

Oklahoma Board of Nursing  
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Oklahoma City, OK 73106  
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[www.nursing.ok.gov](http://www.nursing.ok.gov)

## INSTRUCTIONS for ADVANCED UNLICENSED ASSISTANT CERTIFICATION

**APPLICATION FEE - \$20.00**

**Use this application if you:**

- **Have completed an advanced unlicensed assistant educational program; or**
- **Have already submitted a *Request for AUA Equivalency Evaluation* and been approved.**

PLEASE READ THESE INSTRUCTIONS CAREFULLY  
BEFORE COMPLETING THE APPLICATION.

## REQUIREMENTS FOR AUA CERTIFICATION IN OKLAHOMA

**Age:** The applicant for AUA certification must be a minimum of eighteen (18) years of age.

**Verification of citizenship status:** State law requires the Board of Nursing to issue a certificate only to U.S. citizens, nationals and legal permanent resident aliens; and qualified alien applicants who 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 certification 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 certification 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.

**Completion of an advanced unlicensed assistant training program:** You must have completed an advanced unlicensed assistant training program approved by the Oklahoma Board of Nursing, or have completed equivalent training as approved by Board staff. A *Training Program Verification Statement* must be submitted to the Board from the director of the training program.

**Completion of the certification examination:** Once all other requirements for certification have been met, you will be made eligible to take the written and skills portions of the AUA certification examination. A registration form for the AUA certification examination will be mailed to you from the Board office, along with a list of approved testing sites. You may call to make an appointment to test at any approved testing site. **You must take the completed registration form with you when you go in to take the examination.**

**Review of criminal charges, disciplinary action, or judicial declaration of incompetence:**

State law (59 O.S. § 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check completed not more than ninety (90) days old at the time of submission of the application for licensure. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records. Please read the *Privacy Act Statement and Applicant Notification* found in the Appendix to this set of instructions. Please see the “Instructions” section for further information on obtaining a fingerprint-based background check.

In addition to the background check, applicants for licensure are required to notify the Oklahoma Board of Nursing, in writing, specific information related to criminal charges and/or convictions, investigations, disciplinary actions, and/or judicial declaration of mental competence. A “report in writing” means that the applicant/licensee provided a 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 should be in the form of a statement in the provided space on the application. Certified court records or a board order, as applicable, must be uploaded during the application process. 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:** The application should be completed and submitted online on the Board’s website via your Nurse Portal account. You must complete all modules of the application with your **full legal name** which is the name on your birth certificate and any subsequent legal name changes. Please indicate “NMN” if you do not have a middle name. **You must provide a Social Security number on the application.** This information is mandatory, pursuant to 56 O.S. § 240.21A, for administration of the tax laws of the State of Oklahoma.
  
2. **Citizenship:** All applicants for certification must upload the appropriate *Evidence of Status* form.

If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must upload a photocopy of one of the documents listed under “Acceptable Documents to Establish Evidence of Citizenship” on the *Evidence of Status* form *Part A*. A certificate will not be issued until the appropriate documentation is submitted.

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.

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 Oklahoma State Bureau of Investigation (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. Please read the *Privacy Act Statement and Applicant Notification* found in the Appendix to this set of instructions. There are two options for obtaining the fingerprints:

**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 (Idemia) site.**

**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. An addressed envelope will be provided as the fingerprint cards **must be mailed by the law enforcement agency directly to Idemia.** You are responsible for the postage and the costs associated with obtaining your fingerprints. **Please note that you must wait to receive the specific coded fingerprint cards from the Board office prior to obtaining your fingerprints. OR** If you prefer to access an Idemia location within the State of Oklahoma, you may follow the instructions above for in-state applicants

4. **Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence:** If you answer “yes” to the criminal charge, discipline, or competency questions on the application, you must **submit a statement on the application form,**

**describing the date, location and circumstances of the incident, and the resulting action taken by the court or disciplinary board.** In addition, you will be required to upload certified copies of identified documents.

1. Have you ever had disciplinary action taken against a nursing license, recognition, certificate, or privilege to practice; any professional or occupational license, recognition, or certificate; and/or any application for a nursing or professional or occupational license, recognition, or certificate in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?
  - a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
  - b. If you are reporting more than one incident, you must describe every case that has been filed.
  - c. You will need to upload certified copies of the charges/complaints, findings of fact, and orders from the licensing agency.
  
