

Oklahoma Board of Nursing
2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, OK 73105
(405) 962-1800
<http://www.oklahoma.gov/nursing>

**Instructions for
Initial RN or LPN *MULTISTATE* Licensure for
Individuals with an *Oklahoma License NOT In Active Status***

Application fee = \$150.00

Per 59 O.S. § 4100.8, there is NO fee required to submit this application if:

- *you are active duty military personnel or the spouse of an active duty military personnel who has received orders or notice for military transfer or honorable discharge to this state; and*
- *you have a valid license in another state at the same level of licensure in good standing with requirements reasonably equivalent to this state.*

Please see the “Military Personnel” section for more information.

Use this application if:

- **You wish to apply for a multistate license and your Oklahoma license is NOT in an active status (e.g., your current license status is lapsed, inactive, revoked, suspended, or voluntarily surrendered); and**
- **You have been previously licensed at the same level in Oklahoma; and**
- **You declare Oklahoma as your primary state of residence (see the section titled *Declaration of Primary State of Residence* in the application instructions for details).**

PLEASE READ THESE INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION.

Pursuant to 485:10-1-3 (b) (2): **REFUNDS WILL NOT BE PROCESSED
FOR SUBMISSION OF AN INCORRECT APPLICATION**

General Information

Effective **January 19, 2018**, Registered Nurses and Licensed Practical Nurses who hold an Oklahoma license in active status and meet certain requirements are eligible to apply for multistate licensure. Once the Board grants the multistate license, the nurse can then engage in nursing practice in any of the Nurse Licensure Compact states without having to obtain additional licenses. A list of states participating in the Nurse Licensure Compact is available at:
<https://nursecompact.com>

Forms referenced can be found on the Board’s website located at this link:
<http://www.oklahoma.gov/nursing/applications.html>

Do not submit this application unless your Oklahoma license is eligible to be issued as active and unencumbered, and you declare Oklahoma as your primary state of residence; otherwise, Board staff will not proceed with review of your application.

Not all nurses will be eligible for a multistate license. In order to be eligible, the nurse must submit an application, pay a fee, submit fingerprints for a federal criminal background check, and meet the requirements listed in the following section. To determine whether you meet the requirements for the multistate license, Board staff may request additional information. **Only submit an application if you meet all requirements listed as fees are non-refundable.**

Your application for a multistate license will be reviewed to determine if you meet the criteria for issuance of a multistate license. If you **do not meet** the criteria for a multistate license but you **do meet** the criteria for a single-state license, this application can be converted to an application for a single-state Oklahoma license, if you check the “YES” box in the application. Please note that if you do not meet the criteria for a multistate license and you check the “NO” box, indicating you do not want your application converted to a single-state Oklahoma license, **your application fee will not be refunded.**

Persons employed in nursing WITHOUT a valid Oklahoma nursing license are notified to cease employment in nursing immediately until a valid nursing license is issued. Continued employment in nursing WITHOUT a valid nursing license will be considered in violation of the provisions of the Oklahoma Nursing Practice Act. Orientation to an RN/LPN position is considered nursing practice and requires a current Oklahoma nursing license.

<p style="text-align: center;">REQUIREMENTS for INITIAL RN or LPN MULTISTATE LICENSE for INDIVIDUALS with an OKLAHOMA LICENSE NOT IN ACTIVE STATUS</p>

Requirements for multistate licensure: In order to be eligible for a multistate license, the RN or LPN applying for a multistate license with the Oklahoma license not in an active status must meet the following requirements:

1. Meets Oklahoma's qualifications for licensure or renewal of licensure, as well as all other applicable state laws;
2. Has graduated or is eligible to graduate from a licensing-board-approved RN or LPN/VN prelicensure education program:

OR

Has graduated from a foreign RN or LPN/VN pre-licensure education program that

- a. has been approved by the authorized accrediting body in the applicable country and
- b. has been verified by an independent credentials review agency to be comparable to a licensing-board-approved pre-licensure education program;

