

TIPS TO RENEW YOUR PSYCHOLOGY LICENSE

FROM YOUR FRIENDS AT PPA

Renewal notices from the State Board of Psychology have been sent out to licensees via EMAIL for 2021. The email will come from **RA-STPALSNOTIFY@pa.gov** and the subject line is "Attention: Commonwealth of PA State Board of Psychology Update". This email includes 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. Please follow the instructions below to renew your license.

Instructions to renew your license - PS000000

- Renew your license at www.pals.pa.gov.
- Login using the User ID below.
- Your User ID: xxxxxxxx
 - 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 to recover your password.
 - Your Registration Code is: xxxxxxxx
- To renew your license, click the "Renew" box in the toolbar located at the top of your screen. Read the pop-up message for additional information about the license(s) available for renewal and click "Renew" to proceed 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, 2021.

IMPORTANT:

Please note that there is no longer a grace period for renewals. This means you CANNOT renew your license after November 30, 2021. After the expiration date, you must submit a reactivation application and meet all requirements before your license will be returned to active status.

Additional Information:

Have you been issued a temporary COVID related license to practice in another state? Then answer YES to "With the exception of the one you are currently renewing, do you hold, or have you ever held, a license, certificate, permit, registration or other authorization to practice a health-related profession in any state or jurisdiction?" and list each state in which you have temporary authorization to practice.

Do you have an NPI number? If you have an NPI (National Provider Identifier), add it in the Professional Details section. 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.

Does it say you need Act 31 Child Abuse Reporting credits before renewing?

- If you believe you already completed them and they do not show on your account, contact the company who provided the training (PPA only has record for people who completed the training through us).
- If you have not completed them yet, PPA offers a Home Study course (www.papsy.org/store)

Is your web page running slowly? 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

Other things to know about the PALS system and licensure renewal

Once you have submitted your renewal:

- There will be a new entry in the "Activities" section of PALS that shows "Renewal Application Psychology" with "Submitted" as the status
- Under the "Correspondence" section, you will see a Payment Receipt with the date your submission was received
- You will receive an email from **ST-PALSNOTIFY@pa.gov** confirming your submission.
 - There can be a delay of several hours between submission and the receipt of the email, but the PALS sections should update immediately. **Note: the expiration date of your license will still say 11/30/2021 during this step in the process.**

Once your renewal application has been approved:

- You will receive another email from ST-PALSNOTIFY@pa.gov with the subject line "Attention: Renewal Update" confirming that your license has been renewed.
 - At that time, you can log into your PALS account, and the expiration date for your license in the "Professional License Details" section should be updated to 11/30/2023.
- The entry in the "Activities" Section will update the "Renewal Application Psychology" status to "Completed."
- Under the "Correspondence" section, you may see that your License Certificate was Printed, although there may be some delays between official renewal and the printing/mailing of the paper license.

Once you receive the email that your renewal was approved, and the expiration date has been updated in PALS, you are officially renewed, even if you have not received the paper copy yet.

The deadline for license renewal in Pennsylvania is **Tuesday, November 30, 2021**. Please begin the renewal process as soon as possible if you think you will need assistance with renewal. The time between submission and approval can take a few business days, so we recommend submitting your renewal by Tuesday, November 23.

PPA and the State Board of Psychology will be closed on the following dates - renew early to avoid any issues!

Thursday, November 25: Thanksgiving

Friday, November 26: Day after Thanksgiving

Saturday, November 27 & Sunday, November 28: Weekend