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**Online Instructions for Registered Nurse or Practical Nurse Licensure by Endorsement Applicants**

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**Read Carefully Prior to Any Application Submission & Retain for Reference.**

**PLEASE NOTE:**

- If you hold or ever held a PA license, your PA license must be reactivated. DO NOT PROCEED with this application.
  - The practice of nursing in Pennsylvania (PA) without a current valid PA Temporary Practice Permit (TPP) or license is illegal and prosecutable.
  - A Social Security number (SSN) is required to submit an online application. Those without a SSN **must** submit a paper application form located on the Board website above.
1. **FEES** - All fees are non-refundable and must be paid by credit or debit cards: therefore, verify you are using the correct application type.

2. **STEPS TO APPLY ONLINE**

- **NOTE: A separate online application and fee are required for licensure and/or Temporary Practice Permit (TPP), you can use the same user ID and Password to submit another application. This means if you are applying for licensure AND a Temporary Practice Permit (TPP) you must repeat the process of submitting a second application and selecting the appropriate license type.**

**Step 1:** Click on the link “Apply for Initial Licensure” at <http://www.mylicense.pa.gov/mylicense>

- **Register** or, if you have a MyLicense User ID and Password, proceed to the **Login Page**.
- **Record the user ID and Password** you created to access the online application so that you can check on the status of the application.

**Step 2:** Click on “Apply for NEW License”, located on left side of page and select the following:

**Profession:** Select Nursing

**License Type:** Select Registered Nurse or Practical Nurse

**Option 01** - “Licensed – Registered Nurse (RN)”

**Option 02** - “Licensed – Practical Nurse (LPN)”

**Obtain by Method:** Select one of the following options from the dropdown

**Option C** - “Licensed Out of State”: Means the applicant was educated and licensed in the United States, U.S. territory or Canada and passed the SBTPE or NCLEX exam.

**Option D** - “Foreign Graduate, Licensed in U.S.”: Means the applicant was educated outside the United States, U.S. territory or Canada and passed the SBTPE or NCLEX exam.

**Option E** - “Educated and Licensed in Canada or Puerto Rico”: Means the applicant has not passed the SBTPE or NCLEX exam and was educated and licensed in Canada or Puerto Rico.

**Option F** - “Foreign Graduate, No U.S. License”: Means the applicant was educated outside the United State, U.S. territory or Canada and has NOT passed the SBTPE or NCLEX exam.

**Step 3:** **Pearson VUE Registration: Applicable to Option E and F. FOR EXAM ONLY.**

**Applicants required to take the NCLEX Exam must** proceed to register ONLINE with PearsonVUE and pay the required fee (\$200, debit or credit card only) to take the exam at <http://www.pearsonvue.com/nclex> to avoid delays.

**Pearson VUE emails the Authorization To Test (ATT) after** the Board informs them of your eligibility to take the exam. The ATT is needed to schedule your test appointment. Take acceptable identification to the test center (<https://www.ncsbn.org/1221.htm>). **The first and last name printed on the identification must match exactly the first and last name on your ATT.** The validity dates on the ATT **CANNOT** be extended for any reason. If you have not tested within these dates you must re register and repay the exam fee and notify the Board.

### 3. ADDITIONAL INSTRUCTIONS

- a. **CHILD ABUSE CONTINUING EDUCATION:** 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. 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. Board approved providers may take up to 7 business days to electronically send verification of completion to the Board. A license will not be issued until this electronic verification is received. This education can be completed prior to program completion.
- b. Allow **14 business days** for your application to be evaluated once all required, **complete and correct documents** (listed below) are received by the Board.
- Required documents may include the following:**
- Application and fee
  - Official transcript or CGFNS CES Professional Report (if applicable)
  - Verification of Licensure
  - CGFNS CP program and eDas report (if applicable)
  - Testing Accommodation Form (if applicable)
  - Personal Statement (if applicable)
  - Court documents (if applicable)
  - Criminal History Records Check (CHRC) (if applicable)
  - If your basic nursing 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. [Click Here](#)

NOTE: Detailed instructions **must be printed at the completion of the Online Application located on the Signature card page.**

- c. Processing delays occur when application information is missing or required documentation is not provided. A discrepancy email and/or letter will be sent from the Board identifying the documentation needed to complete the online application.

#### Practical Nursing Applicants

- 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. Applicants who attended a practical nursing education programs with **less than 1500 clock hours** are required to show evidence of additional clock hours achieved by completing other nursing related course work or clinical experience to obtain the additional hours. 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.** In addition, 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 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.