3. Has successfully passed an English proficiency examination that includes the components of reading, speaking, writing and listening, if a graduate of a foreign pre-licensure education program, not taught in English or if English is not the individual's native language;
4. Has successfully passed an NCLEX-RN[®] or NCLEX-PN[®] Examination or State Board Test Pool Examination, as applicable;
5. Is eligible for or holds an active, unencumbered license;
6. Has submitted, in connection with an application for initial licensure or licensure by endorsement, fingerprints or other biometric data for the purpose of obtaining criminal history record information from the Federal Bureau of Investigation and the Oklahoma State Bureau of Investigations;
7. Has not been convicted or found guilty, or has entered into an agreed disposition, of a felony offense under applicable state or federal criminal law;
8. Has not been convicted or found guilty, or has entered into an agreed disposition, of a misdemeanor offense related to the practice of nursing as determined on a case-by-case basis;
9. Is not currently enrolled in an alternative program;
10. Is subject to self-disclosure requirements regarding current participation in an alternative program;
11. Has a valid United States Social Security number; and
12. Declares Oklahoma as the primary state of residence.

When the Board office receives your application, the staff will review both your application and licensure records already on file to ensure that you meet all requirements for a multistate license. Please be aware that if the Board staff are not able to verify through your application and licensure records that you meet all requirements, they may request additional information from you.

Verification of citizenship status: State law requires the Board of Nursing to issue a license only to U.S. citizens, nationals and legal permanent resident aliens. Qualified alien applicants must present, *in person*, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.

Verification of continuing qualifications for practice:

1. **If your nursing license has not been in an active status for less than five (5) years**, you must demonstrate continued qualifications for practice through completion of one or more of the following requirements within the last **five (5)** years prior to receipt of the completed application in the Board office:
 - a) Upload verification of employment in a position that requires a nurse license at the appropriate level with verification of at least 520 work hours; or
 - b) Upload evidence of the completion of at least twenty-four (24) contact hours of continuing education applicable to nursing practice; or
 - c) Upload evidence of current certification in a nursing specialty area; or
 - d) Verify completion of a Board-approved refresher course; or
 - e) Verify completion of at least six (6) academic semester credit hours of nursing coursework at the licensee’s current level of licensure or higher.

2. **If your nursing license has not been in an active status for more than five (5) years**, you must demonstrate continued qualifications for practice through completion of one of the following requirements within the last **five (5)** years prior to receipt of the completed application in the Board office:
 - a) Cause submission of an official transcript or certificate of completion verifying completion of an Oklahoma Board of Nursing refresher course with content consistent with Board policy (see *Refresher Course Policy* on website: <http://www.oklahoma.gov/nursing/education.html>); or
 - b) Successfully pass the National Council Licensure Examination for Registered Nurses/Licensed Practical Nurses (according to the level of licensure); or
 - c) Cause submission of an official transcript verifying successful completion of at least six academic semester credit hours (or 105 contact hours for LPNs enrolled in practical nursing courses) of nursing courses which include classroom and clinical instruction at the appropriate educational level; or
 - d) Upload an *Employment Verification Form* signed by your employer showing evidence of licensure as a Registered Nurse / Licensed Practical Nurse in another state, territory or country with employment in a position that requires nursing licensure with verification of at least 520 work hours.

Review of criminal charges, disciplinary action, judicial declaration of incompetence, or participation in an alternative program: State law (59 O.S. § 567.5 B 2.) requires each applicant for licensure to have a fingerprint-based background check not more than ninety (90) days old prior to submission of the application for licensure. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records. Please read the *Privacy Act Statement and Applicant Notification* found in the Appendix to this set of instructions. Please see the “Instructions” section for further information on obtaining a fingerprint-based background check.

