

Oklahoma Board of Nursing  
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[www.nursing.ok.gov](http://www.nursing.ok.gov)

**Instructions for Initial RN or LPN *MULTISTATE* Licensure  
for Individuals with an *Oklahoma License NOT In Active Status***

*Application fee = \$150.00*

Use this application if:

- You wish to apply for a multistate license and your Oklahoma license is **NOT** in an active status (e.g., your current license status is lapsed, inactive, revoked, suspended, or voluntarily surrendered); and
- You have been previously licensed at the same level in Oklahoma; and
- You 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 eligible to be issued as 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. To determine whether you meet the requirements for the multistate license, Board staff may request additional information. **Only submit an application if you meet all requirements listed as fees are non-refundable.**

Your application for a multistate license will be reviewed to determine if you meet the criteria for issuance of a multistate license. If you **do not meet** the criteria for a multistate license but you **do meet** the criteria for a single-state license, this application can be converted to an application for a single-state Oklahoma license, if you check the “YES” box in the application. Please note that if you do not meet the criteria for a multistate license and you check the “NO” box, indicating you do not want your application converted to a single-state Oklahoma license, **your application fee will not be refunded.**

Persons employed in nursing WITHOUT a valid Oklahoma nursing license are notified to cease employment in nursing immediately until a valid nursing license is issued. Continued employment in nursing WITHOUT a valid nursing license will be considered in violation of the provisions of the Oklahoma Nursing Practice Act. Orientation to an RN/LPN position is considered nursing practice and requires a current Oklahoma nursing license.

**PLEASE READ THESE INSTRUCTIONS CAREFULLY  
BEFORE COMPLETING THE APPLICATION**

**APPLICATIONS ARE AVAILABLE FOR SUBMISSION ONLINE THROUGH <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.

**Forms referenced may be found in the Forms/Applications link on the Board’s website.**

**REQUIREMENTS for INITIAL RN or LPN MULTISTATE  
LICENSE for INDIVIDUALS with an  
OKLAHOMA LICENSE NOT IN ACTIVE STATUS**

**Requirements for multistate licensure:** In order to be eligible for a multistate license, the RN or LPN applying for a multistate license with the Oklahoma license not in an active status 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<sup>®</sup> or NCLEX-PN<sup>®</sup> 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 has 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 has 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 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.

**Verification of citizenship status:** State law requires the Board of Nursing to issue a license only to U.S. citizens, nationals and legal permanent resident aliens. Qualified alien applicants must present, *in person*, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.

## Verification of continuing qualifications for practice:

- a. **If your nursing license has not been in an active status for less than two (2) years**, you must demonstrate continued qualifications for practice through completion of one or more of the following requirements within the last two (2) years prior to receipt of the completed application in the Board office:
- 1) Verify employment in a position that requires a nurse license at the appropriate level with verification of at least 520 work hours; or
  - 2) Verify the completion of at least twenty-four (24) contact hours of continuing education applicable to nursing practice; or
  - 3) Verify current certification in a nursing specialty area; or
  - 4) Verify completion of a Board-approved refresher course; or
  - 5) Verify completion of at least six (6) academic semester credit hours of nursing coursework at the licensee's current level of licensure or higher.
- b. **If your nursing license has not been in an active status for more than two (2) years**, you must demonstrate continued qualifications for practice through completion of one of the following requirements within the last two (2) years prior to receipt of the completed application in the Board office:
- 1) Submission of an official transcript or certificate of completion verifying completion of an Oklahoma Board of Nursing refresher course with content consistent with Board policy (see *Refresher Course Policy* on website: <http://nursing.ok.gov/nrefresher.pdf>); or
  - 2) Successfully pass the National Council Licensure Examination for Registered Nurses/Licensed Practical Nurses (according to the level of licensure); or
  - 3) Submission of an official transcript verifying successful completion of at least six academic semester credit hours (or 105 contact hours for LPNs enrolled in practical nursing courses) of nursing courses which include classroom and clinical instruction at the appropriate educational level; or
  - 4) Present evidence of licensure as a Registered Nurse / Licensed Practical Nurse in another state, territory or country with employment in a position that requires nursing licensure with verification of at least 520 work hours during the past two (2) years preceding receipt of the request for return to active status in the Board office.

**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; 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*.

**Special instructions for military spouses:** If you are relocating to this state pursuant to your spouse’s official military orders and you have not worked 520 or more hours in a licensed position in a state in which you were actively licensed within the past 2 years, state law [O.S. 59 § 567.11(8)] allows you to practice nursing **only in the state of Oklahoma** for one hundred twenty days (120) **after** submission of an application and fees for licensure to the Board, provided that you:

- have an active, unencumbered license from another state or territory;
- have no health-related license in a disciplinary status; and
- furnish to the employer satisfactory evidence of current, unencumbered licensure in another state or territory.

If this applies to you, please provide evidence of current unencumbered licensure in another state or territory and a copy of your spouse’s official military orders with your application.

## 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 must complete all sections of the application **using your name as it appears on your license card**.
  - If you have had a name change since your license has not been in an active status, you must submit a *Name Change Request Form*, fee and the required supporting documentation. You may obtain the *Name Change Request* form on the Board’s website, by clicking on the link to “Forms/Applications” or at this link: <http://www.nursing.ok.gov/namechange.pdf>.

