

OKLAHOMA BOARD OF NURSING
2915 North Classen, Suite 524
Oklahoma City, OK 73106
(405) 962-1800

Licensure Verification and Photocopying of Nursing Licenses

- I. Purpose: To provide information for the verification of licensure and for the photocopying of licensure cards.
- II. Verification of Licensure Status
 - A. Verification of licensure status is available by:
 1. Accessing the Licensure Verification page on the Oklahoma Board of Nursing web site at <http://nursing.ok.gov>. The appropriate screen can be located by clicking on *License Verification*. The web site verification is considered primary source verification. A copy of the licensure verification may be printed directly from the web page.
 - The first screen displayed is the search screen that requires entry of the name **or** the license number, and selection of license type (RN, LPN, or AUA). For verification of an Advanced Practice Registered Nurse (APRN) select RN for the license type. An APRN is initially licensed as an RN.
 - The second screen displayed allows for verification of the initial and current AUA, LPN, RN licensure status including the expiration date and disciplinary action since 2009. If disciplinary action has occurred since 2009 a “Y” will appear. To view disciplinary action click on the “Y”. NOTE: APRN licensure status CANNOT be verified from the second screen. To verify the APRN licensure status and certification, click on APRN or APRN/RX.
 - The third screen displayed allows for verification of APRN initial and current licensure status including expiration date, role, certification, prescriptive authority and supervising physician.
 2. Viewing the licensure card. It is noted that a licensure card may or may not reflect changes to the license status that may have occurred subsequent to the card being issued; therefore, the viewer is encouraged to verify the license status on the web site in addition to viewing the card.
 3. Verifying verbally the information from the Oklahoma Board of Nursing.
 4. Submitting a *Request for Written Verification of Licensure Status* form with the required fee (to verify licensee information, including address, type of licensure, previous disciplinary action, etc.)
 - B. Agencies/institutions/organizations should define the mechanism for licensure verification in the employing facility.

III. Photocopying of Licensure Cards

Photocopying of licensure cards is discouraged due to the potential for misuse of the licensure card.

- A. Each licensee is responsible for the protection of the licensure card issued to the licensee.
- B. The licensee is responsible for determining whether to allow the license card to be copied. If the licensee allows the licensure card to be copied, the Board recommends that the word "COPY" be written boldly across the photocopy of the licensure card. The Board further recommends that the licensee verify that the copy will be maintained in a secure, limited access, locked location.