



**Pennsylvania
Department of State
Board of Nursing**

Tips for Renewal

- 1) Complete a Department of Human Services-approved Child Abuse Recognition and Reporting continuing education (Child Abuse CE) course. Be sure to allow enough time for the provider to send the data to the State Board of Nursing. A list of Board-approved Child Abuse CE courses is available on the Board's website at:
<https://www.pa.gov/agencies/dos/resources/professional-licensing-resources/act-31>.
 - a. When completing the Child Abuse CE, use the same name as the name on your license.
 - b. If it has been over a week since you completed the Child Abuse CE, and the Child Abuse CE is still showing as "Not Received" in PALS, contact the provider to confirm that the name and license information they have is correct. The Board cannot accept a certificate of completion uploaded by the licensee.
- 2) Renew via computer or laptop if at all possible, as some users experience difficulty when attempting to renew via their smartphone or tablet/iPad.
- 3) Login information for your Pennsylvania Licensing System (PALS) account was provided in the Renewal Notice sent to you from the st-nurse@pa.gov resource account. Check your spam or junk email folder if you did not receive this email in your Inbox. Assistance for forgotten User IDs, passwords, and registration codes is available on the PALS login page.
- 4) Read each question on the renewal application before answering and review your answers before submitting your renewal application. Please Note: Using the scroll function on your mouse while you are still in a Yes/No answer field may change your answer to the question.
- 5) Licensees who do not complete renewal requirements by the deadline will be required to submit a reactivation application.

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