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

Eligibility for licensure:

- Education – Successful completion of baccalaureate degree or higher from an accredited college or university with a major in therapeutic recreation or a major in recreation or leisure with an option and/or emphasis in therapeutic recreation.
- Field experience – Successful completion of a period of field experience under the supervision of a Certified Therapeutic Recreation Specialist (CTRS) or a licensed therapeutic specialist approved by the educational institution where the applicant has met the academic requirements.
- Examination – An applicant for licensure as a Therapeutic Recreation Specialist must pass the certification examination administered by the National Council for Therapeutic Recreation Specialists (NCTRC).

EDUCATION/FIELDWORK - The education and fieldwork required by the Oklahoma Medical Board is identical to that required and verified by NCTRC prior to admission to the examination. Verification of NCTRC 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.

Therapeutic Recreation Specialist	Initial Application Fee - $125	Biennial Renewal Fee - $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.

Applications and fees must be received at least 30 days prior to a meeting of the Therapeutic Recreation 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 Evidence of Status Form and the required supporting documentation with their application.

VERIFICATION OF LICENSURE – Verification of all therapeutic recreation specialist 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. The link to the approved provider can be found on the Forms tab of the Resources section.

GENERAL APPLICATION PROCESS – The Therapeutic Recreation 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. The applicant CANNOT practice without a Temporary Letter to Practice.

New Graduate – The Board may issue a temporary letter authorizing practice under the direct supervision of an Oklahoma licensed Therapeutic Recreation Specialist to a person who has applied for a license and who is eligible to take, and has not previously failed, the examination administered by NCTRC. Applicant must supervision relationship along with a copy of the ATT Letter (Approval to Test) from NCTRC.

Applicant with NCTRC Certification – The Board may issue a temporary letter to practice prior to licensure provided all requirements

for licensure have been met and verified. Applicant may practice under the general supervision of an Oklahoma licensed Therapeutic Recreation Specialist. Applicant must have a complete application and submit a supervision relationship. The Temporary Letter is valid until the next meeting of the Board.

RENEWALS – Licenses are renewed biennially by application PRIOR to November 30 for the subsequent 2-year cycle beginning December 1 and ending November 30. Licenses issued BEFORE December 1 must be renewed for the next occurring renewal period most immediately subsequent to the date of issue of the license. Unrenewed licenses become inactive as of December 1 and if reactivated after December 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.