



Performance Audit
Oklahoma Board of
Nursing

July 1, 2005 through December 31, 2006



Office of the Oklahoma State Auditor and Inspector
Jeff A. McMahan, CFE

**OKLAHOMA BOARD
OF NURSING**

PERFORMANCE AUDIT

JULY 1, 2005 THROUGH DECEMBER 31, 2006



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

Jeff A. McMahan
State Auditor and Inspector

August 20, 2007

**TO THE EXECUTIVE DIRECTOR
OF THE OKLAHOMA BOARD OF NURSING**

Transmitted herewith is the performance audit over the Oklahoma Board of Nursing. The procedures we performed were at your request pursuant with 74 O.S., § 213.2.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during the course of the engagement.

The Office of the State Auditor and Inspector is committed to serving the public interest by providing independent oversight and issuing reports that serve as a management tool to the state to ensure a government which is accountable to the people of the State of Oklahoma.

Sincerely,

A handwritten signature in blue ink that reads "Jeff A. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

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OKLAHOMA BOARD OF NURSING

PERFORMANCE AUDIT SUMMARY

JEFF A. McMAHAN, CFE

**OFFICE OF THE STATE
AUDITOR & INSPECTOR**

Why the audit was performed

This performance audit was conducted at the request of the Board of Nursing's executive director in accordance with 74 O.S., § 213.2.

The objectives of the audit were to:

- 1) Determine if licenses by endorsement issued during the period July 1, 2005 through December 31, 2006 were processed in accordance with Oklahoma Administrative Code 485: 10-7-2 and 485: 10-9-2;
- 2) For applications for licensure by endorsement received during the period July 1, 2006 through December 31, 2006, determine the average number of days between an application's receiving date and completion date. Additionally, identify areas which may improve the timeliness of this process;
- 3) For applications for licensure by endorsement received and deemed complete during the period July 1, 2006 through December 31, 2006, determine the average number of days between the completion date and the license issuance date. Additionally, identify areas which may improve the timeliness of this process.

- If a registered nurse (RN) or licensed practical nurse (LPN) does not hold a license to practice in Oklahoma but holds a license to practice in another state or country, and intends to work in Oklahoma, they must apply for licensure by endorsement through the Board. If the applicant was educated in a nursing education program within the United States, they are considered an "interstate" applicant while if educated in a nursing education program outside the United States, they are considered a "foreign educated" applicant. Both types of applicants must meet certain requirements before they are issued a license to practice. Procedures performed indicate licenses issued by endorsement during the audit period were processed in accordance with Oklahoma Administrative Code 485: 10-7-2 and 485: 10-9-2. – page 7

- At times, applicants may experience a delay in the processing of their application for a license if they have not followed the instructions outlined by the Board. Procedures performed indicate two required items cause a majority of the delays: employment verification forms and background checks. – page 8

Although Board management and staff did an admirable job of providing all of the required information to the applicants via their application packet, recommendations for modification to the application packet were made which include adding more space between text, placing key items in shaded text boxes, and adding a "common mistakes that will delay the processing of your application" section. – page 8.

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BACKGROUND

The Oklahoma Nursing Practice Act was enacted by the Legislature in 1909 to safeguard the public health and welfare by requiring persons in professional or practical nursing to be licensed. The Oklahoma Board of Nursing (Board) is responsible for regulating the practice of nursing and establishing minimum standards for education programs. The Board of Directors consists of 11 members appointed by the Governor:

Name	Position	Term Expires
Jackye L. Ward, RN,MS, CNAA-BC	President	2008
Louise Talley, RN, Ph.D.	Vice-President	2009
Janice O' Fields, LPN	Secretary – Treasurer	2008
Teresa Frazier, RN,MS	Member	2007
Melinda Laird, RN, MS	Member	2010
Elizabeth Schultz, RN, CRNA	Member	2011
Nettie Seale, RN, M.Ed.	Member	2011
Linda Coyer, LPN	Member	2007
Linda Martin, LPN	Member	2011
Roy Watson, Ph.D.	Public Member	2007
Lee Kirk, M.Ed.	Public Member	2007

