



IMPORTANT NOTICE REGARDING NEW LAW CHANGE

New law (HB1435) became effective November 1, 2015. It requires nurse aides and trainees to provide their current address to the Oklahoma State Department of Health's (OSDH) Nurse Aide Registry and to notify the "Registry" of any address change within ten days. Correspondence will be sent to the address on the nurse aide's account with the Registry, and if it is returned as not deliverable it will be considered legally served.

The new law permits OSDH ("Department") to suspend or revoke a nurse aide's certification for cause, such as criminality revealed by a background check or any abuse, neglect, or exploitation of residents under the aide's care.

Below are the bullet points of the changes to [Title 63 O.S., Section 1-1951\(A\)\(7\), \(D\)\(3\)\(b\), and \(D\)\(8\)](#).

- Certified nurse aides and nurse aide trainees shall maintain with the Registry current residential addresses and shall notify the Registry, in writing, of any change of name. Notification of change of name shall require certified copies of any marriage license or other court document which reflects the change of name.
- Notice of change of address or telephone number shall be made within ten (10) days of the effected change. Notice shall not be accepted over the phone.
- In any proceeding in which the Department is required to serve notice or an order on an individual, the Department may send written correspondence to the address on file with the Registry. If the correspondence is returned and a notation of the United States Postal Service indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings and the records of the Registry indicate that no change of address as required has been received by the Registry, the notice and any subsequent notices or orders shall be deemed by the court as having been legally served for all purposes.
- Basically this means aides must mail a change of address or phone number to the registry within 10 days of that change. This form can be obtained on our website to submit address changes [<http://nar.health.ok.gov>]. If an aide is served a Petition for Hearing and it comes back to the Department and indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings it will still be considered legally delivered and any pending action can proceed. This may result in the individual's certification being suspended or revoked and a finding of abuse, misappropriation, or neglect placed on the Registry.



Nurse Aide Registry
Oklahoma State
Department of Health



Nurse Aide Registry
1000 NE 10th St.
Oklahoma City, OK 73117-1207
Telephone: (405) 271-4085
Toll Free 800-695-2157

NOTICE OF ADDRESS OR TELEPHONE CHANGE

Please indicate what change is needed:

- Address Change
- Phone Number Change

Required Information:

Print your name: _____ Social Security #: _____

Address Change:

Old Address: _____	City	State	Zip
New Address: _____	City	State	Zip

Telephone Number Change:

Old phone number: _____ New phone number: _____

E-Mail Address: _____

You can return the form by e-mailing, mailing, or faxing it or bringing it in.

**Oklahoma State Department of Health
Nurse Aide Registry
1000 NE 10th St.
Oklahoma City, OK 73117-1207**

Web: <http://nar.health.ok.gov>

FAX number: (405) 271-1130

Changes cannot be phoned in.