

Oklahoma Board of Nursing
2501 North Lincoln Boulevard, Suite 207
Oklahoma City, Oklahoma 73105
(405) 962-1800
www.nursing.ok.gov

INSTRUCTIONS for RE-WRITING the LICENSURE EXAMINATION

APPLICATION FEE - \$85.00

Use this application if you:

- Are NOT licensed at the same level in another state, U.S. territory, or country; and
- Were educated in a nursing program approved by a member board jurisdiction in the United States or U.S. territory; and
- Have not previously held a license (at the same level) in Oklahoma; and
- Have previously taken the licensure examination for initial licensure in Oklahoma and were unsuccessful; and
- Wish to apply for a single-state license

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION.

In addition to completing the application form, you will need to complete an NCLEX registration which can be completed on the *NCLEX* website: www.vue.com/nclex.

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

REQUIREMENTS FOR LICENSURE IN OKLAHOMA

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

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; and to 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 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.

Graduation from a state Board-approved program of registered or practical nursing: You must be a graduate of a **state Board-approved program** of registered or practical nursing. An official transcript from the nursing education program must be submitted directly from the nursing education program. The transcript must show the diploma or degree and the date conferred. The transcript must be obtained from an entity approved and recognized by the U.S. Department of Education as a primary source for providing education transcripts. The nursing education program you attended **must have included theory and clinical experience in the following areas:**

- Care of the adult
- Care of children
- Maternal-newborn nursing
- Psychiatric-mental health nursing (Exception: psychiatric clinical experience is not required for practical nurse applicants)

Completion of the licensure examination: Once all other requirements for licensure have been met, you will be made eligible to take the NCLEX-RN or NCLEX-PN licensure examination. In order to be made eligible, you must have registered with the testing service (www.vue.com/nclex).

Review of criminal history: Effective January 1, 2013, state law (59 O.S. § 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check 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 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*.

An applicant for a license to practice as a Registered Nurse or Licensed Practical Nurse 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. § § 567.5, 567.6].

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 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. Please provide copies of legal documentation to support your legal names (ex: birth certificate, marriage license). **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.

If you have been licensed with this Board under a different name, you must complete a *Name Change Request* along with a certified copy of the legal document changing your name and fee in order to be licensed under your new 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 licensure must complete the appropriate *Evidence of Status Form*. If you previously applied prior to November 1, 2007, and did not complete an *Evidence of Status Form*, you must complete this *Form*. If you previously submitted an *Evidence of Status Form*, you will not need to submit it again with this application.

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 Part A Form* unless previously 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. **Criminal History Search:** 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) within ninety (90) days of 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. Please read the *Privacy Act Statement and Applicant Notification* found in the Appendix to this set of instructions. 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 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 are in Oklahoma, you may follow the instructions for Option 1 above.

If you have submitted fingerprint images that were used for the purpose of permitting a state and national criminal history records search with a previous exam application at the same level of licensure, you are exempt from this requirement. Please note that fingerprint images were required for applications submitted on or after January 1, 2013; therefore, if you submitted your application prior to January 1, 2013, you must submit fingerprint images.

4. ***Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence:*** If you answer “yes” to the criminal charges, 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, 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.

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.

PLEASE NOTE THAT IF YOU HAVE PREVIOUSLY REPORTED THE CRIMINAL CHARGE OR ACTION ON YOUR INITIAL APPLICATION FOR LICENSURE BY EXAMINATION (AT THE SAME LEVEL), *IT IS NOT NECESSARY TO REPORT THE SAME CHARGE OR ACTION AGAIN.*

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 \$85.00 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.

NCLEX REGISTRATION

The National Council Licensure Examination (NCLEX) is administered by Pearson VUE and delivered through Pearson Professional Centers. In order to be eligible to take the examination, you must register with Pearson VUE. You may register with the testing service on their website: www.vue.com/nclex or by telephone at 866-496-2539. When registering, you must provide the testing service your email address.

You must be registered with Pearson VUE to receive an *Authorization to Test* letter (ATT), which is issued by Pearson VUE after your application has been approved by the Oklahoma Board of Nursing. Once you are registered with NCLEX, your NCLEX registration will remain effective for one year, awaiting the approval of the Board, or until you are approved and take the examination, whichever comes first. After the Board approves your registration and you have received your ATT, you have 90 days to schedule and take the examination.

- It is recommended that you schedule an appointment **immediately** upon receiving the ATT to ensure that you are able to get your choice of dates and times.
- You must take the examination within 90 days from the date the ATT was issued or you will forfeit your fee and have to re-register.
- Instructions for scheduling an appointment and information regarding test center locations are included with the ATT letter.
- Please note current requirements for documents that you must take to the testing center on your test day as found on the NCLEX website.

REASONABLE ACCOMMODATIONS FOR THE NCLEX-RN® and NCLEX-PN®

In compliance with the Americans with Disabilities Act (ADA), the Oklahoma Board of Nursing provides reasonable accommodations for candidates with disabilities that may interfere with their performance on the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and/or Licensed Practical nurses (NCLEX-PN®). A person with a disability is defined in federal law.

