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

What is required for the Provisional License?

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

What is not required for the Provisional license?

- The Praxis II exam is not required for the Provisional license. It is required when applying for FULL licensure.

The application for Provisional Licensure is competed 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
Specific 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
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- 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.

• 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:
  - Upload Criminal Background check verification

• 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.)
Complete the process

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.

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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 SPERVIDED 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