

Date: January 28, 2025

RE: LTCALP TIER1 & TIER 2 (ICF-IID ≤16 Beds Only) Student Internship Guidance

Dear Intern Applicants and LTC Administrators:

Internships are required as part of the training and instruction for Tier 1 & Tier 2 (ICF-IID ≤16 Beds Only) administrator. The intern applicant must provide the following information:

- Name of the Tier 1 licensed administrator who will serve as preceptor
- Oklahoma administrator license number of the preceptor
- Name and address of the facility where the preceptor is the administrator-of-record
- Phone number and email address of the requested preceptor

Additional information and links can be found on the OSDH website [LTCALP](#).

If you have additional questions, please email LTCALP at longtermcareadminlicensing@health.ok.gov

Long-Term Care Administrator Licensing Program

Oklahoma State Department of Health

O. 405-426-8970 | F. 405-900-7559

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