

## **Important Information for all Applicant and Students**

### **What crimes must be reported by the applicant for licensure?**

**Answer:** All convictions, guilty pleas and nolo contendere pleas except for minor traffic violations not related to the use of drugs or alcohol must be reported. This includes misdemeanors, felonies, driving under the influence (DUI) and driving while intoxicated (DWI). Crimes must be reported even if they are a suspended imposition of sentence, an ARD (Accelerated Rehabilitative Disposition).

### **What type of documentation does the student need to submit in support of the application if he/she has a prior criminal record?**

**Answer:** A personal explanatory letter, it should include the following information:

- The date of the criminal offense
- Circumstances leading up to the arrest or action
- Actual conviction or administrative action
- Actual sentence or agency order
- Current status of sentence or order
- Provide a current criminal history records check from the Pennsylvania State Police

Applicants with a criminal history should apply as soon as possible because the application review process is longer for these applicants. Applicants with prior convictions will experience a delay in the processing of their applications while all documentation relating to the matter is reviewed. After an initial review by the board staff, the applicant may be asked to provide certified official court documents relative to the criminal record.

Every completed application will be reviewed and considered. Some will be referred to the Pennsylvania State Board of Nursing's Application Committee. The Committee meets in conjunction with the Board meetings, so the decision may take some time.

Applicants should be aware that neither a temporary permit nor an authorization to take the examination will be granted until the review has been completed and a final decision has been made regarding the application.