

Oklahoma Board of Nursing
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**INSTRUCTIONS for LICENSURE
as an ADVANCED PRACTICE REGISTERED NURSE**

APPLICATION FEE - \$70.00

Use this application if:

- you are applying for advanced practice registered nurse licensure in Oklahoma; and
- you have not been licensed previously in Oklahoma in the same advanced practice role; or if you are applying for an additional advanced practice role (i.e., CNP, CNS, CNM, or CRNA); or if you are applying for an additional specialty area.

PLEASE READ THESE INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION.

APPLICATIONS ARE AVAILABLE FOR SUBMISSION ONLINE THROUGH <https://pav.apps.ok.gov/nursing/licensing/app/index.php>. A paper copy may be requested by the individual applicant by submitting a written request for such to the Board office. The applicant must include a postage-paid (\$1.06 postage cost) 8 ½ x 11 inch return envelope for Board staff to return an application.

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

There are four roles of Advanced Practice Registered Nurses defined in the *Oklahoma Nursing Practice Act*: the Certified Nurse Practitioner (CNP), Certified Nurse Midwife (CNM), Clinical Nurse Specialist (CNS), and the Certified Registered Nurse Anesthetist (CRNA).

In order to obtain an Advanced Practice Registered Nurse (APRN) license in Oklahoma, the applicant must hold one of the following licenses:

- A current Oklahoma license to practice as an Registered Nurse (RN); **or**
- A dated temporary Oklahoma RN license; **or**
- A current multistate license to practice as an RN issued by another Compact state with Oklahoma multistate licensure privilege.

The nurse must obtain Oklahoma licensure as an APRN prior to employment in Oklahoma in a role that requires licensure as an APRN or identifying oneself as an APRN.

Applications for RN licensure by endorsement and reinstatement are available on the Board's website for those who do not currently hold an active Oklahoma RN license, a dated temporary Oklahoma RN license, or a current multistate license to practice as an RN issued by another Compact state with Oklahoma multistate licensure privilege. The APRN must hold a separate license in each specialty area for which he/she has obtained the required education and certification.

Only those persons who hold a license to practice advanced practice registered nursing in this state shall have the right to use the title "Advanced Practice Registered Nurse" and to use the abbreviation "APRN". Only those persons who have obtained a license in the following disciplines shall have the right to fulfill the roles and use the applicable titles: Certified Registered Nurse Anesthetist and the abbreviation "CRNA", Certified Nurse-Midwife and the abbreviation "CNM", Clinical Nurse Specialist and the abbreviation "CNS", and Certified Nurse Practitioner and the abbreviation "CNP". It shall be unlawful for any person to assume the role or use the title Advanced Practice Registered Nurse or use the abbreviation "APRN" or use the respective specialty role titles and abbreviations or to use any other titles or abbreviations that would reasonably lead a person to believe the user is an Advanced Practice Registered Nurse, unless permitted by this act. Any individual doing so shall be guilty of a misdemeanor, which shall be punishable, upon conviction, by imprisonment in the county jail for not more than one (1) year or by a fine of not less than One Hundred Dollars (\$100.00) nor more than One Thousand Dollars (\$1,000.00), or by both such imprisonment and fine for each offense [59 O.S. § 567.3a(5)].

REQUIREMENTS for APRN LICENSURE in OKLAHOMA

Educational Requirements: To be eligible for initial licensure or licensure by endorsement, an applicant must have completed an accredited graduate level advanced practice registered nursing education program in one of the four advanced practice registered nurse roles (CNP, CNM, CNS, and CRNA) and in at least one of the following population foci: family/individual across the lifespan, adult-gerontology, neonatal, pediatrics, women's health/gender-related, or psychiatric/mental health as follows:

- An applicant for licensure as a Clinical Nurse Specialist must have completed an education program that prepares Clinical Nurse Specialists in a graduate-level advanced practice education program accredited by or holding preliminary approval or candidacy status with the Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE) or the Commission for Nursing Education Accreditation (CNEA).
- An applicant for licensure as a Certified Nurse Midwife must hold a graduate level degree from an advanced practice education program accredited by the Accreditation Commission for Midwifery Education.
- An applicant for licensure as a Certified Registered Nurse Anesthetist must hold a graduate level degree from a program preparing the graduate for certification as a nurse anesthetist accredited by the American Association of Nurse Anesthetists' Council on Accreditation of Nurse Anesthesia Educational Programs.
- An applicant for licensure as a Certified Nurse Practitioner must hold a graduate level degree from an advanced practice education program accredited by or holding preliminary approval or candidacy status with the Accreditation Commission for Education in Nursing (ACEN), the Commission on Collegiate Nursing Education (CCNE), or the Commission for Nursing Education Accreditation (CNEA).

Certification in Area of Specialty: The applicant must also hold a **current national certification** in the specialty area consistent with educational preparation and by a national certifying body recognized by the Board. Successful completion of the educational program shall establish an academic preparation consistent with the recognized certification examination in the specialty area.

