and pending actions).

**Congratulations from the Exam Area Staff
Pennsylvania State Board of Nursing**

Developed: 2010; Revised: 2014