

## **Helpful Suggestions for Renewing your Pennsylvania CREA License:**

Once the Renewal Period opens on 4/2/2023, you will need the following documents handy to renew your PA License *(if you were initially licensed PRIOR to 1/1/2023)*:

7-Hour National USPAP Update Course Certificate - uploaded separately

2-Hour Pennsylvania Law/Act Course Certificate - uploaded separately

Remaining Continuing Education Certificates *(28 hours in total, which includes the 7-hour National USPAP Update Course and the 2-hour PA Law/Act Course)* You can upload these separately or combined in one document.

**You will be required to upload your certificates directly to your renewal application.**

### **Step One:**

Go to [www.pals.pa.gov](http://www.pals.pa.gov) and click on "LOGIN TO YOUR ACCOUNT" (blue button on left-hand side of page).

Enter your User ID and Password. *(If you do not remember your password, click on the 'Reset Password' option on the right-side of the login page).*

Once you are on your Dashboard, locate your license number listed under the 'Professional License Details' banner.

There will be an orange RENEW button next to your License Number. Click on the RENEW button.

### **Step Two:**

The PALS system will start to build your renewal application, pre-loading your personal information.

Scroll down the page until you come to the area that states '**PLEASE ANSWER THE FOLLOWING QUESTIONS**'

Answer the Continuing Education questions. *(Read the questions thoroughly as there will be separate questions regarding the 7-Hour National Update Course, the 2-Hour PA Law/Act Course, and the Remaining Courses taken).*

If you received your initial license AFTER 1/1/2023, you will be exempt from the continuing education requirement. When the PALS system asks if you have completed the required 28 continuing education hours, you will answer NO. The PALS system will then ask if you were initially licensed from 1/1/2023 to 6/30/2023, and you will answer YES. *(The system will automatically cross reference your answer with the initial date of your license).*

Answer the Legal questions.

If you answer YES to any Legal questions, you will be required to upload copies of any court documents pertaining to your YES answer.

(The Delegate Section is for those individuals who would like their information shared with another person. If you agree, please complete this section. If you do not want your information shared with another person, you can skip this section).

When all of the questions have been answered, confirm that you have read and agree with the terms (checkbox), typed your name in the Signature area(s), you can **click on CONTINUE**.

**Step Three:**

Your completed renewal application will show for review. You will have a chance to edit any information on this page if needed. When you are finished reviewing your renewal application, **click on ADD TO CART (red button)**.

Your Shopping Cart will be displayed. You must click on the white box within the teal shaded area to 'select' what you are paying for. Also, click on the white box below, stating that you agree that all the fees are non-refundable. When you have completed this, a green button will appear '**PROCEED TO PAYMENT**'.

**Step Four:**

A pop-up box will appear, letting you know that it could take up to 30 minutes for our system to contact your credit card system for payment. **Click 'OK, Proceed'**.

You can now check out using your credit card. *(When filling in the numbers of the credit card and the expiration date, DO NOT use spaces, dashes, or slashes. All numbers are together - examples March 2024 would be typed in as 0324).* **Click on PAY WITH CREDIT CARD.**

The PALS system will let you know that your payment was received, and your renewal application is under review. Our goal is to review renewal applications within 3-5 business days.

Once approved and renewed, a new license (*showing the 6/30/2025 expiration*) will be printed and mailed to your address. Please allow 7 to 10 business days for your new license to arrive via postal mail.