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.

General Information:

- **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.**
- 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).
- **NOTE: A separate online application and fee is required for licensure by exam and/or TPP; you can use the same User ID and Password to submit another application.**
- If you are retaking the exam, you **CANNOT** apply online; go to the Board website and download the **PAPER** application.

3 Steps in Applying for a License by Exam and/or Temporary Practice Permit:

Step 1: Click on the link "**Apply for Initial Licensure"** located at https://www.mylicense.state.pa.us.

- **Register** or, if you have a MyLicense User ID and Password, proceed to the **Login Page.**
- **Record the User ID and Password** you created to access the online application so that you can check on the status of the application.

Step 2: Click on **"Apply for NEW License,**" located on the left side of the page and select **Profession** as Nursing, then select the appropriate **License Type** (For licensure by exam: Registered Nurse or Practical Nurse or for permit Graduate RN Permit or Graduate PN Permit) and select the appropriate **Obtain by Method**. Proceed to complete all information requested, pay the fee and submit the application. In addition:

- **Out-of State Nursing Education Program Graduates MUST** have their nursing education program submit a nursing education verification form (located with online application

instructions or attached to the PAPER form application) **AND** official transcripts submitted directly from their program to the Board.

- **Pennsylvania Nursing Education Program Graduates** should confirm with their nursing education program that the program will be submitting a nursing education verification form (NEV) directly to the Board.

Step 3: Pearson VUE Registration: At the same time EXAM applicants submit their Board Application (Step 1), they **MUST** register with PearsonVUE online and pay the required fee ($200, debit or credit card only) to take the exam located at www.pearsonvue.com/nclex.

- **PearsonVUE will send you by email an ATT** once the Board informs them you are eligible to take the exam.

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
   - 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 the State Boards 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). At the request of the Department of Public Welfare (DPW), the licensing boards must provide to DPW information prescribed by DPW about the licensee, including the social security number. In addition, Social Security Numbers are required in order for the Board to comply with the reporting requirements of the U.S. Department of Health and Human Services, National Practitioner Data Bank.

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 **mus**t 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 I**MMEDIATELY**.
- 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 (In-State 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 of 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.
- Copies of criminal Court documents.
- Certified copies of all disciplinary actions from the Boards that imposed action.

If you submit an **ONLINE** application and **"YES"** was checked for any criminal/disciplinary history question, submit:

- 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