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

APPLICATION INSTRUCTIONS FOR LICENSURE PROVISIONAL DIETITIAN

Applicants must possess a baccalaureate or post-baccalaureate degree with minimum credit hours in specific fields including a minimum of 24 semester hours from the fields of human nutrition, food and nutrition, dietetics, or food systems management, or an equivalent major course of study as may be approved by the Oklahoma Medical Board. The application, all required fees, forms and documents must be complete and received at least 30 days PRIOR to a meeting of the Advisory Committee on Dietetic Registration.

Provisional Dietitians (PD) must practice under the supervision and direction of a licensed dietitian. "Supervision and Direction" is defined as the authoritative procedural guidance provided by a licensed dietitian and need not be routinely on site.

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.

Initial Application Fee - $30	Annual License Renewal - $100

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. For those items that do not apply to you, mark N/A (Not Applicable).
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. Begin with listing the education/degree required for the license you are applying for to present. All employment, military service, and non-work time (i.e. unemployed, stay at home parent, etc.) must be provided.

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

EDUCATION:

Provisional Dietitian Applicants

- **Education** – Applicants must submit an Accreditation Council for Education in Nutrition and Dietetics (ACEND) Verification Statement verifying applicants have completed an ACEND accredited didactic program.
- **Training** – Applicants must submit either an ACEND Verification Statement verifying applicant has completed a supervised practice program accredited by ACEND or the Program Director must complete and submit directly to the Board Form 2, Supervised Practice Program, Statement For Licensure Purposes Only, if the applicant has completed only supervised practice requirements, but has not yet been issued an ACEND Verification Statement due to pending completion of a master's degree.

VERIFICATION OF LICENSURE - Evidence of all current and previously issued licenses or certificates to practice dietetics must be verified. Applicant must contact the respective Licensing Board and request verification to be sent directly to the Oklahoma Medical Board.

EXTENDED BACKGROUND CHECK – Applicants for licensure are required to request an Extended Background Check from the Board's approved provider.

EVIDENCE OF STATUS - In order to verify citizenship or qualified alien status, applicants must submit the required supporting documentation with their application.

GENERAL APPLICATION PROCESS - The Advisory Committee on Dietetic Registration will review all applications by individuals for licensure and submit recommendations to the Board for action. Applications for licensure will be approved by the Board approximately two weeks after the Committee meeting.

TEMPORARY LETTER TO PRACTICE

A temporary letter authorizing practice may be issued prior to licensure provided all requirements for licensure have been met and verified. Practice during this period must be under the supervision and direction of a dietitian licensed in Oklahoma. Once it is determined that an applicant is eligible for a Temporary Letter to Practice, the applicant will be notified in the application portal to complete an online form detailing the supervision relationship. When this relationship is reviewed and approved, a Temporary Letter to Practice will be issued. The applicant CANNOT practice without a Temporary Letter to Practice.

Provisional Licensed Dietitians must be supervised by a licensed dietitian to practice in Oklahoma.

RENEWALS:

Licenses are renewed annually by application PRIOR to November 1st. Licenses are renewed annually for the period November 1 through October 31. **If you receive your license prior to November 1st, you must renew for the following year before November 1st.** Unrenewed licenses become inactive as of November 1 and if reactivated after November 1, a late payment fee is assessed in addition to the renewal fee.

PRACTICE MAY NOT BEGIN UNTIL A LETTER GRANTING PERMISSION TO PRACTICE IS ISSUED BY THE BOARD SECRETARY OR A FULL LICENSE IS GRANTED BY THE BOARD.