In addition to the background check, applicants for licensure are required to notify the Oklahoma Board of Nursing, in writing, specific information related to criminal charges and/or convictions, investigations, disciplinary actions, and/or judicial declaration of mental competence. A “report in writing” means that the applicant/licensee provided a description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report should be in the form of a statement in the provided space on the application. Certified court records or a board order, as applicable, must be uploaded during the application process. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

An applicant for a license to practice as a Registered Nurse or Licensed Practical Nurse must submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted of a felony crime that substantially relates to the occupation of nursing and poses a reasonable threat to public safety” [59 O.S. § § 567.5, 567.6].

Military Personnel:

Per 59 O.S. § 4100.8, if you are an active duty military personnel or the spouse of an active duty military personnel who has received orders or notice for military transfer or honorable discharge to this state, please upload a copy of the United States Uniformed Services Identification and Privilege Card and a copy of the military member’s Permanent Change of Station (PCS) orders. No application fee is required. Following confirmation that you hold a valid license in another state that is in good standing and reasonably equivalent to the requirements of this state, a temporary license will be granted within 30 days.

If you are relocating to this state pursuant to your spouse’s official military orders and you have not worked 520 or more hours in a licensed position in a state in which you were actively licensed within the past 5 years, state law [O.S. 59 § 567.11(8)] allows you to practice nursing **only in the state of Oklahoma** for one hundred twenty days (120) **after** submission of an application and fees for licensure to the Board, provided that you:

- have an active, unencumbered license from another state or territory;
- have no health-related license in a disciplinary status; and
- furnish to the employer satisfactory evidence of current, unencumbered licensure in another state or territory.

If this applies to you, please provide evidence of current unencumbered licensure in another state or territory and a copy of your spouse’s official military orders with your application.

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION

1. **Completion of application:** Please complete and submit the application online on the Board's website via your Nurse Portal link. You must complete all sections of the application **using your name as it appears on your license.**

If you have been licensed with this Board under a different name, you must complete a *Name Change Request* found in the [Other Applications link](#) on your Nurse Portal page, upload a certified copy of the legal document changing your name and submit the required fee in order to be licensed under your new name.

You must provide a Social Security number on the application. This information is mandatory, pursuant to 56 O.S. § 240.21A and 59 O.S §567.21.

2. **Fee:** You must pay the application fee online, using a VISA, MasterCard or electronic fund transfer when completing the application. *Fees submitted are not refundable.* If you meet either military personnel options listed in the **Military Personnel** section, a fee is not required.

3. **Citizenship:**

- a. **U.S. Citizens, U.S. Nationals, and Legal Permanent Resident Aliens:**

If your license changed to a non-active status on or before November 1, 2007, you must upload an *Evidence of Status Form Part A*. If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must also upload a photocopy of one of the documents listed under "Acceptable Documents to Establish Evidence of Citizenship" on the *Evidence of Status Form*.

If your license changed to a non-active status after November 1, 2007, you must upload the *Affidavit of Citizenship Status* unless you have previously submitted one.

- b. **Qualified aliens:** According to State law, **if you are a qualified alien, you must bring in person** the *Evidence of Status Form* to the Board office along with the original documents that support your qualified alien status, as shown on the *Evidence of Status Part B Form*. At the Board office, a staff member will copy your qualified alien status documentation and will notarize the *Evidence of Status Form*.

4. **Background Check:** Each applicant must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The Oklahoma Board of Nursing is not authorized to receive criminal history record information prior to receiving an application; therefore, you will receive information on obtaining a fingerprint-based background check in the Message Center of your Nurse Portal account after your application has been successfully submitted. In the event that you submit an incorrect application and fingerprints are collected and submitted following the submission of the incorrect application, note that the criminal history records search must be conducted through the Board's vendor, IDEMIA no more than (90) days prior to receipt of the application in the Board office. The results of the search are provided directly to the

Board office by the OSBI usually within one to two weeks. Please read the *Privacy Act Statement and Applicant Notification* found in the Appendix to this set of instructions. Procedures for changing, correcting or updating OSBI and/or FBI results are set forth in Title 28, C.F.R., §16.34 and will be furnished as needed.