If a registered nurse (RN) or licensed practical nurse (LPN) does not hold a license to practice in Oklahoma but holds a license to practice in another state or country, and intends to work in Oklahoma, they must apply for licensure by endorsement through the Board. If the applicant was educated in a nursing education program within the United States, they are considered an “interstate” applicant and must meet the following requirements:

RN

- Graduate from a state board-approved program of registered nursing;
- Pass the licensure examination;
- Hold a license in another state;
- Submit evidence of continuing qualification for practice in one of the following: completion of a Board-approved refresher course, passing the licensure examination, successful completion of at least seven academic credit hours of nursing courses, or evidence of working at least 520 hours during the past two years in a position requiring nursing licensure.

LPN

- Graduate from high school (diploma, GED, or adult high school diploma);
- Graduate from a state board-approved program of practical nursing or equivalent;
- Pass the licensure examination;
- Hold a license in another state;
- Submit evidence of continuing qualification for practice in one of the following: completion of a Board-approved refresher course, passing the licensure examination, successful completion of at least seven academic credit hours of practical or registered nursing courses, 105 contact hours of nursing courses in a state-approved practical or registered nursing education program, or evidence of working at least 520 hours during the past two years in a position requiring practical nursing licensure.

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If the applicant was educated in a nursing education program outside the United States, they are considered a “foreign educated” applicant and must meet the following requirements:

RN and LPN

- Hold a license in the country in which they graduated from the nursing education program;
- Submit a translated transcript, with certified proof of translation, from the original country of licensure or certified copy of an original transcript submitted directly from the Commission on Graduates of Foreign Nursing Schools (CGFNS);
- Submit an evaluation of educational requirements completed by the CGFNS;
- Submit a verification of English language competency;
- Pass the licensure examination.

SCOPE

This audit was conducted pursuant to 74 O.S., § 213.2 and was performed in accordance with *Government Auditing Standards*. The audit period is July 1, 2005 through December 31, 2006.

OBJECTIVES

The objectives of the audit were:

- 1) Determine if licenses by endorsement issued during the period July 1, 2005 through December 31, 2006 were processed in accordance with Oklahoma Administrative Code 485: 10-7-2 and 485: 10-9-2;
- 2) For applications for licensure by endorsement received during the period July 1, 2006 through December 31, 2006, determine the average number of days between an application’s receiving date and completion date. Additionally, identify areas which may improve the timeliness of this process;
- 3) For applications for licensure by endorsement received and deemed complete during the period July 1, 2006 through December 31, 2006, determine the average number of days between the completion date and the license issuance date. Additionally, identify areas which may improve the timeliness of this process.

1. Determine if licenses by endorsement issued during the period July 1, 2005 through December 31, 2006 were processed in accordance with Oklahoma Administrative Code 485: 10-7-2 and 485: 10-9-2.

CONCLUSION Based on the procedures performed, it appears licenses issued by endorsement during the audit period were processed in accordance with Oklahoma Administrative Code 485: 10-7-2 and 485: 10-9-2.

METHODOLOGY The following procedures were performed:

- We reviewed the Oklahoma Nursing Practice Act, 59 O.S. § 567.1 through 567.17;
- We reviewed the Oklahoma Administrative Code (OAC) 485: 10-7-2 and 485: 10-9-2;
- We interviewed management and staff regarding the procedures they utilize in processing applications for licensure by endorsement;
- We requested a listing of applications for licensure by endorsement received on or after July 1, 2005 through December 31, 2006.
- We tested a selection of applications for licensure by endorsement for compliance with OAC 485: 10-7-2 and 485: 10-9-2.

