



Instructions for Independent Prescriptive Authority Recognition for the APRN-CNP, APRN-CNS, APRN-CNM

Application Fee - \$85.00

Use this application if:

- You are a Certified Nurse Practitioner (APRN-CNP), Clinical Nurse Specialist (APRN-CNS), or Certified Nurse Midwife (APRN-CNM) applying for INDEPENDENT prescriptive authority recognition in Oklahoma; and
- You have not held INDEPENDENT prescriptive authority recognition previously in Oklahoma.

PLEASE NOTE THAT ALL APPLICATIONS FOR INDEPENDENT PRESCRIPTIVE AUTHORITY RECOGNITION ARE CONSIDERED AN INITIAL APPLICATION UNLESS YOU HAVE PREVIOUSLY HELD INDEPENDENT PRESCRIPTIVE AUTHORITY RECOGNITION IN OKLAHOMA

**PLEASE READ THESE INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION.**

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

Forms referenced may be found on the Board's website at this link:

<http://www.oklahoma.gov/nursing/applications.html>

The *Oklahoma Nursing Practice Act* requires current licensure as a Registered Nurse either through an Oklahoma single state RN license or an active multistate RN license from another Compact state with Oklahoma multistate licensure privilege AND as an Advanced Practice Registered Nurse with independent prescriptive authority recognition from the Oklahoma Board of Nursing **prior** to prescribing or ordering drugs or medical supplies or identifying oneself as an Advanced Practice Registered Nurse with independent prescriptive authority recognition.

- Please note that independent prescriptive authority recognition is specific to the advanced practice role (APRN-CNP, APRN-CNS, or APRN-CNM) and the specialty certification for which the APRN is licensed in Oklahoma. An Advanced Practice Registered Nurse with more than one advanced practice license or specialty certification must hold separate independent prescriptive authority recognition for each advanced practice license or specialty certification.

NOTE: An Advanced Practice Registered Nurse may not hold independent prescriptive authority recognition for one advanced practice license or specialty certification and supervised prescriptive authority recognition for other advanced practice licenses or specialty certifications. You must submit a separate independent prescriptive authority recognition application for each advanced practice license or specialty certification.

Requirements For Independent Prescriptive Authority Recognition

Licensure and Advanced Practice Requirements: Approval for independent prescriptive authority recognition requires current Registered Nurse licensure with an Oklahoma single state RN license or an active multistate RN license from another Compact state with multistate privileges and Oklahoma licensure as a Certified Nurse Practitioner (APRN-CNP), Certified Nurse Midwife (APRN-CNM), or Clinical Nurse Specialist (APRN-CNS). The Advanced Practice Registered Nurse must hold a graduate degree at an advanced practice level, or a post-master's certificate at an advanced practice level if the master's degree is in nursing, in order to be eligible for initial application for independent prescriptive authority recognition.

Experience Requirement: The Advanced Practice Registered Nurse applying for independent prescriptive authority recognition must have completed a minimum of six thousand two hundred forty (6,240) clinical practice hours with prescriptive authority supervised by a physician (59 O.S. §567.4.c.). The applicant will be required to submit an attestation regarding these hours as established in Oklahoma Board of Nursing Rules. [O.A.C. 485:10-16-3.2]

Continuing Education Requirements for Independent Prescriptive Authority Recognition: In addition to meeting other requirements established by the Board in the *Rules*, the applicant for independent prescriptive authority recognition must:

- A. submit documentation verifying completion of 45 contact hours of Category B continuing education or three academic credit hours of education (Category A) within the last three years immediately preceding the date of receipt of the application for independent prescriptive authority, in a course or courses in pharmacotherapeutic management that targets Advanced Practice Registered Nurses or individuals enrolled in an advanced practice registered nursing education program and/or other authorized prescribers. The three year time period may be waived if the applicant has graduated from the advanced practice education program within a time period of three years immediately preceding the date of the application for independent prescriptive authority and submits evidence that didactic and clinical preparation for prescribing was incorporated throughout the program.
 - i. Continuing education equivalencies used are as follows:

One Contact Hour	=	50 Minutes
One Academic Semester Hour	=	15 Contact Hours
One Academic Quarter Hour	=	12.5 Contact Hours
 - ii. Category A education consists of academic credit hours at the advanced practice level earned in a college or university.
 - iii. Category B continuing education is defined in the *Rules of the Oklahoma Board of Nursing* [OAC 485:10-16-1] as follows:
 - (1) Onsite Seminar or lecture or workshop or course approved for contact hours, continuing education units or continuing medical education units through a recognized approver of continuing education; or

- (2) Online continuing education for initial applications must be approved through a recognized approver of continuing education, and includes a minimum of thirty hours obtained from a single provider that is faculty-directed, with processes for interaction of the participant with faculty, evaluating the participant's learning through successful completion of case studies or written assignments and a comprehensive examination using a mechanism to ensure security of the evaluation process.

Please note that only education earned in Category A or Category B can be used to establish eligibility for **initial** prescriptive authority recognition.

