

Oklahoma Board of Nursing
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Oklahoma City, OK 73106
(405) 962-1800
www.nursing.ok.gov

INSTRUCTIONS for LICENSURE by 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**
- **Wish to apply for a single-state license.**

You are submitting an application for a single-state Oklahoma license. A single-state Oklahoma license will allow you to practice nursing in Oklahoma only. **To apply for a multistate license, you must submit the *Application for Multistate Licensure by Examination*.**

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION.

In addition to completing the application form, you will need to complete an NCLEX registration, which may be completed on the *NCLEX* website:

http://www.pearsonvue.com/nclex/?REDIRECT_TIMESTAMP=1514920242634.

APPLICATIONS ARE AVAILABLE FOR SUBMISSION ONLINE THROUGH

<https://pay.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 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 (http://www.pearsonvue.com/nclex/?REDIRECT_TIMESTAMP=1514920242634).

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 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 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 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 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 in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. § 567.5]. **Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION

It is recommended that you submit your application to the Oklahoma Board of Nursing approximately two months (but no more than four months) before graduation. This will ensure adequate time for processing.

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 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*.

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 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.

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, 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 center sponsored by Idemia.**

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. **Please note that you must wait to receive the specific coded fingerprint cards from the Board office prior to obtaining your fingerprints.** An addressed envelope will be provided 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; **OR** If you are in Oklahoma, you may follow the instructions for Option 1 above. Please note that you cannot be issued a multistate license from the State of Oklahoma unless you declare Oklahoma as your primary state of residence.

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.

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, or Mental Incompetence* 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).

The Board recommends you submit this material two to four months prior to graduation.

5. **Fee:** You may pay the application fee online, using a VISA, MasterCard or 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 or money order. **PERSONAL CHECKS ARE NOT ACCEPTED.** If you do not submit the fee with the application or if the fee is incorrect, the application will be immediately returned without review.

TRANSCRIPT

An official transcript should be submitted from your school after you have graduated. Many of the nursing education programs automatically send graduate transcripts to the Oklahoma Board of Nursing as a courtesy to their graduates; however, you will need to check with the director of your program on the school’s policy. Please ensure that the transcript includes the conferral date of the degree earned. Graduates from out-of-state programs should request that the school send an official copy of the transcript to the Oklahoma Board of Nursing. The Board must evaluate the curriculum provided in the out-of-state program to ensure that it meets the state’s curricular requirements. Out-of-state candidates must also submit **course descriptions** for nursing and related courses for evaluation. The course descriptions must be from the time you were enrolled in the program and may be obtained from the school’s catalog or course syllabi. If the course descriptions from your school do not verify the required curriculum, additional documentation from your program will be required.

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: http://www.pearsonvue.com/nclex/?REDIRECT_TIMESTAMP=1514920242634 or 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, a 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/nrefresher.pdf.

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 (2) 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**
- **Failing to provide the full legal name and Social Security number on the application**
- **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 an official transcript be submitted directly by the nursing education program**
- **Having a different name on the application from the name on the transcript or testing service registration form**
- **Not registering with the testing service for the examination**
- **Failing to submit a degree plan and course descriptions for review (required only for students graduating from out-of-state programs)**
- **Failing to provide a complete description and documentation regarding a history of criminal charges, disciplinary action, or judicial declaration of incompetence**