

<b>CheckList Name</b>	<b>Instructions</b>
<b>Application</b>	Please follow all directions. Any discrepancies will cause a delay in the issuance of a license. If this application is not completed within six months, updates of certain sections and supporting documents will be required. All background check documents cannot be older than 90 days from the date of issuance. You may not practice in the Commonwealth of Pennsylvania until you have been issued a license.
<b>Application Fee</b>	An application fee of \$120.00 is required. Please note that all fees are non-refundable.
<b>Child Abuse CE</b>	All health-related licensees/certificate holders and funeral directors are considered "mandatory reporters" under section 6311 of the Child Protective Services Law (23 P.S. § 6311). Therefore, all persons applying for issuance of an initial license or certificate from any of the health-related boards (except the State Board of Veterinary Medicine) or from the State Board of Funeral Directors are required to complete, as a condition of licensure, 3 hours of approved training by the Department of Human Services (DHS) on the topic of child abuse recognition and reporting. After you have completed the required course, the approved provider will electronically submit your name, date of attendance, etc. to the Bureau. For that reason, it is imperative that you register for the course using the information provided on your application for licensure/certification. A list of DHS-approved child abuse education providers can be found on the Department of State Website.

**Criminal  
History Check**

Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency **that is the official repository for criminal history record information** 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 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 CHRC's 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.

**Education  
Verification**

**For Applicants Educated within the U.S., U.S. Territories or Canada**

An official transcript identifying the RN education that qualified you for the original RN license, the degree awarded and the date the program was completed. Please request it to be forwarded directly to the Board. Your RN education must have been obtained at an approved RN education program in another state or territory of the United States or Canada that is deemed equivalent to the program of study required in this Commonwealth at the time the program was completed. If the program's transcripts are not in English, a word-for-word English translation must accompany the transcripts along with a "Certificate of Accuracy" at the end of the translation signed by the translator.

If your RN education was not conducted in English, you are required to pass a Board-approved English Language Proficiency Examination receiving the Board-required score. A list of Board-approved English Proficiency Examinations and the required scores is on the Board website.

**For Applicants Educated outside of the U.S., U.S. Territories or Canada**

A Foreign Credentials Evaluation is an evaluation of RN education by a Board approved Foreign Credentials Evaluator to determine if the education completed in a country or territory outside of the United States or Canada is equivalent to the RN education required in this Commonwealth at the time the program was completed. A list of Board-approved Foreign Credentials Evaluators is on the Board website. Request the Board-approved Foreign Credentials Evaluator submit directly to the Board an evaluation of your licensure and the equivalency of the education that qualified the applicant for the original RN license.

If your RN education was not conducted in English, you are required to pass a Board-approved English Language Proficiency Examination receiving the Board-required score. A list of Board-approved English Proficiency Examinations and the required scores is on the Board website.

<b>Letter of Good Standing (LOGS)</b>	<p>A Verification of Licensure from each state/jurisdiction wherein you hold a license/authority to practice must be received by the Board. A Verification of Licensure is an attestation from a licensing body detailing the type(s) of license(s) held in other states/jurisdictions, the method(s) the license(s) was obtained by, the current status of the license, whether any discipline has been imposed, the education and exam information (if applicable). Request that they be submitted directly to the Board. If your state(s) participates in NURSYS, pay the fee at <a href="http://www.nursys.com">www.nursys.com</a> to permit the Board to access your verification of licensure. If your jurisdiction(s) does not participate, download the Verification of Licensure form and forward it to each state/jurisdiction wherein you hold a license/authority to practice. Request that each state/jurisdiction forward the completed form directly to the Board. Verifications do not need to be submitted from other countries if they were included with the report from the Board-approved Foreign Credentials Evaluator but are still needed from other states.</p>
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