**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.

**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.

2. **Fee:** You may pay the application fee online, using a VISA, MasterCard or 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. **Citizenship:**

a. **U.S. Citizens, U.S. Nationals, and Legal Permanent Resident Aliens:**

If your license changed to a non-active status on or before November 1, 2007, you must complete an *Evidence of Status Form Part A*. If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must also submit a photocopy of one of the documents listed under “Acceptable Documents to Establish Evidence of Citizenship” on the *Evidence of Status Form*.

If your license changed to a non-active status after November 1, 2007, you must complete the *Affidavit of Citizenship Status* unless you have previously submitted one.

b. **Qualified aliens:** According to State law, **if you are a qualified alien, you must bring in person** the *Evidence of Status Form* to the Board office along with the original documents that support your qualified alien status, as shown on the *Evidence of Status Part B Form*. At the Board office, a staff member will copy your qualified alien status documentation and will notarize the *Evidence of Status Form*.

4. **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](http://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.

5. ***Criminal Charges, Disciplinary Action, Judicial Declaration of Mental Incompetence, or Alternative Program:*** If you answer “yes” to 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 being 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 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. 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. **The Board staff will not accept Internet court documents, such as Oklahoma Court Information System case reports. Faxed documents must have a clear certification by the court. Please note that you must report all arrests and/or charges that have been brought against you.**

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 contact Board staff for further instructions.

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 or alternative program participation documents be submitted directly to the Board office from the licensing agency and/or alternative program.



6. **Verification of continuing qualifications for practice:**

- a. **If your license has been in a non-active status for less than two (2) years**, you must establish continuing qualifications for practice to be eligible for issuance of a multistate license with an existing Oklahoma license not in active status. You may establish continuing qualifications for practice through one of the following:
- If you have worked at the applicable level of licensure in another state, territory, or country for a minimum of 520 hours in the last two years, please request that your employer submit an *Employment Verification Form* directly to the Board. Each employer that is providing verification must complete and submit a separate Form. **Please note that this Form must be completed and signed by an administrator/supervisor at the place of employment, or by an authorized individual in the Human Resources Department**
  - Submit evidence of completion of at least twenty-four (24) contact hours of continuing education applicable to nursing practice
  - Submit evidence of current certification in a nursing specialty area
  - Submit an official transcript or certificate of completion for an Oklahoma Board of Nursing approved refresher course. A list of Board-approved refresher courses is available on the Board's website: [www.nursing.ok.gov/nrefresher.pdf](http://www.nursing.ok.gov/nrefresher.pdf).
  - Submit an official transcript documenting at least six (6) academic semester credit hours of nursing coursework earned in a board-approved nursing education program
- b. **If your license has been in a non-active status for more than two (2) years**, you must establish continuing qualifications for practice to be eligible for issuance of a multistate license with an existing Oklahoma license not in active status. You may establish continuing qualifications for practice through one of the following:
- i. If you have worked at the applicable level of licensure in another state, territory, or country for a minimum of 520 hours in the last two years, please request that your employer submit an *Employment Verification Form* directly to the Board. Each employer that is providing verification must complete and submit a separate Form. **Please note that this Form must be completed and signed by an administrator/supervisor at the place of employment, or by an authorized individual in the Human Resources Department.**
  - ii. If you have not practiced in a position requiring a nursing license for the minimum number of hours in the last two years prior to submitting an application, you must provide an official transcript or certificate of completion for an Oklahoma Board of Nursing approved refresher course or an official transcript documenting hours earned in a board-approved nursing education program. A list of Board-approved refresher courses is available on the Board's website: [www.nursing.ok.gov](http://www.nursing.ok.gov).
  - iii. If you have not worked, completed a board-approved refresher course, or completed the required hours in a nursing education program, please note on the application that you wish to re-take the NCLEX examination to establish continuing qualifications for practice.



7. ***Employment in a nursing position:*** If you answer “yes” to questions in Section II regarding employment in a position requiring an Oklahoma nursing license, please request that your employer submit an *Employment Verification Form* directly to the Board. Each employer that is providing verification must complete and submit a separate Form. **Please note that this Form must be completed and signed by an administrator/supervisor at the place of employment, or by an authorized individual in the Human Resources Department.** It is essential that the date you indicated that you last worked in a position requiring a nursing license matches the *Employment Verification Form*. Please check with your employer if you are unsure of the date you last worked in a position requiring an Oklahoma nursing license.
8. ***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. The Board may request further evidence that includes but is not limited to:
- 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 application**
- **Failing to submit an *Evidence of Status Form/Affidavit of Citizenship Status* and supporting documentation if needed**
- **Failing to request that the employer submit an *Employment Verification Form* directly to the Board office if needed**
- **Last date worked on the application does not match last date worked on the *Employment Verification Form***
- **Failing to include contact information for your current or most recent employer on the application**
- **Failing to provide a complete description and documentation regarding history of criminal charges, disciplinary action, judicial declaration of incompetence, or alternative program**