



# Oklahoma State Board of Examiners for Long Term Care Administrators



## Renew Your License Online At [www.osbeltcarenewal.ok.gov](http://www.osbeltcarenewal.ok.gov)

Your current license expires December 31, 2008.



### GETTING STARTED

- 1 Log on to [www.osbeltcarenewal.ok.gov](http://www.osbeltcarenewal.ok.gov)
- 2 **For Returning Users:** Enter your **License Number** and **Password** you previously used when you renewed online for 2008 in the left navigation menu. If you do not recall your **Password**, use the **Forgot Password** link in the left navigation to create a new password.  
  
**For New Users:** Click the “**First Time Login**” button in the left navigation. Enter your **License Number** and your **Last Name** in the fields provided. Now click the “**Login**” button. You will then be prompted to enter your email address. An email will be sent to your account with a link that will allow you to set up **Security Questions** and a **Password** to access the online renewal system.
- 3 You may now proceed through the renewal process. For technical assistance, telephone OK.gov at 1-800-955-3468 ext. 121.

### ADVANTAGES TO ONLINE RENEWALS



Online Renewals Available 24/7



Simple & Easy to Use



Safe & Secure Online Transactions

### IMPORTANT NOTICES

**Online Renewal Notice:** Renewing your license is FAST, EASY and SAFE with our online license renewal system! Please use the information on the left to log into the system and renew online. All renewals must be done online. If you do not have internet access, please take advantage of local places in your area with internet access, such as the library or at work to renew your license.

**Renewal of license in ‘active’ status:** As outlined at OAC 490:10-3-5.(a)(1) of the OSBELTCA Licensure Rules and Regulations, “Each applicant for the renewal of a license shall file an application, as subscribed by the Board, prior to the expiration date of the current license.” The renewal fee is \$200.00.

**Renewal of license in ‘inactive’ status:** Renewal is limited to those individuals with prior-approval by the Board. See information on the reverse side of this page. The renewal fee is \$200.00.

**Continuing Education Notice:** You may request licensure renewal even though you have not yet completed the required twenty-four (24) hours of continuing education. The “Affidavit of Application” portion of the renewal system states “..... I have completed or will complete the number of continuing education hours required for renewal of my license during the Calendar Year 2008. CEU compliance is subject to retrospective audit.”

Oklahoma Tax Commission laws apply to the renewal of all professional licenses.



**Oklahoma State Board of Examiners  
for Long Term Care Administrators**  
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[www.ok.gov/osbeltca/](http://www.ok.gov/osbeltca/)



Visa, Mastercard, American Express, Discover, and Electronic Funds Transfers are accepted.