OBSERVATIONS We requested a listing of applications for licensure by endorsement received on or after July 1, 2005 through December 31, 2006. We eliminated any applications for which the license date was after December 31, 2006. Table 1 below represents the breakdown by fiscal year and type of endorsement license:

Table 1 – Summary of Licensure by Endorsement Population				
Period	Type	Sub-Type	Sub-Type Count	Total Count
July '05- June '06	RN	Interstate	1,283	1,289
		Foreign	6	
July '05- June '06	LPN	Interstate	179	179
		Foreign	0	
July '06 – Dec. '06	RN	Interstate	725	738
		Foreign	13	
July '06 – Dec. '06	LPN	Interstate	106	106
		Foreign	0	
Total				2,312

SOURCE: Board of Nursing and auditor analysis

Using data analysis software, we selected 100 applicants for which to test compliance with OAC 485: 10-7-2 and 485: 10-9-2. These requirements can be reviewed in *Appendix A* of this report. There were no exceptions noted regarding compliance. However, we did note the following:

- Eight applicants in our population file did not have the received date, completed date, processed date, and licensed date identified as requested. Management indicated this was an oversight of the agency during the data input stage. These eight applicants were tested in addition to the sample of 100 applicants discussed above;
- 256 applicants were not included in the original population file provided to us. Management identified this error which was a result of a coding issue when the population file was created. We judgmentally selected 15 applicants from this group to test in addition to the 108 applicants discussed above;

- Five additional applicants were not included in the original population provided to us. Management identified this error which was a result of the applicants being foreign educated and not holding a license in another state. Therefore, they took the National Council Licensure Examination (NCLEX) exam and were coded “licensed by exam” rather than “licensed by endorsement”. All five of these applicants were tested in addition to the 123 applicants discussed above.

There is not a process by which we were able to determine the completeness of this population. We initially attempted to compare the number of applicants to the amount of revenue received for licenses by endorsement. However, management does not monitor revenue or expenditures to this level of detail.

RECOMMENDATION We recommend management and staff exercise diligence in data entry into their database to ensure accurate and reliable data is maintained.

VIEWS OF RESPONSIBLE OFFICIALS

The Board staff members agree with the need for accurate and reliable data. In February, 2006, the Board transitioned to a new database which provided new opportunities to enter and track data related to application processing. Definitions for received, complete, and processed dates were clarified, and the Board staff was oriented to new data entry procedures. Beginning in July, 2006, Board staff implemented new data entry procedures for received, complete, and processed dates. Currently, entry of these dates is audited on a quarterly basis with the audit of average time for processing of applications. If the dates are not entered, the staff members pull the application, check the dates, and enter them correctly. This will ensure that dates are entered as required.

II. For applications for licensure by endorsement received during the period July 1, 2006 through December 31, 2006, determine the average number of days between an application’s receiving date and completion date. Additionally, identify areas which may improve the timeliness of this process.

CONCLUSION Based on the procedures performed, the average number of days between the receiving date¹ of an application and the application’s completion date² is 36.5 days. Our analysis indicated two factors may play a significant role in delays over 90 days: OSBI background checks and the employment verification form. Modifications to the application packet may further alert applicants to important requirements of the endorsement application process.

METHODOLOGY The following procedures were performed:

- We extracted all applicants whose application was received July 1, 2006 through December 31, 2006 from our main population identified under Objective 1;
- We calculated the number of days between the applicants’ received date and completion date and determined the average.
- We selected a sample of applicants for which the number of days between the received date and completion date was 91 or greater to determine if any trends existed which may explain the delays.

¹ The date the application is received with the correct fee in the Board office.
² The date the applicant submits the final piece of documentation required for the application. Required documents are identified in the application instructions and applicants are notified via letter of items missing from their application.

OBSERVATIONS

From the population identified under Objective 1 earlier in this report, we extracted all applicants whose application was received July 1, 2006 through December 31, 2006. This population consisted of 720 applicants. We did not distinguish between RN and LPN because the licensing requirements for both are so similar; therefore, it would not appear to have an impact on delays in processing. Also, we did not distinguish between interstate and foreign because of the low number of foreign applicants (20) in this population.