- If you are applying for initial APRN licensure, you must access the list of *APRN Certification Examinations Approved by the Oklahoma Board of Nursing* at www.nursing.ok.gov/prac-natlcert.pdf to ensure your certification is listed.
- If you are applying for endorsement of your APRN license, in addition to certifications found in the above list, if you are actively licensed with a certification listed in the *APRN Certification Examinations No Longer Approved by the Oklahoma Board of Nursing* list, you may apply with that certification.

Endorsement of the APRN license from another state: An applicant who is currently licensed or recognized as an APRN in another U.S. state or territory may be issued an APRN license by endorsement if current Board requirements for licensure as an APRN are met. The applicant must have met all requirements of the advanced practice certifying body to maintain full certification, including requirements for maintaining continuing competence. An applicant for APRN licensure by endorsement who holds certification on provisional or conditional status may be considered for licensure by the Board.

In addition to meeting other requirements for endorsement established by the Board in the *Rules*, the applicant for endorsement of the APRN license 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 a completed application in the Board office:

- (A) Submission of an official transcript or certificate of completion verifying completion of an APRN nursing refresher course meeting the requirements established by the Board in policy;
- (B) Submission of an official transcript verifying successful completion of at least six (6) academic semester credit hours of APRN nursing courses in the same role and population focus as was previously held by the APRN in a graduate-level APRN program, which includes classroom and clinical instruction;
- (C) Present evidence of current licensure or recognition as an APRN in another state or territory with employment in a position that requires APRN licensure or recognition with verification of at least 520 work hours during the past two (2) years preceding receipt of the application for endorsement in the Board office; and/or;
- (D) Submission of evidence of current national certification consistent with educational preparation and by a national certifying body recognized by the Board.

Renewal Requirements: Advanced practice licensure must be renewed concurrently with the Oklahoma Registered Nurse renewal in even-numbered years. If the Registered Nurse license is a multistate license issued by another Compact state, the Oklahoma APRN license must be renewed on even years by the end of the licensee's birth month.

- If you are applying for advanced practice licensure within 90 days prior to the expiration date of your Oklahoma RN license, you must renew your license prior to the date the advanced practice licensure is granted. Please see the *Oklahoma Nursing Practice Act and Rules* for renewal requirements.

Review of criminal charges, disciplinary action, or judicial declaration of incompetence: Effective November 1, 2013, state law (59 O.S. § 567.5 B 2.) requires each applicant for licensure as an Advanced Practice Registered Nurse to have a fingerprint-based background check not more than ninety (90) days old prior to 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 see the “Instructions” section for further information on obtaining a fingerprint-based background check.

In addition to the background check, applicants for advanced practice licensure 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 are required to notify the Oklahoma Board of Nursing if the incident has not previously been reported in writing to the Board. A “report in writing” means that the applicant/licensee provided 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:** The application should be completed and submitted 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**.

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

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. **Review of licensure status:** Before your advanced practice licensure can be processed, you must have a current Oklahoma RN license, a dated temporary Oklahoma license, or a current multistate RN license issued by another Compact state with Oklahoma multistate licensure privilege. If your Oklahoma RN license is not in an active status and you do not have a current multistate RN license issued by another Compact state, you must complete an *Application for Return to Active/Reinstatement* for your RN license. If you have never been licensed as a RN in Oklahoma and Oklahoma is now your primary state of residence, please complete the *Application for Licensure by Endorsement*.
3. **Background Check:** You 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, even if you have previously had a state and national criminal history records search provided to the Oklahoma Board of Nursing. The criminal history records search must be conducted through the Board's vendor, Idemia, no more than (90) days prior to receipt of the application in the Board office. The OBSN will provide the results of the search directly to the Board office usually within one or 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 Oklahoma 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. You can pay during your appointment or online when scheduling. **Please note that your fingerprints must be obtained electronically only at an Identogo center sponsored by Idemia site located in Oklahoma.**

Option 2: If you currently live out of the state, Board staff will mail you specific fingerprint cards that you must take to a local law enforcement agency to obtain the fingerprints. Board staff will provide you with an addressed envelope 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. **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 are in Oklahoma, you may follow the instructions for Option 1 above.

4. **Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence:** If you answer "yes" to any of the questions in the section on *History of Criminal Charges, Disciplinary Action, or Mental Incompetence* in 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.** 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, or Mental Incompetence* 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, or Mental Incompetence* 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).

5. **Transcript:** An official transcript should be submitted from your advanced practice educational program verifying the degree conferred, date of conferral, advanced practice role and specialty. **Transcripts that have been issued to the student will not be accepted.**

The Oklahoma Board of Nursing must evaluate the curriculum provided in the out-of-state advanced practice program to ensure that it meets the state’s curricular requirements. If you completed an advanced practice program in another state, you may be requested to submit further information to verify that the program meets the requirements of the Oklahoma Board of Nursing.

