



# PSYCHOLOGY LICENSE RENEWAL IN PENNSYLVANIA

## QUICK TIPS ABOUT THE PROCESS FROM YOUR FRIENDS AT PPA

Renewal notices from the *State Board of Psychology* have been sent out to licensees via EMAIL for 2019. This email will include the link to renew your license, your user ID, and your personal Registration Code. The text of the notice is included below.

Dear Licensee,

Your renewal is available and can be processed at **[www.pals.pa.gov](http://www.pals.pa.gov)**. Please follow the instructions below to renew your license.

Instructions to renew your license - PS000000

- Renew your license at **[www.pals.pa.gov](http://www.pals.pa.gov)**
- Login using the same user ID below
  - Your User ID: xxxxxxxxx
    - Please note: For security reasons we cannot send your password in this email. If you do not remember your password, visit **[www.pals.pa.gov/recover](http://www.pals.pa.gov/recover)** to recover your password.
- If you hold more than one license (including facility ownership), use your registration code and the "Link License" functionality located in the "Professional Details" banner on your PALS dashboard to combine all of your licenses with the Bureau of Professional and Occupational Affairs into one login.
  - Your Registration Code is: xxxxxxxx
- To renew your license, click the "Renewal" toolbox at the top of your PALS home page. You will be directed to the renewal application.

You will receive confirmation via email when your license has been renewed. If you have already attempted to renew your license but there is a renewal hold on the record, you will need to address the renewal hold as directed in the emailed discrepancy notice before your license can be renewed.

We recommend your prompt attention to this matter to ensure that your license does not expire on November 30, 2019.

**All 2019 license renewals must be completed online, there is no opportunity for a paper renewal application.** Renewal notices are only being mailed to those licensees for whom the the Board does NOT have an email address on file. Psychologists who have not received their notices by October 15, 2019 should contact the State Board of Psychology (ST-PSYCHOLOGY@pa.gov) and inquire about the status of their license renewal.

### Additional Information:

- In the Yes/No answer section of the renewal form: there is a requirement to upload documentation for any questions answered 'YES'. It appears that for the LAST question in regards to Continuing Education Requirements, you do not need to provide documentation if you answer 'YES' to this question.
- In the Professional Details section: if you have an NPI (National Provider Identifier), this number can be found through your biller/online billing account or CAQH. If you do NOT have an NPI number, you do not need to provide one.
- Please note that the web pages may be slow to load - please be patient and allow yourself at least 30 minutes to complete the license renewal process.

Additional questions should be directed to the State Board of Psychology:  
(717) 783-7155 or ST-PSYCHOLOGY@pa.gov



The PA State Board of Psychology is a government entity responsible for licensing and disciplining psychologists in the Commonwealth. PPA is a membership organization that is separate and apart from the State Board of Psychology.

This resource is a member-benefit of your membership with PPA