SPECIAL NOTICE

Applicants Applying for Temporary Practice Permit (TPP) after 5/20/06 And Requesting TPP Extension

***For TPP holders who are Graduate Registered Nurses or Graduate Practical Nurses*:**

At least 90 days prior to expiration date of TPP:

- Submit application for licensure by examination and fee.
- Submit licensure examination registration form and fee to the professional testing organization.

At least 60 days prior to expiration date of TPP *if wish to extend TPP due to illness or extreme hardship*:

- Submit TPP extension application and fee.
- Submit detailed written explanation of the reason the extension is requested. If due to illness provide certification of the illness from the treating physician.

***For TPP holders who are licensed as RN or PN in another State, Territory or Possession of US or Canada*:**

Within 90 days of TPP expiration:

- The Board **MUST** receive **ALL DOCUMENTATION** in support of application for licensure.

Within 10 days of notification from the Board that all documentation has NOT been received:

- Submit *detailed written explanation* of why supporting documentation has not been supplied to the Board in a timely manner.

It is the applicant's responsibility to ensure that all application materials have been provided to the Board. The Board will send only one notification that your application is incomplete.

At least 60 days prior to expiration date of TPP *if wish to extend TPP due to illness or extreme hardship:*

- Submit TPP extension application and fee.
- Submit detailed written explanation of the reason the extension is requested. If due to illness provide certification of the illness from the treating physician.

Within 45 days of the date the TPP is issued:

- Request *verification of licensure* from original licensing authority. Retain documentation.
- Request *certification of nursing education program* from appropriate licensing board or educational authority to be submitted directly to the Board. **Must be in English**. Retain documentation.
- Submit Commission on Graduates of Foreign Nursing Schools (CGFNS) application to CGFNS if applicant is required to meet CGFNS requirements for licensure. Retain documentation.

If required to take the licensure examination (NCLEX):

- Submit licensure examination registration form and fee to professional testing organization. Retain documentation.

NOTE: THE BOARD OF NURSING WILL NOT GRANT A TPP EXTENSION TO AN INDIVIDUAL WHO FAILS TO MEET THE ABOVE REQUIREMENTS.

For further information regarding TPPs/TPP Extensions and to download applications, please refer to the website **www.dos.state.pa.us/nurse**.

June 20, 2006