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

There is established a special volunteer license for eligible volunteers from a medically related field who are retired from active practice or actively licensed in another state and practicing in that state and wish to donate their expertise for the care and treatment of indigent and needy persons of this state. 59 O.S. § 493.5

Fee – There is no fee required for a special volunteer license.

An eligible volunteer shall meet the following requirements before obtaining a special volunteer license:

1. Graduation from medical school
    a. Applicant has ever held an Oklahoma license – Verification of medical school will be completed by Board staff
    b. Applicant has not ever held an Oklahoma license – **Applicant must request an official transcript with degree posted to be submitted directly from the institution to the Board.** If the school is unable to submit verification of education, the Board will accept as proof a notarized copy of the original diploma and a notarized copy of transcript with the degree posted by the applicant along with an explanation from the applicant explaining the process applicant took to request verification from the school.
2. Verification that the eligible volunteer has been previously issued a full and unrestricted license to practice in Oklahoma or in another state of the United States and written acknowledgement that applicant has never been the subject of any professional disciplinary action in any jurisdiction. To confirm all U.S. licenses, the Board staff will run a Federation report.
3. Practice under the special volunteer license must be exclusively and totally devoted to providing care to needy and indigent persons in Oklahoma or providing care under the Oklahoma Medical Reserve Corps.
4. The volunteer shall not receive or have the expectation to receive any payment or compensation, either direct or indirect, for any services rendered in this state under the special volunteer license. The only exception to the indirect compensation provision is for those out-of-state physicians that participate in the free care given by means of Telemedicine through the Shriners Hospitals for Children national network.

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

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.
    a. 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.**
    b. You are required to inform the Board if your response to any of the questions changes after you complete the application and submit it for processing.
2. A detailed chronological life history from graduation from medical school to the present to the present, including education, training, employment, military service, and non-work time must be provided.
3. List all jurisdictions, United States or foreign, in which applicant is licensed, previously licensed, or has applied for licensure to practice medicine and surgery or is authorized or has applied for authorization to practice medicine and surgery. Applicant must also list all jurisdictions, United States or foreign, in which applicant has been denied authorization to practice or have voluntarily surrendered a license or authorization to practice.

General Application Process

1. This office may contact other sources for verification of information contained in the application. The application will not be considered complete until all requested documentation has been received and processed.
2. Once complete, applications are circularized to Board members for consideration. The circularization takes approximately two weeks. If all Board members approve the application, a license may be issued. Should one or more Board members fail to approve on circularization, the application will be reviewed during the next regularly scheduled meeting of the Board. Applications are not denied on circularization. The applicant will be notified if the application has been held and given the opportunity to appear before the Board.
3. Even though an application is complete and all requirements are satisfied, there is no guarantee that the Board will grant licensure. The Board may discover information or find exceptions that prevent them from approving an application. In such

an event, the Board will clearly state the basis upon which such exceptions have been made. The Board may, at its discretion, require further proof of clinical competency.

4. In general, it will take two to three weeks after an application is complete for a license to be granted.
5. Should you have any questions, please contact the Licensing Department at (405) 962-1470.