We determined the average number of days between the applicants' receiving date and completion date as 36.5. From conversation with management, review of the OAC requirements, review of multiple application files and professional judgment, we determined we would select a sample of applicants for which the number of days between the received and completion date was 91 or more. There were 89 files out of 720 which fit this criterion. See Table 2 below:

Table 2 – Stratification of Days Between “Received” and “Complete” Which Was 91 or More	
Range of Days	Count
91-120	48
121-149	20
150-178	10
179-207	7
208-236	3
237-265	1
Total	89

SOURCE: Auditor analysis

We judgmentally selected 30 of the 89 to review in detail. We reviewed 15 from the 91-120 range, 10 from the 121-149 range, and five from the 150-265 range. Our review identified two major causes for delay which are noted below:

- Twenty-two of the applicants' delays were a result of not submitting the Oklahoma State Bureau of Investigation (OSBI) background check to the Nursing Board in a timely manner. In these instances, the application was submitted to the Board with the background check submitted at a later date.
- Twenty-five applicants' delays were a result of incorrect completion or filing of their verification of continuing qualifications. These delays were caused by failure to have an *Employment Verification Form* submitted by their employer or by completion and submission of the form by the applicant rather than the employer.

Although not as prevalent, the following items or combination of items were also noted as reasons for delay:

- Three of the applicants had some type of disciplinary action filed against them and had not provided the certified copies of the charges/complaints, findings of facts or orders from other state boards;
- Three of the applicants had a history of a previous arrest and had not provided certified copies of charges, judgment or sentencing certification from the Court Clerk in the county in which charges occurred, or a written description of the circumstances of the arrest;
- One applicant did not submit a notarized copy of current license for a temporary license and/or \$10 fee for the temporary license;

- 15 applicants did not provide a verification of license that had been mailed directly from the original state of licensure;
- Four of the applicants did not provide a photo in accordance with rules specified on the application;
- One applicant did not have the application notarized by a notary public and did not sign the application with their full name;
- Six applicants' applications were not filled out completely and had questions which were left unanswered;
- Five of the applicants did not send an official transcript sent directly from the Nursing Education Program they graduated from;
- One application was returned because it was illegible.
- One foreign applicant didn't provide the required paperwork from the Commission on Graduates from Foreign Nursing Schools (CGFNS), which gives a course by course report comparison as well as an official transcript. Also, the same foreign applicant failed to provide a CGFNS certificate, transcript, and proof of licensure in country of graduation with an official verification received directly from CGFNS;

Board staff notifies applicants by letter of any missing or incorrect items. However, management indicated they still receive complaints from applicants as to why their endorsement license is taking so long to process. As noted by the two major causes identified above, the OSBI background check (73%) and the employment verification form (83%) are the dominant reasons for the delay.

Background Checks

An OSBI background check costs the applicant \$15 and they are required to request and receive it directly from the OSBI. They are also responsible for submitting the original background check to the Board. Our analysis indicated the delay did not appear to be due to the OSBI or the Board staff taking an extraordinary amount of time in the handling of their respective duties. However, for many applicants, the delay did appear to be related to their apparent procrastination in sending the completed background check to the Board. For example, one application was received November 15, 2006 and the background check was performed on January 9, 2007, yet the background check was not provided to the Board until March 1, 2007.

We considered two options on how this process could proceed more efficiently. They were:

- The Board could request and directly receive the background check on the applicant's behalf. However, management felt this was not a viable option because of the additional burden it would place on their accounting functions. Additionally, OSBI staff felt this would likely not reduce the process time on their part.
- The Board could request and directly receive a federal background check on the applicant's behalf. An OSBI check only identifies convictions in Oklahoma. This appears to create a large area of risk especially related to endorsement licenses. In information taken from the National Council of State Boards of Nursing, it appears statutory authority is required for a Board of Nursing to request a Federal Bureau of Investigation (FBI) background check. In conversations with management and review of the Board's fiscal year 2008 through fiscal year 2012 strategic plan, it appears they are planning to transition to these types of checks in fiscal year 2009 or fiscal year 2010.

RECOMMENDATION We commend management for planning to begin the transition to federal background checks as 18 states in the country do not currently require even a state background check.³ However, in an effort to protect the public, we recommend management initiate the appropriate steps to begin this process as quickly as possible. Once established, this should also include completing federal background checks on previously licensed nurses during the renewal process. Since there are approximately 55,000 license holders, we realize it is not administratively feasible to review the federal background checks at one time. Therefore, the Board should consider requiring the checks on a certain percentage of license holders each renewal period.