#### TEMPORARY PRACTICE PERMIT (TPP)

- If you hold an active license in the U.S., U.S. Territory or Canada you may also apply online for a TPP. **YOU MUST SUBMIT A LICENSURE APPLICATION IN ADDITION TO THE TPP APPLICATION.**

#### CRIMINAL HISTORY / DISCIPLINARY ACTION

For applicants who answer "YES" for any criminal/disciplinary history question submit documents as follows:

- 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 and pending charges)
- Copies of criminal Court documents. (For criminal convictions and pending charges)
- Certified copies of all disciplinary actions from the Boards that imposed action. (For Board actions and pending actions)

#### ADDRESS OR NAME CHANGES

- Applicant's legal name must be entered on the application.  
Licenses/permits are not forwarded. Provide your current address to receive correspondence from the Board. It is the applicant's responsibility to inform the Board of an address or name change within ten (10) days of the change. Refer to the "REQUEST FOR CHANGE OF NAME and/or ADDRESS" form located on the Boards website <http://www.dos.pa.gov/nurse>

#### TESTING ACCOMMODATIONS

- Candidates requesting testing accommodations, must answer "**YES**" to the question on the exam application, submit a completed ["Request for Accommodation Form"](#), found on Board website and submit a copy of an evaluation completed by a licensed physician, psychologist, certified registered nurse practitioner, or physician assistant for the determination of accommodations **dated within the last 5 years** from the date of the application

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**Online Instructions for Registered Nurse or Practical Nurse Temporary Practice Permit (TPP)**

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**PLEASE NOTE**

- If you hold or ever held a PA license, your PA license must be reactivated. DO NOT PROCEED with this application.
- The practice of nursing in Pennsylvania (PA) without a current valid PA Temporary Practice Permit (TPP) or license is illegal and prosecutable.
- A Social Security number (SSN) is required to submit an online application. Those without a SSN **must** submit a paper application form located on the Board website listed above.

1. **FEES** - All fees are non-refundable and must be paid by credit or debit cards: therefore, verify you are using the correct application type.

2. **STEPS TO APPLY ONLINE**

- **NOTE: A separate online application and fee are required for licensure and/or Temporary Practice Permit (TPP), you can use the same user ID and Password to submit another application. This means if you are applying for licensure AND a Temporary Practice Permit (TPP) you must repeat the process of submitting a second application and selecting the appropriate license type.**

**Step 1:** Click on the link “Apply for Initial Licensure” at <http://www.mylicense.pa.gov/mylicense>

- **Register** or, if you have a MyLicense User ID and Password, proceed to the **Login Page**.
- **Record the user ID and Password** you created to access the online application so that you can check on the status of the application.

**Step 2:** Click on “Apply for NEW License”, located on left side of page and select the following:

**Profession:** Select Nursing

**License Type:** Select

- **Option 05** - “Temporary Permit – for currently Licensed RN”
- **Option 06** - “Temporary Permit – for currently Licensed PN”

**Obtain by Method:** Select “ Application”

**Step 3:** Once you complete the entire TPP application, you must submit a permanent licensure application.

**Step 4: REVIEW ADDITIONAL INSTRUCTIONS**

- a. Allow **14 business days** for your application to be evaluated once all required, **complete and correct documents** (listed below) are received by the Board.

**Required documents may include the following:**

- Application and fee
- Personal Statement (if applicable)
- Court documents (if applicable)
- Criminal History Records Check (CHRC) (if applicable)
- If your basic nursing 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.

**NOTE: Detailed instructions *must be printed at the completion of the Online Application* located on the Signature card page.**

- a. Processing delays occur when application information is missing or required documentation is not provided. A discrepancy email and/or letter will be sent from the Board identifying the documentation needed to complete the online application.

**TEMPORARY PRACTICE PERMIT (TPP)**

- If you hold an active license in the U.S., U.S. Territory or Canada you may apply for a TPP. **YOU MUST APPLY FOR LICENSURE IN ADDITION TO APPLYING FOR A TPP.**
- Applicants previously issued a TPP in one licensure classification (RN, PN) are not eligible for a second TPP in the same classification.
- The TPP will expire one-year from the date of issue or if the permanent PA license is issued.
- A TPP may be extended for up to one (1) year, under certain circumstances, by submitting the *Application for Extension of Temporary Practice Permit* found at [www.dos.pa.gov/nurse](http://www.dos.pa.gov/nurse)

### **CRIMINAL HISTORY / DISCIPLINARY ACTION**

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