DEA Registration: The Advanced Practice Registered Nurse with independent prescriptive authority recognition who prescribes Schedule III-V drugs will comply with state and Federal Drug Enforcement Administration (DEA) and Oklahoma Bureau of Narcotics and Dangerous Drug (OBNDD) requirements **prior to prescribing controlled substances**. Even after receiving DEA and OBNDD registration, the Advanced Practice Registered Nurse may not prescribe Schedule I or II drugs. Schedule III-V drugs may be prescribed for no more than a 30-day supply.

Use of Formulary: The Advanced Practice Registered Nurse with independent prescriptive authority recognition must refer to the *Exclusionary Formulary for Advanced Practice Nurses with Prescriptive Authority* (#P-50B) to identify medications that may **NOT** be prescribed or ordered. The current *Exclusionary Formulary* may be reviewed at: <https://oklahoma.gov/content/dam/ok/en/nursing/documents/prac-exclusfrm.pdf>

Renewal Requirements: Prescriptive authority must be renewed and remain active concurrently with Registered Nurse and Oklahoma Advanced Practice Registered Nurse licensure.

- If you are applying for independent prescriptive authority recognition within 90 days prior to the expiration date of your Oklahoma RN and APRN licenses, or your Oklahoma APRN-only license, you must renew your license prior to the date the prescriptive authority recognition is granted. The APRN with independent prescriptive authority must meet established requirements for continuing education to be eligible for renewal. Please see the *Oklahoma Nursing Practice Act* and *Rules* for renewal requirements.

Review of criminal charges, disciplinary action, or judicial declaration of incompetence: Applicants 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 incompetence. A “report in writing” means that the applicant/licensee provided a description stating in their 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 during submission of the application. Certified court records or a board order, as applicable, must be uploaded through the Nurse Portal 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*.

Criminal offenses of applicants may be used as a basis for denial of licensure or certification. Detailed information regarding which offenses the Board shall consider may be found in the Oklahoma Board of Nursing Rules (O.A.C. 485:10-11-4) which are available on the Board’s website at this link: <https://oklahoma.gov/nursing/criminal-history.html>. You have the right to request a determination of eligibility for licensure or certification prior to applying for licensure. To do so, submit the *Petition for Determination of Eligibility for Licensure or Certification* form.

Instructions for Completion of the Application

1. ***Completion of application:*** The application should be completed and submitted online on the Board’s website via your Nurse Portal account. You must complete all sections of the application **using your name as it appears on your nursing license**.

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

2. ***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 submit a statement on the application form, describing the date, location and circumstances of the incident, and the resulting action taken by the court or disciplinary board. In addition, you will be required to upload certified copies of identified documents. If you have more than one incident you are reporting, you must provide the required documents for every case/charge that has been filed.
 - 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?
 - i. If you answered “yes”, you must provide a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
 - ii. If you are reporting more than one incident, you must describe every case that has been filed.
 - iii. 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?
- i. If you answered “yes”, you must provide a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
 - ii. 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 or 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.

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

- i. If you answered “yes”, you must provide a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the court.
- ii. If you are reporting more than one incident, you must describe every case that has been filed.
- iii. 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.

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

- i. If you answered “yes”, you must provide 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.
- ii. You will need to upload a certified copy of the Court Order.

3. ***Evaluation of Advanced Practice Credentials:*** Please complete the section on educational credentials accurately and completely. You must request that **an official transcript with verification of a master’s degree or higher in a clinical nurse specialty be submitted**, unless the official transcript was previously submitted for advanced practice licensure.

A. If your advanced practice education was in a post-master’s certificate program, you must submit an official transcript with your master’s degree in nursing.

B. If the transcript does NOT verify an APRN role and specialty were conferred, additional information may be requested.

4. ***Evaluation of Continuing Education Requirements for Independent Prescriptive Authority Recognition Applications:*** Please upload documentation via your Nurse Portal account to verify three academic credit hours (Category A) of education or the equivalent, in a course or courses in pharmacotherapeutic management that targets Advanced Practice Registered Nurses or individuals enrolled in an advanced practice registered nursing education program and/or other authorized prescribers completed **within the last three (3) years of submission of this application** OR 45 contact hours of Category B continuing education completed **within the last three (3) years prior to submission of this application**.

General Information

You are required to notify the Board in writing of any address changes within thirty days of the change. This notification must be submitted via your Nurse Portal account.

Your application to the Board for recognition is valid for one year after receipt. After that time, a new application and fee must be submitted. Applications are processed in the order they are received. Every effort is made to process applications expeditiously. You may view average processing times of a completed application on our website at: <http://www.oklahoma.gov/nursing/agency-data-and-reports.html>.

Once the independent prescriptive authority is granted, the License Verification Portal on the Board's website at <https://okbn.boardsofnursing.org/licenselookup> will be the first place your authority will be available.

In accordance with Oklahoma law (59 O.S. §567.7 (F)), 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

Common mistakes that delay the processing of your application include failure to:

- Answer all application questions completely
- Submit required documentation of advanced practice education in pharmacotherapeutics
- Verify that online continuing education for initial recognition meets the requirements identified for Category B ii in the table located on page 7 of these instructions.
- Provide for each question a complete description and upload documentation related to criminal charges, disciplinary action, or judicial declaration of incompetence