

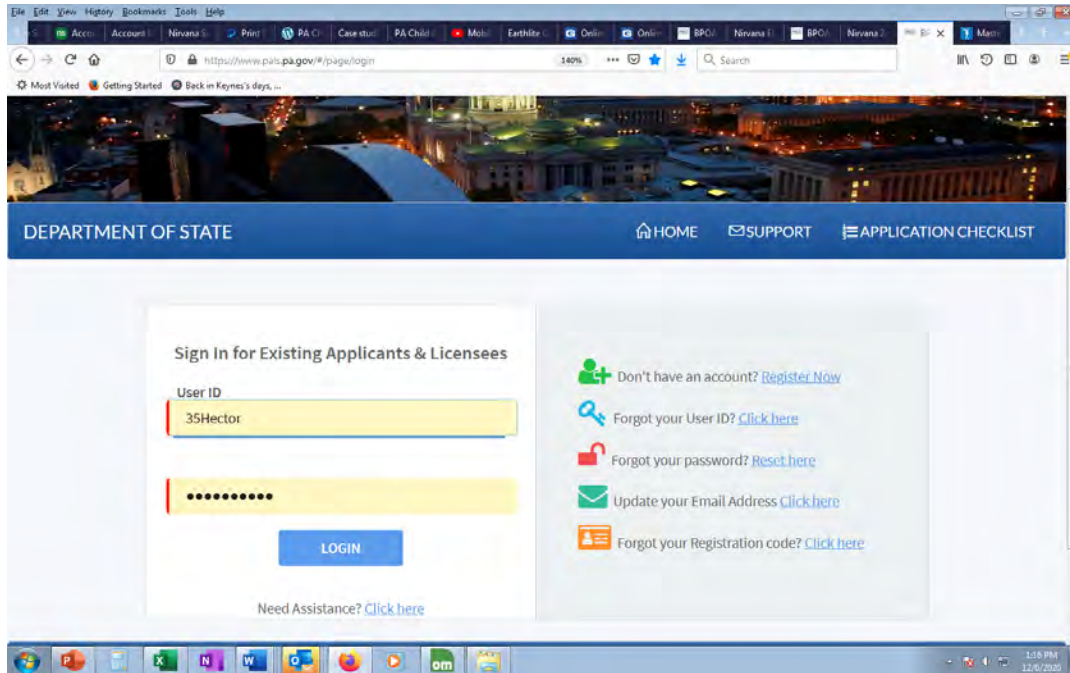
Instructions for Renewing your PA license and checking your Mandatory Child Abuse Reporting Requirement has been uploaded and accepted.

