

Oklahoma Board of Nursing
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Instructions for Applying for Multistate Licensure for *EXISTING ACTIVE OKLAHOMA LICENSEES*

APPLICATION FEE = \$150.00

Use this application if you:

- Wish to apply for a multistate license;
- Are currently licensed as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) in Oklahoma and your license is active and unencumbered (e.g., your license is not revoked, suspended, on probation, monitored, on conditions, limited, or any other encumbrance on licensure affecting your authorization to practice); and
- Declare Oklahoma as your primary state of residence (see the section titled *Declaration of Primary State of Residence* in the application instructions for details).

General Information

Effective **January 19, 2018**, Registered Nurses and Licensed Practical Nurses who hold an Oklahoma license in active status and meet certain requirements are eligible to apply for multistate licensure. Once the Board grants the multistate license, the nurse can then engage in nursing practice in any of the Enhanced Nurse Licensure Compact states without having to obtain additional licenses. A list of states participating in the Enhanced Nurse Licensure Compact is available at <https://www.ncsbn.org/enhanced-nlc-implementation.htm>.

Do not submit this application unless your Oklahoma license is active and unencumbered, and you declare Oklahoma as your primary state of residence; otherwise, Board staff will not proceed with review of your application.

Not all nurses will be eligible for a multistate license. In order to be eligible, the nurse must submit an application, pay a fee, submit fingerprints for a federal criminal background check, and meet the requirements listed in the following section. Because licensing laws change over time, it is possible that requirements that are now in place were not in place at the time you obtained your Oklahoma license. In addition, records submitted at the time you were licensed may no longer be available for review by Board staff. Therefore, to determine whether you meet the requirements for the multistate license, Board staff may request additional information. In some cases, this will involve additional time and fees as required by other entities; including but not limited to time and fees to obtain an official transcript, to verify international education by an independent credentials review agency, to complete English language testing for the nurse who was educated in another country, or to obtain a verification of licensure information from another state. **Only submit an application if you meet all requirements listed as fees are non-refundable.**

REQUIREMENTS for a MULTISTATE LICENSE for EXISTING ACTIVE OKLAHOMA LICENSEES

An Oklahoma-licensed RN or LPN with a single-state license in active status is eligible to apply for a multistate license. In order to be eligible for a multistate license, the RN or LPN must meet the following requirements:

1. Meets Oklahoma's qualifications for licensure or renewal of licensure, as well as all other applicable state laws;
2. Has graduated or is eligible to graduate from a licensing-board-approved RN or LPN/VN prelicensure education program;

OR

Has graduated from a foreign RN or LPN/VN pre-licensure education program that:

- a. has been approved by the authorized accrediting body in the applicable country and
 - b. has been verified by an independent credentials review agency to be comparable to a licensing-board-approved pre-licensure education program;
3. Has successfully passed an English proficiency examination that includes the components of reading, speaking, writing and listening; if a graduate of a foreign pre-licensure education program not taught in English or if English is not the individual's native language;
 4. Has successfully passed an NCLEX-RN® or NCLEX-PN® Examination or State Board Test Pool Examination, as applicable;
 5. Is eligible for or holds an active, unencumbered license;
 6. Has submitted, in connection with an application for initial licensure or licensure by endorsement, fingerprints or other biometric data for the purpose of obtaining criminal history record information from the Federal Bureau of Investigation and the Oklahoma State Bureau of Investigations;
 7. Has not been convicted or found guilty, or entered into an agreed disposition, of a felony offense under applicable state or federal criminal law;
 8. Has not been convicted or found guilty, or entered into an agreed disposition, of a misdemeanor offense related to the practice of nursing as determined on a case-by-case basis;
 9. Is not currently enrolled in an alternative program;
 10. Is subject to self-disclosure requirements regarding current participation in an alternative program;

11. Has a valid United States Social Security number; and
12. Declares Oklahoma as the primary state of residence.

When the Board office receives your application, the Board staff will review both your application and licensure records already on file to ensure that you meet all requirements for a multistate license. Please be aware that if the Board staff are not able to verify through your application and licensure records that you meet all requirements, they may request additional information from you.

Review of criminal charges, disciplinary action, judicial declaration of incompetence, or participation in an alternative program: Applicants who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country; **or** have ever been judicially declared incompetent; or are currently participating in an alternative to discipline program in any state, territory, or country are required to notify the Oklahoma Board of Nursing. A “report in writing” means that the applicant/licensee provides a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION

1. **Completion of application:** Please complete and submit the application online on the Board’s website: <https://pay.apps.ok.gov/nursing/licensing/app/index.php>. You may request a paper copy by submitting a written request for such to the Board office. You must include a self-addressed, pre-postage-paid 8 ½ x 11 inch return envelope (\$1.06 postage cost) for Board staff to return a paper copy of the application.

If submitting a hard copy application, you may NOT use correction fluid on the application. When you are finished entering your information, sign the application LEGIBLY, using your full legal name.

You must provide a Social Security number on the application. This information is mandatory, pursuant to 56 O.S. § 240.21A and 59 O.S §567.21.

2. **Fee:** You may pay the application fee online, using a VISA, a MasterCard or an electronic fund transfer when completing the application. Fees submitted are not refundable. If you submit a hard copy application, attach to your application the appropriate fee payable by cashier's check, money order, or personal check. If you do not submit the fee with the application or if the fee is incorrect, the application will be immediately returned without review.

3. **Background Check:** Each applicant must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The criminal history records search must be conducted through the Board's vendor, Idemia, no more than ninety (90) days prior to receipt of the application in the Board office. The results of the search are provided directly to the Board office by the OSBI usually within one to two weeks. Procedures for changing, correcting or updating OSBI and / or FBI results are set forth in Title 28, C.F.R., §16.34 and will be furnished as needed.