VIEWS OF RESPONSIBLE OFFICIALS The Board's FY 2008-2012 Strategic Plan includes the completion of an analysis during FY 2009 regarding the cost and workload requirements for implementing federal criminal background checks. Prior to moving to federal background checks, the Oklahoma Nursing Practice Act must be amended to include this requirement. The Strategic Plan includes submitting legislation during FY 2010 once the cost and workload requirements are known.

OBSERVATIONS Employment Verification Form

To meet a portion of their endorsement requirements, OAC 485:10-7-2 (a)(4)(D) and OAC 485:10-9-2 (a)(3)(D) allow applicants to submit evidence of working 520 hours within the last two years in a position requiring licensure. This must be verified by the applicant's previous employer(s) through the employment verification form. The form must be completed by the previous employer and mailed directly to the Board. Our analysis indicated many applicants thought they could complete this form even though it is stated multiple times throughout the information packet that this form must be completed by their previous employer. The information packet even suggests sending a self-addressed stamped envelope with the form to expedite the process.

RECOMMENDATION While the two items causing the majority of delays are out of the Board's control, revisions to the application packet provided to potential applicants may help decrease the number of delays. We recommend management consider the following:

- Include more "white space" in the application packet information. There is a tremendous amount of text with little or no space separating it. This may be accomplished through the use of bulleted items.
- Add key items in shaded text boxes such as:

CRIMINAL HISTORY SEARCH

- Incorporate more check boxes in the application to break up the amount of lines. For example: Yes No
- Include the application checklist in the actual application just before the affidavit section rather than at the end of the instructions.
- Add a "COMMON MISTAKES THAT WILL DELAY THE PROCESSING OF YOUR APPLICATION" section to the checklist. Two definite items that could be placed in this section would be the background check and the employment verification form.

³ Statistic taken from information on the National Council of State Boards of Nursing website www.ncnbn.org which was provided by the Executive Director for the Board of Nursing.

It should be noted the Board management and staff did an admirable job of providing all of the required information to the applicants via their application packet as well providing special emphasis on certain portions through bold, italicized, and/or underlined text. All of the requirements are clearly stated; however, since they continue to receive complaints regarding the length of time it is taking to process the application and applicants are not complying with requirements stated in the packet, the Board may wish to consider presenting the information in a different manner. However, regardless of how the information is presented, if applicants do not read the application instructions delays in processing will likely continue.

VIEWS OF RESPONSIBLE OFFICIALS

The Board plans to incorporate the recommended revisions into its current work on revisions to the application, which are expected to be complete within the next month. In addition, the Board notes that it is moving to an application format that can be completed online, with designated fields required. This application format will reduce the number of incomplete applications received, as well as improving the legibility of the applications.

III. For applications for licensure by endorsement received and deemed complete during the period July 1, 2006 through December 31, 2006, determine the average number of days between the completion date and the license issuance date. Additionally, identify areas which may improve the timeliness of this process.

CONCLUSION

Based on the procedures performed, the average number of days between an application's completion date and license issuance⁴ date is 6.7 days. We did not identify any areas which may improve the timeliness of this process.

METHODOLOGY

The following procedures were performed:

- We extracted all applicants whose application was received and deemed complete during the period July 1, 2006 through December 31, 2006 from our main population identified under Objective 1;
- We calculated the number of days between the applicants' completion date and license issuance date and determined the average.
- We reviewed all applicants for which the number of days between the completion date and license issuance date was 15 days or greater to determine if any trends exist which may explain the reason for the delay.

OBSERVATIONS

From the population identified under Objective 1 earlier in this report, we extracted all applicants whose application was received and deemed complete during July 1, 2006 through December 31, 2006. This population consisted of 588 applicants. We did not distinguish between RN and LPN because the licensing requirements for both are so similar; therefore, it would not appear to have an impact on delays in processing. Also, we did not distinguish between interstate and foreign because of the low number of foreign applicants (13) in this population.

⁴ The date a completed application is processed and a license issued.