6. ***Certification by a National Certifying Body:*** Current national certification at an advanced practice level in the specialty area consistent with the advanced practice educational program you completed and recognized by the Board is required to receive advanced practice licensure.
- If you are applying for initial APRN licensure, you must access the list of *APRN Certification Examinations Approved by the Oklahoma Board of Nursing* at www.nursing.ok.gov/prac-natlcert.pdf to ensure your certification is listed.
 - If you are applying for endorsement of your APRN license, in addition to certifications found in the above list, if you are actively licensed with a certification listed in the *APRN Certification Examinations No Longer Approved by the Oklahoma Board of Nursing* list (also found at www.nursing.ok.gov/prac-natlcert.pdf), you may apply with that certification.
 - **Only one** certification may be selected per application. **Verification of your current certification must be received directly from the national certifying body.** Board staff can usually verify current national certification directly on the website of the American Association of Nurse Anesthetists, the American Midwifery Certification Board and National Certification Corporation. For all other certifying bodies, the Advanced Practice Registered Nurse must request that verification of the certification be provided directly to the Oklahoma Board of Nursing. In some cases, the certifying body will charge a fee for the certification. If so, the applicant for licensure as an APRN is responsible for paying the required fee to the certifying body.

In order to change or add an area of specialty and national certification, you must meet initial requirements for licensure as an APRN, which requires submission of a new application. In addition, the Board must be notified in writing of changes of national certification within the same specialty area within 30 days of the change.

7. ***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.
8. ***Requirements for continuing qualifications for practice for applicants for APRN licensure by endorsement:*** If you hold recognition as an APRN in a state or territory, please request that one of the following documents be submitted to verify continuing qualifications for APRN practice, completed within the last two (2) years prior to receipt of a completed application in the Board office:
- (A) An official transcript or certificate of completion, received directly from the educational program, verifying completion of an APRN nursing refresher course meeting the requirements established by the Board in policy;
 - (B) An official transcript, received directly from the educational program, verifying successful completion of at least six (6) academic semester credit hours of APRN nursing courses in the same role and population focus as was previously held by the APRN in a graduate-level APRN program, which includes classroom and clinical instruction;

- (C) An *Employment Verification Form*, received directly from the employer, verifying employment in a position that requires APRN licensure or recognition with verification of at least 520 work hours during the past two (2) years preceding receipt of the application for endorsement in the Board office. The *Employment Verification Form* may be obtained from the Board’s website in the Forms / Applications link; and/or
- (D) Evidence of current national certification consistent with educational preparation from a national certifying body recognized by the Board.

9. **Temporary license:** To request a temporary APRN license which is valid for 90 days, contact the APRN department (405-962-1802) to request the temporary license form be sent to you. If submitting a hard copy application, check “Y” on the first page of the *Application for Advanced Practice Registered Nurse Licensure*.

Requirements for a temporary APRN license include:

- Current unrestricted licensure as an RN in Oklahoma, a dated temporary Oklahoma RN license, or a current unrestricted multistate license in another Compact state with Oklahoma multistate licensure privilege;
- Current unrestricted APRN licensure or recognition in another state or territory in the same role with no history of arrest or disciplinary action requiring further review;
- Demonstrating meeting of continuing qualifications for practice;
- Evidence of completing an APRN nursing education program in one of the four roles and a specialty area recognized by the Board;
- Evidence of current national certification consistent with educational preparation and by a national certifying body recognized by the Board;
- Completed application for endorsement and temporary recognition and the required fees;
- Submission of fingerprints for the purpose of permitting state and national criminal history records search

GENERAL INFORMATION

Your application to the Board is valid for one year after receipt. After that time, a new application and fee must be submitted. Applications are processed in the order they are received. You may view average processing times of a completed application on our website in the Agency Data / Statistics / Quarterly Statistics link. 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.**

If you wish to obtain prescriptive authority as well, please complete the *Application for Prescriptive Authority*. The Advanced Practice Registered Nurse must hold prescriptive authority recognition **for each advanced practice license** in the State of Oklahoma in order to prescribe drugs and other medical supplies.

If it is necessary to submit additional information/documents after your application is received, please attach the form titled “Information to be Added to the Application” to the document (see attached form). This will help to ensure the document is added to your application file without delay.

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

Common mistakes that delay the processing of your application include failure to:

- **Complete all application questions**
- **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**
- **Provide a legible application with no correction fluid used**
- **Provide a social security number**
- **Provide the full name of licensee**
- **Provide license or certificate numbers**
- **Sign the application with the full legal name, or signing illegibly**
- **Confirm the requested exam for licensure is listed on the approved list of certification exams**
- **Request that an official transcript be submitted directly to the Board by the advanced practice educational program**
- **Request verification of the current advanced practice national certification from the certifying body**
- **Document the national certification information and expiration date on the application**
- **Provide a complete description and documentation regarding history of criminal charges, disciplinary action, or judicial declaration of incompetence**
- **Submit verification of continuing qualifications for practice, if the APRN is licensed in another state**