5. ***Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence:*** If you answer “yes” to the criminal charge, discipline, or competency questions on the application, you must **write a statement in the available space on the application form, describing the date, location and circumstances of the incident, and the resulting action taken by the court or disciplinary board.** If you have more than one incident you are reporting, you must speak to every case/charge that has been filed. In addition, you will be required to upload certified copies of identified documents.

(A) Have you ever had disciplinary action taken against a nursing license, recognition, certificate, or privilege to practice; any professional or occupational license, recognition, or certificate; and/or any application for a nursing or professional or occupational license, recognition, or certificate in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?”

- a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
- b. If you are reporting more than one incident, you must describe every case that has been filed.
- c. You will need to upload certified copies of the charges/complaints, findings of fact, and orders from the licensing agency.

(B) Is there currently any investigation of your nursing license, recognition, certificate, or privilege to practice; and/or any professional or occupational license, recognition, or certificate; and/or any application for a nursing and/or professional or occupational license, recognition, or certificate in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?

- a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
- b. If you are reporting more than one incident, you must describe every case that has been filed.

(C) Have you been charged and/or convicted in any criminal offense not previously reported in writing to the Oklahoma Board of Nursing, including those pending appeal? (You may exclude minor traffic violations, but must report all DUI/DWI charges and/or DUI/DWI convictions)

Check all that apply:

- been convicted of a misdemeanor?
- been convicted of a felony?
- pled nolo contendere, no contest, or guilty?
- received deferred adjudication, to include but not limited to deferred prosecution agreement?

-] been placed on community supervision or court-ordered probation, whether or not adjudicated guilt?
-] been sentenced to serve jail or prison time? Court-ordered confinement?
-] been granted pre-trial diversion, to include but not limited to Drug Court?
-] have any pending criminal charges?
-] have any pending violation of the law?
-] been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?
-] No, none of the above applies.

NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

(D) If you checked any of the above (except “No, none of the above applies”):

- a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the court.
- b. If you are reporting more than one incident, you must describe every case that has been filed.
- c. You will need to upload certified copies of Court Records to include the Information Sheet, Incident Report, Complaint, and/or Charges; Affidavit of Probable Cause; Judgment and Sentence; and verification of completion of the Judgment and Sentence. The Court Records must be obtained from the Court(s) in which the offense(s) occurred.

(E) Have you ever been judicially declared incompetent in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?

- a. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the court or agency. If you are reporting more than one incident, you must describe every case that has been filed.
- b. You will need to upload a certified copy of the Court Order.

6. ***Verification of continuing qualifications for practice:***

- a. **If your license has been in a non-active status for less than five (5) years, you must establish continuing qualifications for practice to be eligible for issuance of a multistate license with an existing Oklahoma license not in active status. You may establish continuing qualifications for practice through one of the following:**

- i. If you have worked at the applicable level of licensure in another state, territory, or country for a minimum of 520 hours in the last five years, please request that your employer complete an *Employment Verification Form* that you will upload at the time of application submission. Each employer that is providing verification must complete a separate *Form*. **Please note that this *Form* must be completed and signed by an administrator/supervisor at the place of employment, or by an authorized individual in the Human Resources Department**
 - ii. Upload evidence of completion of at least twenty-four (24) contact hours of continuing education applicable to nursing practice
 - iii. Upload evidence of current certification in a nursing specialty area
 - iv. Cause submission of an official transcript or certificate of completion for an Oklahoma Board of Nursing approved refresher course. A list of Board-approved refresher courses is available on the Board's website: <http://www.oklahoma.gov/nursing/education-program-types.html>.
 - v. Cause submission of an official transcript documenting at least six (6) academic semester credit hours of nursing coursework earned in a board-approved nursing education program
- b. **If your license has been in a non-active status for more than five (5) years**, you must establish continuing qualifications for practice to be eligible for issuance of a multistate license with an existing Oklahoma license not in active status. You may establish continuing qualifications for practice through one of the following:
- i. If you have worked at the applicable level of licensure in another state, territory, or country for a minimum of 520 hours in the last five years, please request that your employer complete an *Employment Verification Form* that you will upload at the time of application submission. Each employer that is providing verification must complete a separate *Form*. **Please note that this *Form* must be completed and signed by an administrator/supervisor at the place of employment, or by an authorized individual in the Human Resources Department.**
 - ii. If you have not practiced in a position requiring a nursing license for the minimum number of hours in the last five years prior to submitting an application, you must cause submission of an official transcript or certificate of completion for an Oklahoma Board of Nursing approved refresher course or an official transcript documenting hours earned in a board-approved nursing education program. A list of Board-approved refresher courses is available on the Board's website: <http://www.oklahoma.gov/nursing/education-program-types.html>
 - iii. If you have not worked, completed a board-approved refresher course, or completed the required hours in a nursing education program, please note on the application that you wish to re-take the NCLEX examination to establish continuing qualifications for practice.