We determined the average number of days between the applicants' completion date and license issuance date was 6.7 days. From conversation with management, they set 14 days as their internal benchmark based on the national average of 18 days. Only 17 applications exceeded 14 days. We analyzed all 17 and noted the following:

- One applicant had a history of a previous arrest and the application was sent to the investigative division for review.
- One applicant's original license from another state was sent to a supervisor for review. The reason for this review was not apparent.
- Two of the applications needed supervisor review of continuing education hours.
- One application needed a supervisor's approval of employment and state verification.
- Two applications were foreign educated and were required to have a supervisor's approval.
- 12 applications did not contain any documented reason for the delay.

As indicated above, there were no trends identified. This is not unexpected since all aspects of the application process should have been complete at this point and there would not appear to have been a reason to document a delay in issuing the license. As evidenced, the average is well below the Board's internal benchmark.

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APPENDIX A – OKLAHOMA ADMINISTRATIVE CODE 485: 10-7-2 AND 10-9-2

OAC 485:10-7-2. Licensure by endorsement

(a) Qualifications.

- (1) An applicant for licensure by endorsement as a Registered Nurse must meet the requirements of the Oklahoma Nursing Practice Act. An evaluation of educational requirements may be completed to ensure the applicant meets educational standards.
- (2) An applicant licensed in another state since January 1, 1952 must have written the licensing examination adopted by the Board with a passing score as established by the Board. A license to practice nursing in Oklahoma will not be issued until this requirement is met.
- (3) An applicant must submit evidence of either:
 - (A) successful completion of the National Council Licensure Examination for Registered Nurses since July 1, 1982; or
 - (B) passing the State Board Test Pool Examination for Registered Nurse licensure prior to July 1, 1982.
- (4) In addition to meeting other requirements for endorsement established by the Board in these rules, effective January 1, 2005, each applicant for endorsement must demonstrate evidence of continued qualifications for practice through completion of one or more of the following requirements within the last two (2) years prior to receipt of the application in the Board office:
 - (A) Submission of an official transcript or certificate of completion verifying completion of a nurse refresher course with content consistent with Board policy;
 - (B) Successfully pass the National Council Licensure Examination for Registered Nurses;
 - (C) Submission of an official transcript verifying successful completion of at least seven (7) academic semester credit hours of nursing courses which include classroom and clinical instruction; and/or
 - (D) Present evidence of licensure as a registered nurse in another state with employment in a position that requires nursing licensure with verification of at least 520 work hours during the past two (2) years.
- (5) Applicants for endorsement who took the National Council Licensure Examination for Registered Nurses for initial licensure within the last two years must:
 - (A) Provide evidence of completion of the nursing education program within two years of initial application for licensure by examination; or
 - (B) Have at least six months work experience in the state of original licensure.

(b) Applications.

- (1) Applications must be completed, notarized and accompanied by a photograph signed by the applicant and filed with the Board.
- (2) Endorsement may be accepted from the original state of licensure by examination.
- (3) If the applicant has written the licensing examination adopted by the Board in a state other than the state of original licensure, an endorsement will be requested from that state, also.
- (4) If the application is not completed within one (1) year after receipt of fee, the application must be refiled.

(c) Fee for licensure by endorsement.

- (1) The fee shall accompany the application.
- (2) The fee is not refundable.
- (3) If the application is not completed within one (1) year, a new application and new fee will be required for licensure.

(d) Qualifications for applicants educated in foreign countries. An applicant educated in a foreign country must meet the current educational requirements for licensure in Oklahoma.

- (1) The applicant must present evidence of:
 - (A) graduation from a government-approved school of nursing;
 - (B) completion of formal courses including theory and clinical experience in nursing care of the adult, nursing care of children, maternal-infant nursing, psychiatric-mental health nursing as evidenced by:
 - (i) a translated transcript with certified proof of translation from original country of licensure, or
 - (ii) a certified copy of original transcript obtained directly from the Commission of Graduates of Foreign Nursing Schools (CGFNS)
 - (C) licensure in country of graduation as evidenced by official verification received directly from:
 - (i) the Commission of Graduates of Foreign Nursing Schools, or

