

Online Instructions for Registered Nurse or Practical Nurse Licensure by Endorsement and/or TPP

Read this Entire Document Prior to Any Application Submission and Print/Retain for Reference.

- All fees are non-refundable and must be paid by credit or debit card. A U.S. Social Security Number (SSN) is required for an ONLINE application submission. *Applicants without a SSN should upload a [Waiver Form](#).*
- The practice of nursing in Pennsylvania (PA) without a current valid PA Temporary Practice Permit (TPP) or license is illegal and prosecutable.
- Provide a Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived, worked, or completed professional training/studies for the past ten (10) years. The report(s) must be dated within 90 days of the date the application is submitted. For applicants living, working, or completing training/studies in Pennsylvania, your CHRC request will be automatically submitted to the Pennsylvania State Police upon submission of this application. The "Pennsylvania Access to Criminal History" (PATCH) fee will be included at checkout. Your PA CHRC will be sent directly to the Board/Commission. You will be notified if additional action is required. For individuals living, working, or completing training/studies outside of Pennsylvania during the past ten (10) years, in lieu of obtaining individual state background checks, you may elect to provide BOTH a state CHRC from the state in which you currently reside AND your FBI Identity History Summary Check, available at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

PLEASE NOTE: For applicants currently living, working, or completing training/studies in California, Arizona, or Ohio, due to the laws of these states, the Board is not an eligible recipient of CHRCs or your CHRC will not be issued to you for upload to the Board. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check available at the link noted above.

APPLYING FOR A LICENSE BY ENDORSEMENT - \$120.00 / LICENSE BY ENDORSEMENT WITH EXAM - \$145.00

Step 1: Click on the link "Login" at <https://www.pals.pa.gov>.

Step 2: Login with your "User ID" and "Password." If you do not have one or have forgotten your information, follow the options on the menu to the right side of the page.

Step 3: Once you are logged into your PALS Dashboard, click on "Apply for New License" located at the bottom of the page. The screens that follow will be a series of questions to assist with obtaining the correct application.

- **Board/Commission** - Select State Board of Nursing
- **License Type** - Select Registered Nurse or Practical Nurse
- **Survey** - Please answer all questions on the survey to obtain the correct application and instructions.

PLEASE NOTE: You can apply for a Temporary Practice Permit by answering a question within the Endorsement application. A fee of \$70.00 will be added to your account prior to payment. **DO NOT SUBMIT A SEPARATE APPLICATION.**

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 at 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 is on our Board website at 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.

LEGAL QUESTIONS:**If “YES” is checked for any legal question, upload:**

- A detailed, signed and dated personal statement explaining the action, its background and any rehabilitation.
- Copies of criminal court documents.
- Certified copies of all disciplinary actions from the Boards that imposed action.

ADDRESS OR NAME CHANGES:

- Applicant's legal name must be entered on the application.
- Licensees are responsible to advise the Board of any address or name change within 14 days of the change.
- Licenses/permits are not forwarded. Complete a Change of Name and/or Address located on your PALS Dashboard whenever there is a change of name and/or address.

TEMPORARY PRACTICE PERMIT (TPP) INFORMATION:

- If you hold an active license in the U.S., U.S. Territory or Canada, you may apply for a TPP.
- The practice of nursing may begin after a TPP is issued by the Board. A TPP can be verified at www.pals.pa.gov/verify.
- The TPP will expire one-year from the date of issue or if the permanent PA license is issued.
- Applicants previously issued a TPP in one licensure classification (RN, PN) are not eligible for a second TPP in the same classification.
- A TPP may be extended for up to 1 year under certain circumstances by submitting the application found at www.dos.pa.gov/nurse.