7. **Employment in a nursing position:** If you answer “yes” to questions regarding employment in a position requiring an Oklahoma nursing license, please request that your employer an *Employment Verification Form* that you will upload at the time of application submission. Each employer that is providing verification must complete a separate Form. **Please note that this Form must be completed and signed by an administrator/supervisor at the place of employment, or by an authorized individual in the Human Resources Department.** It is essential that the date you indicated that you last worked in a position requiring a nursing license matches the *Employment Verification Form*. Please check with your employer if you are unsure of the date you last worked in a position requiring an Oklahoma nursing license.
8. **Declaration of primary state of residence:** In order to be eligible to obtain a multistate license from the State of Oklahoma, you must declare Oklahoma as your primary state of residence. If you do not have a current Oklahoma mailing address, you must provide a legible, color copy of one of the following documents:
- a. Driver’s license with a home address;
 - b. Voter registration card displaying a home address;
 - c. Federal income tax return declaring the primary state of residence;
 - d. Military Form No. 2058 (state of legal residence certificate); and/or
 - e. W2 from US Government or any bureau, division or agency thereof indicating the state of residence.

If you do not have one of these documents, please contact the Board office for further direction regarding the processing of your application.

OTHER INFORMATION

You are required to notify the Board in writing of any address changes occurring during the application process. This notification must be submitted via your Nurse Portal account.

Your application to the Board is valid for six (6) months after receipt. After that time, a new application and fee must be submitted. Registered Nurse licenses expire the last day of the licensee’s birth month in even-numbered years, and Licensed Practical Nurse licenses expire the last day of the licensee’s birth month in odd-numbered years following the date of issuance. The application fee includes the processing of your application and licensure through the current renewal period.

You may view average processing times of a completed application on our website at: <http://www.oklahoma.gov/nursing/agency-data-and-reports.html>. All applications are reviewed in the order they are received. To check on the status of your application, visit the Nurse Portal. If further review is required, the processing time may be lengthened. Every effort is made to process applications expeditiously.

Fees are not pro-rated and are non-refundable.

In accordance with Oklahoma law (59 O.S. §567.7 (E)), the Executive Director shall suspend the license or certificate of a person who submits a check, money draft, or similar instrument for payment of a fee which is not honored by the financial institution named. The suspension becomes effective ten (10) days following delivery by certified mail of written notice of the dishonor and the impending suspension to the person's address on file. Upon notification of suspension, the person may reinstate the authorization to practice upon payment of the fees and any and all costs associated with notice and collection. The suspension shall be exempt from the Administrative Procedures Act.

COMMON MISTAKES THAT DELAY APPLICATION PROCESSING
--

- **Failing to upload an *Evidence of Status Form/Affidavit of Citizenship Status* and supporting documentation if needed**
- **Failing to request that the employer complete an *Employment Verification Form* for you to upload with your application submission**
- **Last date worked on the application does not match last date worked on the *Employment Verification Form***
- **Failing to write in the space available for each question a complete description and documentation regarding history of criminal charges, disciplinary action, judicial declaration of incompetence, or alternative program**

Appendix

Privacy Act Statement and Applicant Notification

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Record Challenge: Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit www.FBI.gov.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.