Step 1) Go to this site

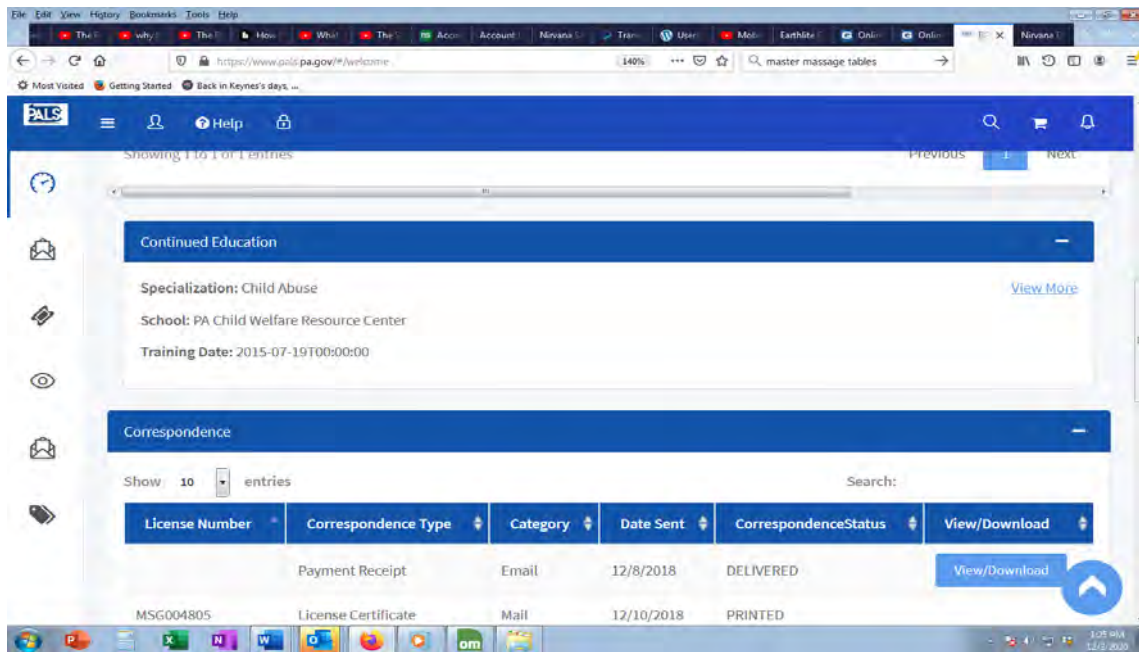
<https://www.pals.pa.gov/#/page/login>

If you have logged in before and have your credentials, log in.

If you have not logged before, or forget your credentials, follow the instructions on the right hand side of the site. If you still cannot log in even with those guidelines, click on the **Need Assistance?** link just below the password box.

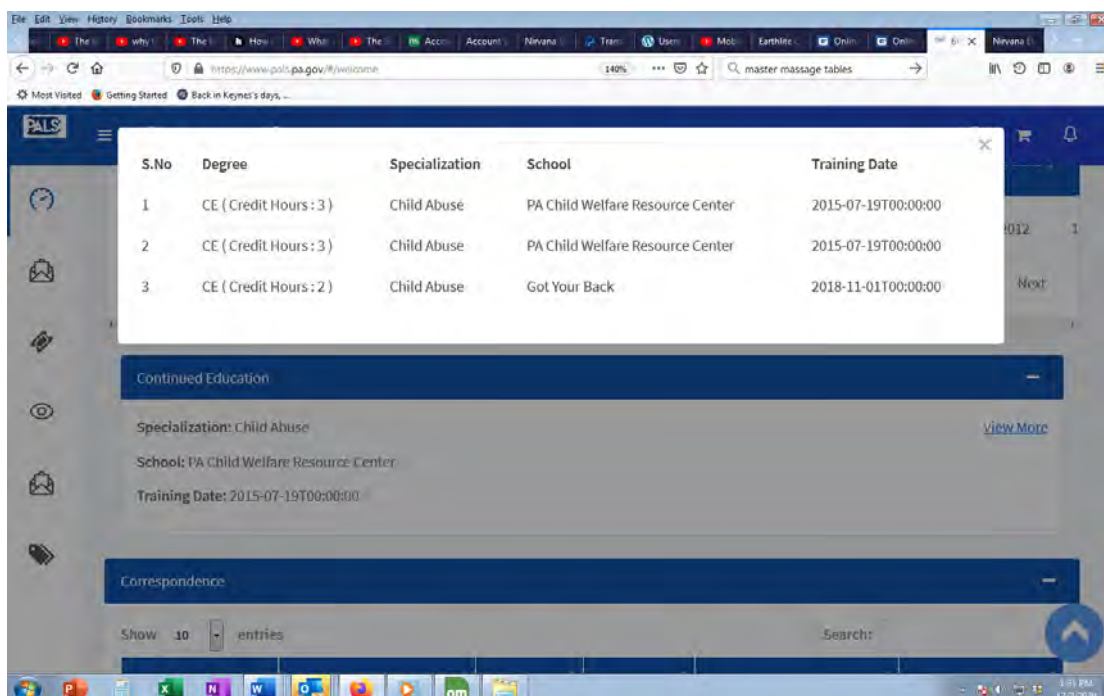


Once logged in to the PALS site, you will be able to review your profile and renew your license. But before doing so, scroll down the page until you see the box for continuing education.