Option 1: If you have an Oklahoma mailing address, you will need to go to an Identogo center sponsored by Idemia located within the state to provide fingerprints electronically. These sites are available by appointment only. You must visit the following website to schedule an appointment: www.identogo.com, or you must call (877) 219-0197 to make an appointment. Payment can be made during your appointment or online when scheduling. **Please note that your fingerprints must be obtained electronically only at an Identogo center sponsored by Idemia.**

Option 2: If you have an out-of-state mailing address, Board staff will mail you specific fingerprint cards that you must take to a local law enforcement agency to obtain the fingerprints. **Please note that you must wait to receive the specific coded fingerprint cards from the Board office prior to obtaining your fingerprints.** An addressed envelope will be provided as the fingerprint cards **must be mailed by the law enforcement agency directly to an Identogo center sponsored by Idemia.** You are responsible for the postage and the costs associated with obtaining your fingerprints; **OR** If you are in Oklahoma, you may follow the instructions for Option 1 above. Please note that you cannot be issued a multistate license from the State of Oklahoma unless you declare Oklahoma as your primary state of residence.

4. **Criminal Charges, Disciplinary Action, Judicial Declaration of Mental Incompetence, or Alternative Program:** If you answer "yes" to any of the questions in the section on *History of Criminal Charges, Disciplinary Action, Mental Incompetence, or Alternative Program* in the application, you must **submit a statement on the application form, describing the date, location and circumstances of each incident, and the resulting action(s) taken by the court or disciplinary board.** If you have more than one incident you are reporting, you must speak to every case/charge that has been filed.

Question #1 in the section on *History of Criminal Charges, Disciplinary Action, Mental Incompetence, or Alternative Program* in the application addresses a history of being summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or been requested to appear before any prosecuting attorney or investigative agency in any matter. If you answer “yes” to question #1 in this section, you must submit certified copies of the:

- Information Sheet, Incident Report, Complaint, and/or Charges** (brief summary of the incident prepared by the court)
- Affidavit of Probable Cause** (listing of the charges brought against you)
- Judgment and/or Sentence** (findings of the court and sentence imposed)
- Verification that Judgment and/or Sentence requirements are complete.**

Certified copies are copies of court records obtained from the courthouse in the county/city where the action occurred, dated and signed by the court clerk, and affixed with the court seal. You may obtain these documents from the courthouse in the county/city or in the federal court of the district in which the court action occurred. **The Board staff will not accept Internet court documents, such as Oklahoma Court Information System case reports. Please note that you must report all arrests and/or charges that have been brought against you**

If no records are found, have the agency provide a certified letter stating no records were found in a search from the date of offense through current.

Question #2 in the section on *History of Criminal Charges, Disciplinary Action, Mental Incompetence, or Alternative Program* in the application addresses a history of disciplinary action taken against a nursing license, certification or registration; any professional or occupational license, registration, or certification; and/or any application for a nursing or professional or occupational license, registration, or certification. If you answer “yes” to question #2 in this section, please request that a certified copy of the Board order be submitted directly to the Board office from the licensing agency.

Question #4 in the section on *History of Criminal Charges, Disciplinary Action, Mental Incompetence, or Alternative Program* in the application addresses a history of having been judicially declared mentally incompetent. If you answer “yes” to question #4 in this section, please submit a certified copy of the Court Order(s).

Question #5 in the section on *History of Criminal Charges, Disciplinary Action, Mental Incompetence, or Alternative Program* in the application addresses current participation in an alternative to discipline program. If you answer “yes” to question #5 in this section, please request that a certified copy of the Board Order and/or alternative program participation documents be submitted directly to the Board office from the licensing agency and/or alternative program.

5. ***Declaration of primary state of residence:*** In order to be eligible to obtain a multistate license from the State of Oklahoma, you must declare Oklahoma as your primary state of residence. If you do not have a current Oklahoma mailing address, you must provide a legible, color copy of one of the following documents:

- a. Driver's license with a home address;
- b. Voter registration card displaying a home address;
- c. Federal income tax return declaring the primary state of residence;
- d. Military Form No. 2058 (state of legal residence certificate); and/or
- e. W2 from US Government or any bureau, division or agency thereof indicating the state of residence.

If you do not have one of these documents, please contact the Board office for further direction regarding the processing of your application.

OTHER INFORMATION

You are required to notify the Board in writing of any address changes occurring during the application process. This notification must be signed and submitted in person, by mail, or by facsimile.

Applications are processed in the order they are received. Repeated telephone calls to check on the status of your application will delay, rather than facilitate, the processing of your application. **Fees submitted are not refundable.**

In accordance with Oklahoma law (59 O.S. §567.7 (E)), the Executive Director shall suspend the license or certificate of a person who submits a check, money draft, or similar instrument for payment of a fee which is not honored by the financial institution named. The suspension becomes effective ten (10) days following delivery by certified mail of written notice of the dishonor and the impending suspension to the person's address on file. Upon notification of suspension, the person may reinstate the authorization to practice upon payment of the fees and any and all costs associated with notice and collection. The suspension shall be exempt from the Administrative Procedures Act.

COMMON MISTAKES THAT DELAY APPLICATION PROCESSING

- **Leaving application questions incomplete or unanswered, or using correction fluid on the hard-copy application**
- **Failing to provide the full name under which you were licensed (with the notation "NMN" if there is no middle name)**
- **Failing to provide a complete description and documentation regarding history of criminal charges, disciplinary action, judicial declaration of incompetence, or alternative program**
- **Failing to provide fingerprint images to an Identigo Center to be used for a state and national criminal history records search through the OSBI and FBI**