2. Is there currently any investigation of your nursing license, recognition, certificate, or privilege to practice; and/or any professional or occupational license, recognition, or certificate; and/or any application for a nursing and/or professional or occupational license, recognition, or certificate in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?
  - a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
  - b. If you are reporting more than one incident, you must describe every case that has been filed.
  
3. Have you been charged and/or convicted in any criminal offense not previously reported **in writing** to the Oklahoma Board of Nursing, including those pending appeal? (You may exclude minor traffic violations, but must report all DUI/DWI charges and/or DUI/DWI convictions)

Check all that apply:

  - been convicted of a misdemeanor?
  - been convicted of a felony?
  - pled nolo contendere, no contest, or guilty?
  - received deferred adjudication, to include but not limited to deferred prosecution agreement?
  - been placed on community supervision or court-ordered probation, whether or not adjudicated guilt?
  - been sentenced to serve jail or prison time? Court-ordered confinement?
  - been granted pre-trial diversion, to include but not limited to Drug Court?

- have any pending criminal charges?
- have any pending violation of the law?
- been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?
- No, none of the above applies.

NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

If you checked any of the above (except “No, none of the above applies”):

- a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the court.
  - b. If you are reporting more than one incident, you must describe every case that has been filed.
  - c. You will need to upload certified copies of Court Records to include the Information Sheet, Incident Report, Complaint, and/or Charges; Affidavit of Probable Cause; Judgment and Sentence; and verification of completion of the Judgment and Sentence. The Court Records must be obtained from the Court(s) in which the offense(s) occurred.
4. Have you ever been judicially declared incompetent in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?
- a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the court or agency. If you are reporting more than one incident, you must describe every case that has been filed.
  - b. You will need to upload a certified copy of the Court Order.

**It is recommended you submit this material 2 to 4 months prior to graduation.**

5. **Fee:** Payment must be made in the form of VISA, MasterCard or electronic fund transfer when completing the application online. **Fees are not refundable.**

<b>TRAINING PROGRAM VERIFICATION STATEMENT</b>
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A *Training Program Verification Statement* should be submitted from your program after you have graduated. This form must be completed by the AUA training program, signed by the program director, and notarized.

## **TAKING THE AUA EXAMINATION:**

After your application has been reviewed and approved, you will receive a registration form from the Board. When you have completed this form and attached the registration fee, you can call to make an appointment to take the written and skills examination at an approved testing center. After your testing is completed, the testing center will submit the registration form and your fee to the testing service with your examinations. The testing service will grade your examination and provide the results to the Oklahoma Board of Nursing, who will notify you of the results and provide a certification card. **Until you are certified, you cannot work in the position of an Advanced Unlicensed Assistant.**

## **GENERAL INFORMATION**

You are required to notify the Board in writing of any address changes occurring during the registration and testing process. This notification must be submitted via your Nurse Portal account.

Your application to the Board is valid for one year after receipt. After that time, a new application and fee must be submitted. If you take and fail either part of the examination, a rewrite application and fee must be submitted. Applications are processed in the order they are received. Every effort is made to process applications expeditiously. You may view average processing times of a completed application on our website in the Agency Data / Statistics / Quarterly Statistics link.

AUA certificates expire the last day of the certificant's birth month in odd-numbered years following the date of issuance. The application fee includes the processing of your application and certification through the current renewal period. **Fees are not pro-rated and are non-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 PROCESSING

- **Failing to submit fingerprint images to be used for the purpose of permitting a state and national criminal background search no more than 90 days prior to receipt of the application in the Board office**
- **Not providing a Social Security number or a full legal name (with the notation “NMN” if no middle name)**
- **Failing to provide license or certificate numbers, if the applicant holds another health-related license or certificate**
- **Failing to submit an *Evidence of Status* form and supporting documentation**
- **Failing to request that a *Training Program Verification Statement* be submitted directly by the AUA program, or having a different name on the application than the name on the *Statement***
- **Failing to write in the space available for each question a complete description and uploading documentation regarding history of criminal charges, disciplinary action, or judicial declaration of incompetence**

## Privacy Act Statement and Applicant Notification

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

## Applicant Record Challenge

**Applicant Record Challenge:** Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit [www.FBI.gov](http://www.FBI.gov) or <https://www.fbi.gov/cjis/identity-history-summary-checks#challenge-of-an-identity-history-summary>.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.