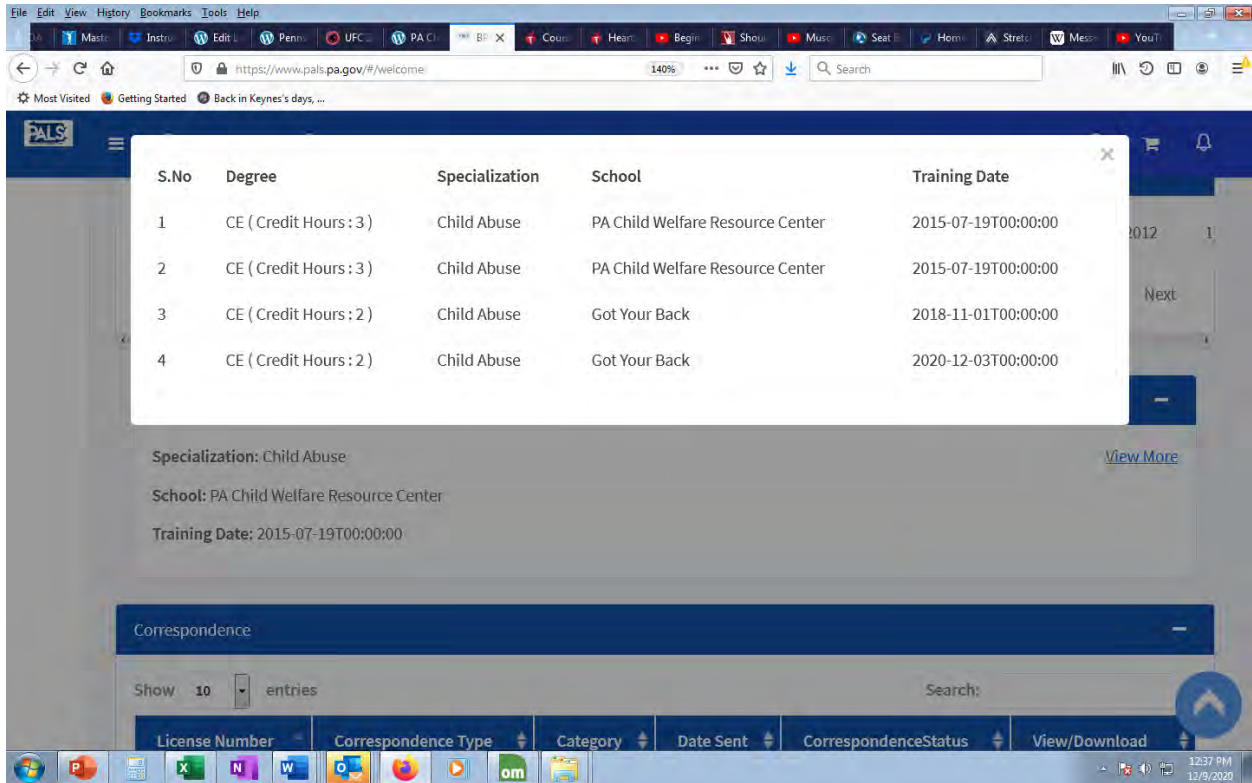


Click on [View More](#) and it will show your history of Child Abuse Reporting Classes completed and uploaded to Harrisburg. Be sure your current class for this cycle – 2019/2020/Jan2021 – is showing. If it is not showing and you are sure you completed it, then either the school where you took the class either did not upload it, or there was an error in uploading, usually caused by a piece of data being off. When you purchased the class, you were asked to provide your data of birth, Lic # and last 4 social security numbers. This is how the state verifies you. If you do not see your current completed class listed, simply call the school or company where you took the class and ask them to upload it again. (They may ask for, or double check the data). Once you complete the Mandated Child Abuse Reporting Class, uploading usually takes 24 - 48 hrs. Note: if renewing your license, allow time for this upload to occur.

In the example below, the latest entry is for last cycle, so renewal will not go through. If you renew your license and it is rejected for lack of a current child abuse reporting class, do not worry. All your information will be saved and when the record is uploaded and current, the renewal process will complete.



The below screenshot shows the valid and current Mandated Child Abuse Reporting Class.



If you have any questions about the process, or need classes or want to view classes:

Email us info@gotyourback.com

Or visit <https://gotyourbacku.com>

GotYourBackU.com

610 834 3992