

ADDITIONAL REQUIRED DOCUMENTS

LICENSED OUT OF STATE

Educated and licensed as a Registered Nurse (RN) in the United States, U.S. territory or Canada and passed the SBTPE or NCLEX®-RN exam.

VERIFICATION OF LICENSURE A Verification of Licensure is required for all applicants and refers to the first nursing license obtained in a state, territory or possession of the U.S. by examination.

- “**Original Licensing Authority**” refers to the nursing license authority in the state, territory or possession of the United States or Canada where you obtained your license by examination.
- If your original licensing authority participates in Nursys® (a list of participating states is available at www.ncsbn.org) you **must** register and pay a fee at www.nursys.com in order for the Board to access your verification information.
- If your original licensing authority does not participate in Nursys®, you must request that your original licensing authority complete a licensure verification and mail it directly to the Board office
- **Complete Section A** of the *Verification of Licensure* form found on the Board’s website at www.dos.pa.gov and mail it to your original licensing authority. Contact that Board to confirm if there is a fee for this service.
- If you were educated and licensed in Canada or Puerto Rico and you passed the NCLEX® or SBTPE for licensure in another state, request Verifications of licensure from both the original licensing authority where you passed the exam and from Canada or Puerto Rico.

OFFICIAL TRANSCRIPT is required for all applicants.

- An **official transcript** must be sent directly to the Board (ATTN. ENDORSEMENT AREA) from the basic nursing education program that awarded your degree, certificate or diploma.
 - The nursing education program refers to the institution, school, college or university **where you completed the education that qualified you for your original nursing license.**
 - **Non-official transcripts**, such as a student copy or student submitted copy that was provided to the student by the school in a sealed official school envelope, are not acceptable.
 - The official transcript must designate the degree, certificate or diploma awarded with the month, day and year the program was completed.
 - If the transcript is not written in English, a word-for-word English translation must accompany the transcript. A “Certificate of Accuracy” must be included at the end of the translation and must be signed by the translator.
- 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. Continuing education hours and work experience hours in the role of a LPN may be used to meet any deficient hours related to your program.
 - 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.**
 - Each hour worked as an LPN under a TPP or a LPN license in another state can be credited on an hourly basis. Acceptable documentation is limited to a signed letter received directly from your employer(s) verifying the dates of employment, the number of hours worked per week, and a brief description of the services provided as an LPN.

REQUIREMENT FOR ACT 31 OF 2014 TRAINING

- The Bureau of Professional and Occupational Affairs (BPOA), in conjunction with the Department of Human Services (DHS), is providing notice to all health-related licensees and funeral directors that are considered “mandatory reporters” under section 6311 of the Child Protective Services Law (CPSL) (23 P.S. § 6311), as amended, that EFFECTIVE JANUARY 1, 2015, all persons applying for issuance of an initial license shall be required to complete 3 hours of DHS-approved training in child abuse recognition and reporting requirements as a condition of licensure. Please review the Board website www.dos.pa.gov/nurse under the link: General Board Information for further information on approved CE providers. Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board.

ENGLISH PROFICIENCY REQUIREMENT If your nursing education program was not conducted in English, you must provide the Board with evidence of English proficiency by achieving a passing score on a Board-approved exam. A list of Board Approved English Proficiency Examinations are on our Board website <http://www.dos.pa.gov/nurse> under the link: General Board Information

- English Proficiency Test scores must be submitted directly to the Board from the testing agency.

INTERNATIONALLY EDUCATED APPLICANTS ONLY: An applicant that graduated from a nursing program outside of the United States or Canada and has been licensed by completing the NCLEX® in another jurisdiction of the United States may be granted licensure in the Commonwealth without examination if the applicant's program of study is deemed equivalent to the program of study required in the Commonwealth at the time the program was completed. The Board will base equivalency of the international nursing program upon an evaluation performed by a Board Approved Foreign Credentials Evaluator.

- A list of Board Approved Foreign Credentials Evaluators are on our Board website www.dos.pa.gov/nurse under the link: General Board Information. It is recommended you begin the process as soon as possible to reduce processing delays

CRIMINAL/DISCIPLINARY HISTORY DOCUMENTS: *If "YES" was selected for any criminal/disciplinary history question, submit documentation as follows:*

- A detailed, signed and dated personal statement **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 90 days from the date of issuance. (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)

ANY OTHER INFORMATION REQUESTED BY THE BOARD OF NURSING

04/17/2017