

Oklahoma Board of Nursing
2501 N. Lincoln Blvd., Suite 207
Oklahoma City, OK 73105
(405) 962-1800
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.

APPLICATIONS ARE AVAILABLE FOR SUBMISSION ONLINE THROUGH
<https://www.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.

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 a certification 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 certification 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.

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: Effective January 1, 2013, state law (59 O.S. § 567.18.B.) requires each applicant for certification to have a fingerprint-based background check not more than ninety (90) days old from the time of submission of the application for certification. 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. Please read the *Privacy Act Statement and Applicant Notification* found in the Appendix to this set of instructions.

In addition to the background check, applicants for AUA certification 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 in writing. 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*.

An applicant for AUA certification must submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted of a felony crime that substantially relates to the occupation of nursing and poses a reasonable threat to public safety” [59 O.S. § 567.6a].

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION

1. **Completion of application:** The application should be completed and submitted online on the Board’s website: <https://www.ok.gov/nursing/licensing/app/index.php>. 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.

If you are 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.

The Board’s newsletters are now provided by electronic mail, so it is recommended you provide an e-mail address on the application.

2. **Citizenship:** All applicants for certification must complete the appropriate *Evidence of Status* form.

If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must submit 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, L-1 (MorphoTrust) 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 L-1 (MorphoTrust) 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 (L-1/ MorphoTrust) 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 L-1 (MorphoTrust)**. 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 L1 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.** If you have more than one incident you are reporting, you must speak to every case/charge that has been filed. If you have reported 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, you must submit **certified copies of the Information Sheet** (brief summary of the incident prepared by the court), **Affidavit of Probable Cause, Charges** (listing of the charges brought against you), **Judgment and Sentencing** (findings of the court and sentence imposed), **and verification that sentencing 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. **Internet court documents (such as OCIS case reports) and faxed records will not be accepted. Please note that you must report *all* arrests and/or charges that have been brought against you.**

If you have reported 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 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, please request that a certified copy of the Board order be submitted directly to the Board office from the licensing agency. If you have reported a history of judicial declaration of mental incompetence, please contact the Board office for further instructions.

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

5. **Fee:** Payment can be made in the form of VISA, MasterCard or electronic fund transfer when completing the application online in the License Registration link.
 - If a hard copy application is submitted, attach to your application a money order, certified check or cashier's check in the amount of \$20.00 payable to the Oklahoma Board of Nursing. **Personal checks will not be accepted.** If the fee is not submitted with the application or if the fee is incorrect, the application will be immediately returned without review. Submit the application and fee to the Oklahoma Board of Nursing.

TRAINING PROGRAM VERIFICATION STATEMENT

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 signed and submitted in person, by mail, or by facsimile.

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. 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.

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**
- **Leaving application questions incomplete or unanswered, or using correction fluid on the application**
- **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 sign and date the application, or signing illegibly**
- **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 provide a complete description and 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 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.