If you are requesting that reasonable accommodations be provided to take the NCLEX-RN® and/or NCLEX-PN®, please download the “Instruction and Form for Requesting Reasonable Accommodations for NCLEX” form off the website by accessing: <http://www.nursing.ok.gov/nclexaccommodate.pdf>. Please complete and submit the form as directed.

Registration with Pearson Vue must be in place **before** reasonable accommodations can be approved. Candidates requesting reasonable accommodations **will not be approved** to take the NCLEX-RN® or NCLEX-PN®, or receive an online authorization to test until the reasonable accommodations for testing have been approved by the Board of Nursing.

GENERAL INFORMATION

Test results will NOT be provided over the telephone by the Oklahoma Board of Nursing

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 for licensure is valid for one year after receipt. After that time, a new application and fee must be submitted. If you take and fail the examination, another rewrite application and fee must be submitted. 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. Applications are processed in the order they are received.

Once licensed, the License Verification link on the Board’s website will be the first place your new license will be noted.

Registered Nurse licenses expire the last day of the licensee’s birth month in even-numbered years, and Licensed Practical Nurse licenses expire the last day of the licensee’s birth month in odd-numbered years following the date of issuance. The application fee includes the processing of your application and licensure 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.

INFORMATION ON TIME LIMIT AFTER GRADUATION TO TAKE AND PASS THE NCLEX

All applicants for licensure by examination must submit a completed application, transcript, and fee to the Board and a completed registration form and fee to the authorized testing service **within two years of completion of the nursing education program**. If more than two years has elapsed, you must complete additional education as follows:

- 1) Successfully complete a Board-approved refresher course in accordance with the Board's policy; **or**
 - 2) Successfully complete nursing didactic coursework and faculty-supervised clinical experience in a board-approved nursing education program at the appropriate education level, to include at least 80 hours in classroom and skills laboratory review and at least 80 hours participating in patient care activities in the clinical setting
- After completion of the required additional education, the applicant will have two additional years to take and pass the NCLEX examination [OAC 485:10-7-1 (e) and 485:10-9-1 (e)].

If it has been more than two years since you graduated from your nursing education program, you must submit evidence of either completing a Board-approved refresher course or coursework/clinical experience in a nursing education program, as outlined above. The following evidence will be accepted:

- 1) An official transcript or original copy of a certificate of completion identifying successful completion from a Board-approved refresher course
- 2) An official transcript from an educational institution offering a board-approved nursing education program at the same educational level as the program you originally completed, documenting at least 80 contact hours of theory/skills laboratory coursework and 80 contact hours in clinical coursework. Credit hours will be converted to contact hours using the following ratios: 15 contact hours per credit hour for theory, 30 contact hours per credit hour for skills laboratory, and 45 contact hours per credit hour for clinical coursework.

A list of nursing education programs and refresher courses approved by the Oklahoma Board of Nursing is available on the Board's website: www.nursing.ok.gov/. Click on the link for "Education".

INFORMATION ON TIME LIMIT AFTER PREVIOUSLY PASSING THE NCLEX WITHOUT RESULTANT LICENSURE

If more than two (2) years has elapsed since you successfully passed the NCLEX-RN / NCLEX-PN and did **NOT** obtain licensure as a Registered Nurse / Licensed Practical Nurse, you must complete additional education as follows:

- 1) Successfully complete a Board-approved refresher course in accordance with the Board's policy; **or**
- 2) Successfully complete nursing didactic coursework and faculty-supervised clinical experience in a board-approved nursing education program at the appropriate education level, to include at least 80 hours in classroom and skills laboratory review and at least 80 hours participating in patient care activities in the clinical setting

If it has been more than two years since you passed the NCLEX, you must submit evidence of either completing a Board-approved refresher course or coursework/clinical experience in a nursing education program, as outlined above. The following evidence will be accepted:

- 1) An official transcript or original copy of a certificate of completion identifying successful completion from a Board-approved refresher course; **or**
- 2) An official transcript from an educational institution offering a board-approved nursing education program at the same educational level as the program you originally completed, documenting at least 80 contact hours of theory/skills laboratory coursework and 80 contact hours in clinical coursework. Credit hours will be converted to contact hours using the following ratios: 15 contact hours per credit hour for theory, 30 contact hours per credit hour for skills laboratory, and 45 contact hours per credit hour for clinical coursework

COMMON MISTAKES THAT DELAY APPLICATION PROCESSING

- **Failing to submit fingerprint images to be used for the purpose of permitting a state and national criminal background search**
- **Leaving application questions incomplete or unanswered, or using correction fluid on the application**
- **Not providing a Social Security number**
- **Failing to provide the full legal name (with the notation “NMN” if there is no middle name)**
- **Not registering with the testing service for the examination**
- **Failing to provide a Social Security number to the testing service**
- **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.