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APPENDIX A – OKLAHOMA ADMINISTRATIVE CODE 485: 10-7-2 AND 10-9-2

- (ii) verification received directly from the licensing body of applicant's initial licensure from a US Territory;
- (D) competence in oral and written English as evidenced by successful completion of:
 - (i) Test of English as a Foreign Language (TOEFL) and Test of Spoken English (TSE) and Test of Written English (TWE) of the Educational Testing Service, or
 - (ii) Test of English for International Communication (TOEIC) and Test of Spoken English and Test of Written English of the Educational Testing Service, or
 - (iii) International English Language Testing System (IELTS).
- (E) An evaluation of educational credentials as evidenced by:
 - (i) CGFNS Certificate Status or
 - (ii) CGFNS Healthcare Profession and Science Course-by-Course Report;
 - (iii) Reports received from CGFNS must have been completed within the five (5) years immediately preceding the date of application for licensure by endorsement. The five-year requirement is waived if the applicant holds a license in another state.
- (F) Evidence of either:
 - (i) successful completion of the National Council Licensure Examination for Registered Nurses since July 1, 1982; or
 - (ii) passing the State Board Test Pool Examination for Registered Nurse licensure prior to July 1, 1981;
- (2) The requirements for competence in spoken and written English are waived for applicants who are:
 - (A) Graduates of nursing education programs taught in English in Australia, Canada (except Quebec), Ireland New Zealand, the United Kingdom, Trinidad, Tobago, and the United States.
 - (B) Licensed in another US State or Territory, have successfully completed the licensure examination approved by the Board and have at least one year full-time equivalent work experience in a clinical setting as a registered nurse in the state of licensure.
- (3) Applicants must submit a completed application and the required fee.
- (e) **Temporary license.**
 - (1) A temporary license may be issued to the applicant on proof of
 - (A) Current licensure in another state;
 - (B) Evidence of having written the licensure examination;
 - (C) Evidence of meeting educational qualifications through completion of a state board-approved nursing education program, or an evaluation of educational credentials and licensure in country of origin for the foreign-educated nurse as evidenced by:
 - (i) Commission on Graduates of Foreign Nursing Schools (CGFNS) Healthcare Profession and Science Course-by-Course Report with verification of equivalent educational credentials and unrestricted licensure in country of origin, or
 - (ii) Commission on Graduates of Foreign Nursing Schools (CGFNS) Certificate status; and
 - (D) Payment of the fee for licensure by endorsement and temporary license.
 - (2) The temporary license may not be issued for a period longer than ninety (90) days.
 - (3) The temporary license may be extended, but such period shall be no longer than one (1) year for any applicant.

OAC 485:10-9-2. Licensure by endorsement

- (a) **Qualifications.**
 - (1) An applicant for licensure by endorsement as a Licensed Practical Nurse shall meet the requirements of the Oklahoma Nursing Practice Act. An evaluation of educational requirements may be completed to ensure the applicant meets educational standards.
 - (2) An applicant licensed in another state since June 30, 1954 must have passed the licensing examination adopted by the Board. A license to practice practical nursing in Oklahoma will not be issued until this requirement is met.
 - (3) In addition to meeting other requirements for endorsement established by the Board in these rules, effective January 1, 2005, each applicant for endorsement must demonstrate evidence of continued qualifications for practice through completion of one or more of the following requirements within the last two (2) years prior to receipt of the application in the Board office:

