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

Application eligibility:

- Bachelor's degree of higher from an accredited Music Therapy Program;
- Completed a minimum of one thousand two hundred (1,200) hours of clinical training, with at least fifteen percent (15%) or one hundred eighty (180) hours in preinternship experiences;
- Is in good standing based on a review of applicant's Music Therapy licensure history in other jurisdictions, including a review of any alleged misconduct or neglect in the practice of music therapy on the part of the applicant;
- Passed the examination for board certification offered by the Certification Board for Music Therapists (CBMT) or provides proof of being transitioned into board certification, and the applicant is currently a board-certified music therapist.

EDUCATION/TRAINING - The education and training required by the Oklahoma Medical Board is identical to that required and verified by CBMT prior to admission to the examination. Verification of CBMT certification is sufficient verification of education and training.

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 - $50	Biennial Renewal Fee - $50

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 Question 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.

Applications and fees must be received at least 30 days prior to a meeting of the Music Therapy Advisory Committee.

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

EVIDENCE OF STATUS - In order to verify citizenship or qualified alien status, applicants for licensure by endorsement or examination or for reinstatement of their license, must submit the required supporting documentation with their application.

VERIFICATION OF LICENSURE – Verification of all music therapist licenses or certificates ever held in the United States, Territory of the United States, and Canada 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.

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

GENERAL APPLICATION PROCESS – The Music Therapy Advisory Committee 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 – Once it is determined 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. Applicant may practice under the general supervision of a Music Therapist licensed in Oklahoma. Applicant must have a complete

application and submit a supervision relationship. The Temporary Letter is valid until the next meeting of the Board.

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.