OKLAHOMA STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION
101 NE 51ST STREET
OKLAHOMA CITY OK 73105
Phone: (405) 962-1470 email:licensing@okmedicalboard.org

Academic Requirements for Examination and Licensure

Applicants must satisfactorily complete courses in human anatomy, human physiology, microbiology and chemistry or equivalent courses as determined by the Board as recommended by the Committee. The Board shall accept course work received from American colleges, universities, trade schools, or technology centers. Course work received at foreign colleges, universities, trade schools or technology centers shall be acceptable only if such work could be counted as transfer credit from said educational institutions. Applicants certified by the International Board of Electrologist Certification through the American Electrology Association meet the education requirements.

FEES – All fees are non-refundable. Fees for application must be paid online by credit card, debit card, or EFT from checking or savings account. Fees returned by the payer's financial institution must be replaced by a certified check or money order and include a $30 returned check processing fee.

Registered Electrologist	Initial Application Fee - $60	Annual Renewal Fee - $50

GENERAL APPLICATION PROCESS

1. The Registered Electrologist Advisory Committee will review all submitted applications and determine if applicant has satisfactorily completed the required courses. Application and transcripts must be submitted 30 days prior to the scheduled committee meeting to be reviewed.
2. Approved applicants shall successfully complete an internship established by the Board under the direct supervision of an approved Oklahoma licensed preceptor. The internship shall include successful completion of a minimum of 600 hours of study and clinical practice. At least 300 hours of training must be conducted on-site and in-person at the training facility.
3. Upon completion of the internship requirement, the preceptor shall submit to the Board a completion report.
4. An applicant who holds a current license in good standing from another state, and who has received electrolysis study and internship of at least 600 hours may receive credit for the preceptorship requirement by providing sufficient proof of training and apprenticeship or internship program from the licensing state.
5. Upon completion of the curriculum and internship requirements, the applicant shall be eligible for the licensure examination in electrology. Applicants will be notified of eligibility for the examination upon successful completion of internship. Applicants trained out-of-state must take and successfully complete the Oklahoma licensing examination. The applicant must obtain an average of 75% on both the written and practical examination to pass.

APPLICATION

1) All sections must be completed to the best of your knowledge. No applicant shall be awarded a license who does not provide the Board with complete, open and honest responses to all requests for information.
2) Any "yes" answer in the Attestation section of the application must have an explanation in comments section. If you answer "yes" to the question regarding previous arrests, you **must provide all available police reports, arrest records, and court documents.**
3) A detailed chronological history is required. Starting at age 21, list all employment, military service, and non-work time (i.e. unemployed, stay at home parent, etc.) must be provided.

APPLICATION, FEES, AND TRANSCRIPTS MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO A REGULARLY SCHEDULED MEETING OF THE REGISTERED ELECTROLOGIST ADVISORY COMMITTEE.

Forms – All forms can be found in the Forms tab of the Resources section.

EVIDENCE OF STATUS - To verify citizenship or qualified alien status, applicants for licensure or for reinstatement of their license, must submit the required supporting documentation with their application.

EXTENDED BACKGROUND CHECK – Applicants for licensure are required to request an Extended Background Check. The link to the approved provider can be found on the Forms page above.

EDUCATION VERIFICATION – Official transcripts with grades **must be submitted directly from the educational institution to the Board.** The relevance to the licensing requirements of academic courses, the titles of which are not self-explanatory, must be substantiated by the applicant through course descriptions in official school catalogs or bulletins or by other means acceptable to the

Board. The requirements of this section can be satisfied by successful certification by the International Board of Electrologist Certification through the American Electrology Association.

VERIFICATION OF LICENSURE – Verification of all electrologist licenses or certificates ever held in the United States must be sent by the respective Licensing Board directly to the Oklahoma Medical Board office. Applicant must contact the respective Licensing Board and request verification to be sent directly to the Oklahoma Medical Board by email to licensing@okmedicalboard.org.

RENEWALS - Licenses are renewed annually by application PRIOR to December 31 for the subsequent year beginning January 1 through December 31. Licenses issued BEFORE December 31 must be renewed for the next occurring renewal period most immediately after the date of issue of the license. Unrenewed licenses become inactive as of January 1 and if reactivated after January 1, a late payment fee is assessed in addition to the renewal fee.

PRACTICE MAY NOT BEGIN UNTIL A FULL LICENSE IS GRANTED BY THE BOARD.