

**PENNSYLVANIA STATE BOARD OF NURSING**

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**Online Instructions for GRADUATES Applying for Exam &/or Graduate Temporary Practice Permit (TPP)**

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

**1) STEPS TO APPLY ONLINE for a License and/or TPP (Permit):**

- All fees are non-refundable and must be paid by credit or debit cards. A social security number (SSN) is required for an ONLINE application submission.  
*Applicants without a SSN should submit a [Paper Application and Waiver Form](#)*
- **A SEPARATE online application and fee are required for licensure and/or Graduate 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 online application and selecting the appropriate license type.**
- 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.

**A. APPLYING FOR A LICENSE by EXAMINATION: PA Program Graduate - \$35.00 Out of State Program Graduate - \$100.00**

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

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

**Profession:** Nursing

**License Type:** Select 01- License - Registered Nurse (RN) or 02- License - Practical Nurse (PN)

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

**Exam (PA Program New Graduate) or  
Exam (Out of State Program New Graduate – for Graduates who completed a program located OUTSIDE of PA)**

**Step 3: PearsonVUE Registration (test administrator):**

- **Once EXAM applicants submit their Board Application** proceed to register ONLINE with PearsonVUE and pay the required fee (\$200, debit or credit card only) to take the exam at [www.pearsonvue.com/nclex](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 reregister and repay the exam fee and notify the Board.

**B. APPLYING FOR A TEMPORARY PERMIT: PA Program Graduate - \$35.00 Out of State Program Graduate - \$35.00**

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

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

**Profession:** Nursing

**License Type:** Select 03-Temporary Permit-for New Graduate RN or 04 Temporary Permit for New Graduate PN

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

**PA Program New Graduate or  
Out of State Program New Graduate**

**2) ADDITIONAL APPLICATION PROCESSING 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) Once the Board has received all required **complete and correct documents** (listed below) and you have registered with Pearson VUE, allow approximately **14 BUSINESS DAYS** from the date received for application processing and receipt of your Authorization to Test from Pearson.

These **required** documents include the following:

- Application and Fees (**ALL FEES ARE NONREFUNDABLE**).
  - Nursing Education Verification Form, this form must be sent **DIRECTLY** from the nursing program (see attached page 4).
  - Official Transcripts (if applicable)
  - Testing Accommodation Form (if applicable)
  - Court Documents (if applicable, see 3 below)
  - Criminal history records check (if applicable) and a detailed, signed and dated personal explanation of the circumstances surrounding the action and its outcome.
- c) Processing delays occur when the: instructions are not followed, wrong license type is selected, application information is missing or required documentation is not provided. A discrepancy email will be sent from the Board identifying the missing information/documents.
- 3) **CRIMINAL/DISCIPLINARY HISTORY:** If “**YES**” is checked for any criminal/disciplinary history question, submit:
- 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**. (Applicable ONLY to #B4 and #B5)
  - Copies of criminal Court documents. (Applicable ONLY to #B4 and #B5)
  - Certified copies of all disciplinary actions from the Boards that imposed action (Applicable ONLY to #B1, #B2 and #B3).
- 4) **ADDRESS OR NAME CHANGES:**
- Applicant’s legal name must be entered on the application.
  - Licenses are not forwarded. Licensees are responsible to advise the Board of any address or name change within 10 days of the change.
  - Complete and submit the “Form to Request Change Name &/or Address ...” located on the [Board’s website](#), whenever there is a change of name &/or address.
- 5) **SOCIAL SECURITY NUMBER**
- Disclosing your Social Security Number on this application is mandatory in order for the State Boards to comply with the requirements of the Federal Social Security Act pertaining to Child Support Enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa.C.S. § 4304.1(a). At the request of the Department of Public Welfare (DPW), the licensing boards must provide to DPW information prescribed by DPW about the licensee, including the social security number. In addition, Social Security Numbers are required in order for the Board to comply with the reporting requirements of the U.S. Department of Health and Human Services, National Practitioner Data Bank.
- 6) **NEW GRADUATE TEMPORARY PRACTICE PERMIT (TPP) INFORMATION:**
- The practice of nursing may begin after a TPP is issued by the Board. A TPP can be verified at [www.mylicense.state.pa.us](http://www.mylicense.state.pa.us).
  - The permit expires once the applicant takes the licensing exam and is nonrenewable. Employment must cease **IMMEDIATELY**.
  - The graduate nurse who holds a TPP must practice under the supervision of an experienced, Pennsylvania registered nurse who is physically present in the unit or area where the graduate nurse is practicing.
  - A TPP may be extended for up to 1 year under certain circumstances, by submitting the application found at <http://www.dos.gov/nurse> under general Board information. If you decide to withdraw the application for TPP notify the Board office in writing of this request.
- 7) **OUT-OF STATE PROGRAM GRADUATES APPLYING FOR LICENSURE BY EXAM AND/OR TPP:**
- Request the nursing education program to submit an Official Transcript and NEV **directly** to the Board office.
  - The transcript **must** be in English and state the type of degree, certificate or diploma awarded, total credit or clock hours of education earned and the month, day and year the program was completed.
  - **OUT OF STATE PRACTICAL NURSING PROGRAM GRADUATES:** 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 (<http://www.dos.pa.gov/nurse>). **OUT-OF-STATE PRACTICAL NURSING PROGRAM GRADUATES:** Graduates attending 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.**
- 8) **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 the Board website (<http://www.dos.pa.gov/nurse> - General Board Information and application forms ) 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. <http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/New-Graduates.aspx>
- 9) **EXAM RESULTS:**
- Exam results are mailed within 30 days of the test date.
  - Candidates who PASS the exam are issued a license. A license can be verified at [www.mylicense.state.pa.us](http://www.mylicense.state.pa.us).

- Candidates who FAIL the exam are sent a Candidate Performance Report (CPR) issued by the National Council of State Boards of Nursing. This report is **ONLY** intended to provide indications of a candidate's strengths and weaknesses. The NCLEX is not graded in sections, only overall performance on the exam determines pass/fail status. Additional information regarding the exam can be found at [www.ncsbn.org](http://www.ncsbn.org).

**10) REEXAM APPLICANT INSTRUCTIONS (Instate or Out-of State Applicants):**

- **STOP!** If you are retaking the exam you **CANNOT** apply online, go to the Board website (above) and download the **PAPER** application.
- The permit expires immediately and is nonrenewable if the applicant fails the licensing exam.
- Mail the completed application and fee to the Board at the above address, ATTN: Exam.
- Applicants who are reexamining for the first time in 2015 must comply with Child **Abuse Continuing Education Requirement** (refer to additional information section 2a).
- Register **at the same time** with Pearson VUE, an appointment can be scheduled approximately **45** days from last test date.
- **IMPORTANT** If registration with Pearson VUE **does not** occur at the same time a Board reexam application is submitted, the applicant **MUST** notify the Board by email at: [st-nurse@pa.gov](mailto:st-nurse@pa.gov) of their registration so eligibility can be determined.
- **Accommodations:** If applying for reexam the same accommodation(s) will be granted unless there is a modification to the original request, this requires a new form and evaluation to be submitted.
- Reexam applicants previously answering **yes** to any Criminal/Disciplinary History questions must submit documentation that no additional actions have occurred. Any new actions must be accompanied by the documentation required as stated within the criminal/disciplinary history (Section B) of the application.

4/2016