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APPENDIX A – OKLAHOMA ADMINISTRATIVE CODE 485: 10-7-2 AND 10-9-2

- (A) Submission of an official transcript or certificate of completion verifying completion of a nurse refresher course with content consistent with Board policy;
 - (B) Successfully pass the National Council Licensure Examination for Practical Nurses;
 - (C) Submission of an official transcript verifying successful completion of at least seven (7) academic semester credit hours or 105 contact hours of nursing courses in a state-approved practical or registered nursing education program, which includes classroom and clinical instruction; and/or
 - (D) Present evidence of licensure as a practical nurse in another state with employment in a position that requires practical nursing licensure with verification of at least 520 work hours during the past two (2) years.
- (4) Applicants for endorsement who took the National Council Licensure Examination for Practical Nurses for initial licensure within the last two years must
- (A) Provide evidence of completion of the nursing education program within two years of initial application for licensure by examination; or
 - (B) Have at least six months work experience in the state of original licensure.
- (b) **Applications.**
- (1) Applications must be completed, certified and accompanied by a photograph signed by the applicant and filed with the Board.
 - (2) Endorsement may be accepted from the original state of licensure by examination.
 - (3) If the applicant has written the licensing examination adopted by the Board in a state other than the state of original licensure, an endorsement will be requested from that state, also.
 - (4) If the application is not completed within one (1) year after receipt of fee, the application must be refiled.
- (c) **Fee for licensure by endorsement.**
- (1) The fee shall accompany the application.
 - (2) The fee is not refundable.
 - (3) If the application is not completed within one (1) year, a new application and new fee will be required for licensure.
- (d) **Qualifications for applicants educated in foreign countries.** An applicant educated in a foreign country must meet the current educational requirements for licensure in Oklahoma.
- (1) The applicant must present evidence of:
 - (A) completion of a high school diploma or high school equivalency certificate (GED), or meet criteria for an Adult High School Diploma;
 - (B) competence in oral and written English as evidenced by successful completion of:
 - (i) Test of English as a Foreign Language (TOEFL), Test of Written English (TWE), and Test of Spoken English (TSE) of the Educational Testing Service; or
 - (ii) Test of English for International Communication (TOEIC) and Test of Spoken English and Test of Written English of the Educational Testing Service; or
 - (iii) International English Language Testing System (IELTS);
 - (C) graduation from a government approved school of practical nursing or equivalent courses in a government approved school of nursing;
 - (D) licensure in country of graduation as evidenced by official verification completed within the last 12 months immediately preceding the date of application for licensure by endorsement received directly from:
 - (i) the Commission of Graduates of Foreign Nursing Schools, or
 - (ii) verification received directly from the licensing body of applicant's initial licensure from a US Territory;
 - (E) completion of formal courses including theory and clinical experience in nursing care of the adult, nursing care of children, and maternal-infant nursing in a government-approved school of nursing as evidenced by:
 - (i) a translated transcript from original country of licensure with certified proof of translation; or
 - (ii) a certified copy of the transcript received directly from the Commission on Graduates of Foreign Nursing Schools (CGFNS).
 - (F) An evaluation of educational credentials as evidenced by:
 - (i) Commission on Graduates of Foreign Nursing Schools (CGFNS) Healthcare Profession and Science Course-by-Course Report or

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- (ii) Commission on Graduates of Foreign Nursing Schools (CGFNS) Certificate status;
- (iii) Reports received from CGFNS must have been completed within the five (5) years immediately preceding the date of application for licensure by endorsement. The five-year requirement is waived if the applicant holds a license in another state.
- (2) The applicant must successfully complete the licensing examination adopted by the Oklahoma Board of Nursing.
- (3) The requirements for competence in spoken and written English are waived for applicants who are:
 - (A) Graduates of nursing education programs taught in English in Australia, Canada (except Quebec), Ireland New Zealand, the United Kingdom, Trinidad, Tobago, and the United States or
 - (B) Licensed in another US State or Territory, have successfully completed the licensure examination approved by the Board and have at least one year full-time equivalent work experience in a clinical setting as a practical nurse in the state of licensure.
- (4) Applicants must submit a completed application with the required application and evaluation fees.
- (e) **Temporary license.**
 - (1) A temporary license may be issued to the applicant on proof of
 - (A) Current licensure in another state;
 - (B) Evidence of having written the licensure examination;
 - (C) Evidence of meeting educational qualifications through completion of a state board-approved nursing education program, or an evaluation of educational credentials and licensure in country of origin for the foreign-educated nurse as evidenced by:
 - (i) Commission on Graduates of Foreign Nursing Schools (CGFNS) Healthcare Profession and Science Course-by-Course Report with verification of equivalent educational credentials and unrestricted licensure in country of origin, or
 - (ii) Commission on Graduates of Foreign Nursing Schools (CGFNS) Certificate status; and
 - (D) Payment of the fee for licensure by endorsement and temporary license.
 - (2) The temporary license may not be issued for a period longer than ninety (90) days.
 - (3) The temporary license may be extended, but such period shall be no longer than one (1) year.

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