FREQUENTLY ASKED QUESTIONS FROM STUDENT/GRADUATE NURSES ABOUT the NCLEX® EXAM, GRADUATE TEMPORARY PRACTICE PERMITS (TPP) and AUTHORIZATION TO TEST (ATT)

CHILD ABUSE CONTINUING EDUCATION: 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 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, paper copies are not accepted. Board approved providers may take up to 7 business days to send verification of completion to the Board and a license will not be issued until this verification is received.

NOTE: When registering with the Provider be certain to indicate that this is for the purpose of licensure. Also, the first and last name on the provider registration must match the first and last name provided on the application for licensure submitted to the Board.

1) How do I apply for licensure by Exam (NCLEX®) and/or a Temporary Practice Permit (TPP)?

A. THE RESPONSIBILITY RESTS WITH THE APPLICANT TO READ ALL APPLICATION INSTRUCTIONS BEFORE SUBMITTING AN APPLICATION TO THE BOARD TO AVOID ERRORS AND DELAYS IN PROCESSING.

B. Go to the Board Website www.dos.pa.gov/nurse and select “Online Service” then select the link for Apply Online.
   A social security number (SSN) is required for an ONLINE application submission. Applicants without a SSN should submit a Paper Application and Waiver Form

C. A separate online application and fee is required for licensure by exam (NCLEX®) and/or a permit (TPP), you can use the same user ID and Password to submit another application.

2) How soon after I apply will my Authorization to Test (ATT) be issued?

   Once the Board has received all of the complete and correct documents below, allow approximately 14 BUSINESS DAYS from the date received. (This timeframe can vary during peak processing times that occur in May, June & December). NOTE: Processing delays occur when application information is missing or required documentation is not provided. PearsonVUE will email your ATT once the Board informs them you are eligible to take the exam.

3) How soon after I apply will my permit (TPP) be issued?

   The timeframe is the same as for question #2 above.

4) Who sends the ATT to me?

   Pearson VUE. The ATT does NOT come from the Board.

5) I did not receive my ATT, what should I do?

   Review the following questions to assure you have completed all required steps in the application process:
   a) Have you submitted an Exam Application to the Board?
   b) Did you register with Pearson VUE?
   c) Did your nursing education program submit a nursing education verification form and transcripts (transcripts apply only to out of state graduates)?
   d) Have you allowed approximately 14 BUSINESS DAYS from the date all required documents were received by the Board?
   e) Did you check your spam and junk folder to assure correspondence from Pearson VUE was not received?
f) Did you contact Pearson VUE?

6) Do I need to take my ATT to the test center on the day the exam is scheduled?

   a) Once the Board makes a candidate eligible, that candidate will receive an ATT by email provided they have registered with Pearson VUE.
   b) The ATT is the candidate notice to schedule the NCLEX at a Pearson VUE Test Center.
   c) Review the ATT to assure all information is correct as well as the start and end dates; schedule early to avoid reduced seating availability.
   d) Since January 1, 2014, the ATT letter is no longer necessary for test admittance. However, candidates MUST present one form of acceptable identification that matches EXACTLY the first and last name provided at registration.
   e) If the ID presented on test day does not match the first and last name registered with, the candidate will not be admitted to test and will have to reregister and repay the examination fee.

7) Can the designated time period or the “validity dates” on my ATT be extended?

   The validity dates on the ATT CANNOT be extended for any reason. If you have not tested in these dates you will have to reregister and repay the exam fee.

8) Are there any specific rules for candidates taking the NCLEX?

   Candidates are required to thoroughly review and acknowledge the NCLEX Examination Rules prior to being seated for the examination. On the exam day at check-in, candidates are directed to read the Candidate Statement and provide an electronic signature, agreeing to the terms and conditions of the NCLEX. In addition and to ensure a high level of security, candidates are monitored at all times and recorded by both audio and video methods.

TEST RESULTS

9) How long does it take to receive my test results?

   Official test results are mailed directly from the Board. Allow 30 days to receive your official results. For individuals who pass NCLEX, the ONLY result is the issuance of a paper license that is mailed to the candidate’s address on file. To verify a license has been issued you can also go to www.mylicense.state.pa.us and click on license verification. When an individual fails, the Board sends the candidate a Candidate Performance Report (CPR) that includes a summary of the candidate’s strengths and weaknesses based on the test plan. In accordance to Pearson VUE policies, they “may cancel or place the candidate’s results on “Hold” if there is a good faith basis to question the validity of the results for any reason or if there has been a violation of the NCLEX examination candidate rules.”

