

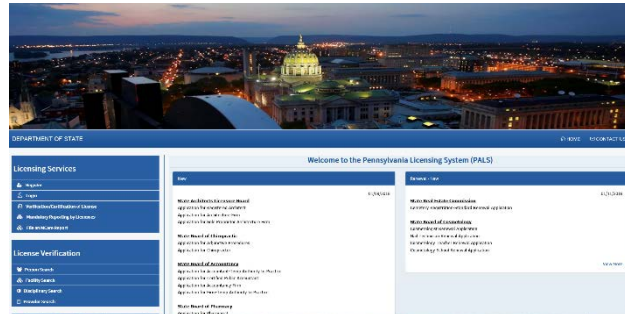
Instructions for Obtaining Provisional Licensure in Speech-Language Pathology Through the Pennsylvania Licensing System (PALS)

“3 MUSTS” before applying for Provisional License:

- Must have a conferred Master’s degree
 - Must have secured employment
- Must have an identified licensed supervisor for the Clinical Fellow Experience

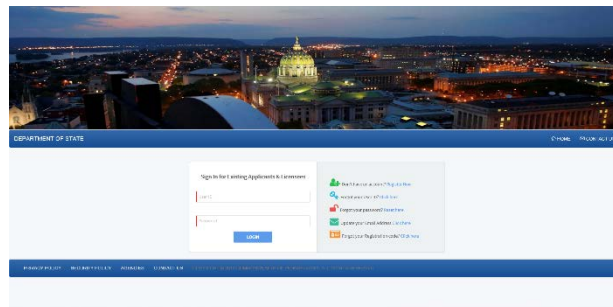
What is not required for the Provisional license?

- NTE/Praxis exam completion or results (it will be required once you apply for FULL licensure)

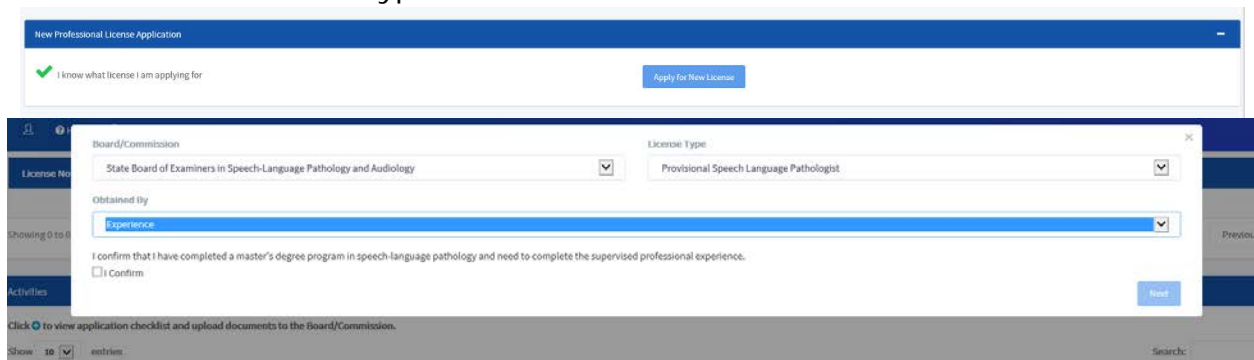


The application for Provisional Licensure is completed thru the PALS (Pennsylvania Licensing System) @ <https://www.pals.pa.gov/>

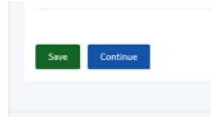
- This can be reached through Internet Explorer or Google Chrome platforms
- As a first time user on PALS, select REGISTER, to establish an account (including creating username and password)



- Select: *Application for Provisional Licensure as a Speech-Language Pathologist*
 - Then select type of license: **EXPERIENCE**



**Instructions for Obtaining
Provisional Licensure in Speech-Language Pathology
Through the Pennsylvania Licensing System (PALS)**



Requirements for Provisional Licensure application:

- Application fee of \$50.00 will be paid with a credit card on-line when you submit your application through PALS.
- Master's Degree transcript- Request the accredited college or university where your master's degree in Speech-Language Pathology has been conferred mail an official transcript directly to the Board in an official school sealed envelope to:
 - State Board of Examiners in Speech-Language Pathology and Audiology
 - PO Box 2649
 - Harrisburg, PA 17105-2649
- Experience Plan letter
 - Applicant is required to complete no less than 1260 hours of supervised professional experience in no less than 9 months but no more than 2 years from a currently licensed Pennsylvania-licensed Speech-Language Pathologist. The applicant must write a letter of detailing the applicant's plans for completing the supervised professional experience (CF) as outlined in Section 45.20 of the Board's the regulations and the name of the planned supervisor, name of employer; etc
- Current Pennsylvania Employment Form.
 - Applicant MUST have an employer or offer of employment at the time of application
 - Download the Current PA Employer form and provide to your employer to complete. Upload the completed form to your application in PALS. This form is not required if self-employed or employed by a school district or intermediate unit.
- Verification to Act as a Supervisor for Speech-Language Pathology Professional Experience
 - Applicant MUST have an identified PA licensed supervisor at the time of application
 - Download Supervision Verification form and provide the form to your supervisor.
 - Supervisor complete the bottom portion
 - Location section: identification of the company / hospital/ SNF/ site is sufficient
 - Dates of planned professional experience: provide dates that are an estimate of the 9 month experience
 - Once form is completed; it is to be uploaded with application in PALS.

