

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

<p>INSTRUCTIONS for REINSTATEMENT or RETURN to ACTIVE STATUS of RN or LPN SINGLE STATE LICENSE</p>

Application fee = \$115.00

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 have been previously licensed at the same level in Oklahoma; and**
- **Your RN/LPN license is currently lapsed, inactive, suspended, voluntarily surrendered, or revoked;**
- **You wish to reinstate your license as a single-state license.**

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.

You are submitting an application for reinstatement of your single-state Oklahoma license. A single-state Oklahoma license will allow you to practice nursing in Oklahoma only. **To apply for a multistate license, you must submit the *Application for Multistate Licensure for Individuals with an Oklahoma License Not in Active Status*.**

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

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

REQUIREMENTS for REINSTATING or RETURNING your LICENSE to ACTIVE STATUS

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:

- a. **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 by the Board:
 - 1) 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
 - 2) Upload evidence of the completion of at least twenty-four (24) contact hours of continuing education applicable to nursing practice; or
 - 3) Upload evidence of current certification in a nursing specialty area; or
 - 4) Cause submission of a transcript or certificate verifying completion of a Board-approved refresher course; or
 - 5) Cause submission of a transcript verifying completion of at least six (6) academic semester credit hours of nursing coursework at the licensee's current level of licensure or higher.

- b. **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 by the Board:
 - 1) 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
 - 2) Successfully pass the National Council Licensure Examination for Registered Nurses/Licensed Practical Nurses (according to the level of licensure); or

- 3) 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
- 4) Upload 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 and upload an Employment Verification Form signed by your employer verifying at least 520 work hours during the past **five (5)** years preceding receipt of the request for return to active status in the Board office.

Review of criminal charges, disciplinary action, or judicial declaration of incompetence: 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*.

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 to the Board’s office 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.
- **Members of the National Guard or Reserves:** Any license held by a member of the National Guard or reserve component of the armed forces that expires while the member is on active duty shall be extended until 120 days after the member is discharged from active duty status [O.S. 72 §48.2]. If you are a member of the National Guard and your license expired while you were on active duty, please submit, within 120 days of discharge, a request for renewal of your license, with copies of the official orders calling you to active duty and the official orders discharging you from active duty.
- **Active duty military personnel:** Effective November 1, 2012, any license held by a deployed member of the military in good standing at the time of deployment may be extended with no fee [O.S. 59 §4100.6]. If this applies to you, please submit, within one (1) year of your return from deployment, a written request for extension of your license with no fee, with copies of the official orders of deployment and the official orders identifying the date of your return.

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 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.

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 a notarized *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 a notarized *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. ***Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence:*** If you answer “yes” to the questions in the section on *History of Criminal Charges, Disciplinary Action, Mental Incompetence, or Alternative Program* in the application, you must **submit a statement on the application form, describing the date, location and circumstances of each incident, and the resulting action(s) 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 speak to every case/charge that has been filed.

1. 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.

2. 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.

3. 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.

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.
4. 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.
5. ***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 reinstatement/return to active status. You may establish continuing qualifications for practice through one of the following:
 - 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 and submit 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**
 - Upload evidence of completion of at least twenty-four (24) contact hours of continuing education applicable to nursing practice
 - Upload evidence of current certification in a nursing specialty area
 - Submit 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.html>

- 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 reinstatement/return to active status. You may establish continuing qualifications for practice through one of the following:**
- 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* that you will upload at the time of application submission. Each employer that is providing verification must complete and submit 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.**
 - 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 for reinstatement or return to active status, you must provide 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/agency-data-and-reports.html>
 - 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 for reinstatement or return to active status that you wish to re-take the NCLEX examination to establish continuing qualifications for practice.
6. ***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 complete an *Employment Verification Form* that you will upload at the time of application submission. Each employer that is providing verification must complete and submit 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.

GENERAL 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 one year after receipt. After that time, a new application and fee must be submitted. Applications are processed in the order they are received. You may view average processing times of a completed application on the Board's website. Forms referenced can be found in the Forms/Applications area on the Board's website located at this link: <http://www.oklahoma.gov/nursing/forms.html>. Every effort is made to process applications expeditiously. **Fees submitted are not pro-rated and are not 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

- **Leaving application questions incomplete or unanswered**
- **Failing to provide the full name under which you were licensed (with the notation "NMN" if there is no middle name)**
- **Failing to upload an *Evidence of Status Form / Affidavit of Citizenship Status* and supporting documentation if needed**
- **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 upload documentation regarding history of criminal charges, disciplinary action, or judicial declaration of incompetence**