10) Does the Board participate in “Quick Results” through PearsonVue?

   Candidates can access NCLEX “Quick Results Service” via the web at www.pearsonvue.com/nclex for a fee of $7.95 and sign in with your user name and password. All candidates must wait 2 business days after testing for these results. Also, please note these results are unofficial and only the Board can release official results.

11) If I fail, can I retake the NCLEX exam?

   Yes, presently, there is no restriction on the number of times a candidate for licensure can take the exam.

12) If I fail, how long do I have to wait to retake the exam?

   You can apply to retake the NCLEX exam at any time, however you may not retest until approximately 45 days elapse since your most recent test date.

13) What is the purpose of a graduate TPP? If I fail the exam, can I still practice with my (TPP)?

   A TPP (permit) is NOT a license but is required for an individual who wishes to practice as a graduate nurse during the period from the date of completion of their educational program to the notification of results of the licensing examination. The TPP expires immediately upon notification of failure and is nonrenewable.

14) If I failed the exam how do I reapply to retake the exam?

   You must submit a PAPER form application obtained at www.dos.pa.gov/nurse Select the reexam ($30) option.

TESTING ACCOMMODATIONS

15) What documentation do I need to request testing accommodations?

   In addition to answering “yes” to the question on the application, the following documentation is required by the Board:
a) The form (located on the [Board’s website](#)) must be completed by a licensed physician, psychologist, certified registered nurse practitioner, or physician assistant. This form can be downloaded from the [Board website](#).

b) A copy of an evaluation completed by a licensed physician, psychologist, certified registered nurse practitioner, or physician assistant dated within the last 5 years from the date of the application.

c) The accommodations requested must be specific (if extended time, specify the time, for example, 2 hours, separate room etc.)

16) If I need to reexamine and previously received testing accommodations what do I need to do?

a) If applying for reexamination and requesting the same accommodation(s) as previously provided, answer yes for accommodation(s) on the application and the same accommodation(s) will be granted.

b) **PLEASE NOTE:** any modification to the original accommodation(s) request requires a new form and supporting documentation.

17) What if I decide to withdraw my request for accommodations?

Withdrawal of requests for accommodations must be put in writing to the Board.

18) How will a candidate know if Testing Accommodations are granted?

Accommodations will appear on the ATT as "Accommodations Granted". If a candidate did request accommodations and DOES NOT see the “Accommodations Granted” statement on their ATT they need to immediately contact 717-783-7142. Candidates receiving accommodations MUST call Pearson VUE at the number provided on their ATT and speak to an accommodations coordinator to schedule their exam. When speaking with the accommodations coordinator verify the specific accommodations requested, if any discrepancy is identified contact the Board. A responsibility of all candidates is to carefully review all the detail (Name, Test Dates etc.) of their ATT as soon as it is received.

CRIMINAL/DISCIPLINARY HISTORY

19) What type of documentation needs to be submitted in support of an application if I have a prior criminal record?

- 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. All background check documents cannot be older than 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)

MISCELLANEOUS

20) I am entering my senior year of a RN (baccalaureate, associate, diploma) nursing program, am I eligible to sit for the practical nurse exam now?

**NO**. In Pennsylvania, to be eligible to sit for the practical nursing licensure exam you must have completed an approved practical nursing program.

21) Are there more informational resources available about NCLEX that I can refer to?

Information can be found at the following website and is a valuable resource: [https://www.ncsbn.org/nclex.htm](https://www.ncsbn.org/nclex.htm)

22) If my PN program is less than 1500 hours of education must I obtain more education or clinical training hours to determine my eligibility?

**Yes**. Applicants of programs with less than 1500 hours of education can remediate the deficient education through a combination of additional education and training totaling 1500 hours. Worked hours on a TPP can also be counted toward the 1500 hours. More Information can be found on the [Board Website](#).

23) What are the most common causes of delays in processing applications for exam and/or TPP?

The following are the most common causes of delays in application processing:

- a) Failure to carefully read and comply with instructions,
- b) Submitting an incomplete application,
- c) Submitting an application for the wrong license type,
- d) The information submitted from the applicant’s program does not match the information on the application submitted by the applicant,
- e) Failure to complete the Child Abuse Continuing Education Requirement.