Instructions for Obtaining Provisional Licensure in Speech-Language Pathology Through the Pennsylvania Licensing System (PALS)

- Act 31/126 Mandated Reporter training:
 - All persons applying for issuance of an initial license shall be required to complete 3 hours of Dept. of Human Services-approved training in child abuse recognition and reporting requirements as a condition of licensure. Please refer to the Board website for further information on approved CE providers and links to several providers. Once you have completed a course, the approved provider will electronically submit your name, date of attendance, etc., to the Board.

- Criminal Background check:
 -

- National Practitioner Data Bank Self-Query
 - Applicant must provide a Self-Query from the National Practitioner Data Bank which is valid for 6 months from date of issuance. A Self-Query can be requested online at <https://www.npdb.hrsa.gov/>
 - When you receive the "Self-Query Response" from the National Practitioner Data Bank, **upload the report to your application in PALS.** (Verify that "Self-Query Response" is sent to the Board and not a discrepancy notice.)

The screenshot shows the 'Review Your Application' page in the PALS system. The page title is 'Review Your Application' with a red 'Add to Cart' button in the top right. Below the title is a warning: 'You cannot make any changes to your application once it is submitted to the Board/Commission.' The main content area is titled 'APPLICATION FOR PROVISIONAL SPEECH LANGUAGE PATHOLOGIST OBTAINED BY EXPERIENCE'. It contains several sections: 'APPLICATION INSTRUCTIONS', 'Application' (18-month validity), 'Attach \$50.00 application fee', 'Databank' (Self-Query requirement), 'Child Abuse Continuing Education' (3-hour requirement), and 'Experience Plan' (1200-hour requirement). Below this is the checkout page, which shows a 'Total: \$50.00' and a table with one item: 'APPLICATION FOR PROVISIONAL SPEECH LANGUAGE PATHOLOGIST OBTAINED BY EXPERIENCE' with a quantity of 1, a fee of \$50, and a price of \$50.00. The checkout page also includes a 'Proceed to Payment' button and a warning: 'Once your transaction is complete you will receive a confirmation message and reference number. This may take a few moments. Please do not close your browser or navigate away from this page until the confirmation is received OR YOUR TRANSACTION MAY NOT BE COMPLETED.'

Instructions for Obtaining Provisional Licensure in Speech-Language Pathology Through the Pennsylvania Licensing System (PALS)



PALS Payment

Review Your Order

Total Amount: USD 50.00

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Security Code

 Present

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Address

City

TIPS:

- Applicant can check their PALS account for status updates. It will provide you information as to items that are still missing from application.
- Calling the Board of Examiners to inquire about the status of an application only causes delays in processing times.
- Calling the Board of Examiners will not expedite the application.

**Instructions for Obtaining
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Through the Pennsylvania Licensing System (PALS)**

Completion of CF and ready to apply for full license

- Return to PALS to apply for APPLICATION of full license
 - When you apply for the full license on-line at www.pals.pa.gov, you will answer survey questions that will assist you in completing the correct application. The application will provide instructions as to the documentation that will need to be submitted.
- Application fee of \$50 will be paid with a credit card on-line when you submit your application through PALS.
- Items that are required that were submitted as part of the Provisional license will pull over in most cases. Criminal History Record Checks and National Practitioner Data Bank Self-Query are time sensitive and will need to be re-completed.
- Request NTE (1-800-772-9476) to submit examination results directly to the board. (Use code 8053 for Pennsylvania when requesting scores.)
- Follow submission requirements as per instructions for full licensure
- VERIFICATION OF SUPERVISED PROFESSIONAL EXPERIENCE for the full 9 months (no less than 1260 hours) to be completed by applicant and supervisor.

Questions or concerns can be directed to:

State Board of Examiners in Speech-Language Pathology and Audiology

P.O. Box 2649, Harrisburg, PA 17105-2649
Phone - (717) 783-1389
Fax - (717) 787-7769
ST-SPEECH@pa.gov