

## INSTRUCTIONS for a SPECIAL VOLUNTEER LICENSE by ENDORSEMENT

### GENERAL INFORMATION

*Application Fee = No fee is required*

In accordance with 59 O.S. Section 493.5, a special volunteer license may be issued to individuals meeting these requirements:

- *A Registered Nurse, Advanced Practice Registered Nurse or Licensed Practical who holds an active license in another state AND*
- *Written acknowledgement verifying that the nursing practice will be exclusively and completely devoted to providing care to the indigent and needy persons in Oklahoma or to providing care under the Oklahoma Medical Reserve Corps AND*
- *Acknowledges that the nurse will not receive or have the expectation to receive any compensation, direct or indirect, for services rendered in this state (Exception: Nurses that participate in the free care given by means of telemedicine through the Shriners Hospitals for Children national network) AND*
- *Acknowledges completion of the basic professional curricula of a school of nursing and the relevant practice history AND*
- *Uploads documentation or electronic verification that the nurse has been previously issued a full, unrestricted license to practice nursing in another state of the United States, and written acknowledgement that he /she has never been the subject of disciplinary action in any jurisdiction.*
- *Uploads evidence of current Advanced Practice certification if applying for an APRN Volunteer License*

### INSTRUCTIONS

1. **Completion of Application:** You must complete all sections of the application with your **full legal name**. Please indicate “NMN” if you do not have a middle name. **You must provide a Social Security number on the application.** This information is mandatory, pursuant to 56 O.S. § 240.21A, for administration of the tax laws of the State of Oklahoma.
2. **Arrest, Disciplinary Action, or Judicial Declaration of Mental Incompetence:** If you answer “yes” to the following 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 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.
3. **Name Change**: 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.
4. **Interstate Verification**: Verification that the eligible volunteer has been previously issued a full and unrestricted license to practice in another state of the United States is required. If you have never held a license in Oklahoma, but have been licensed in another state, Board staff will be able to verify your license status via the state’s website in most cases. If not, Board staff will contact you with further instructions.
5. If you are applying for a volunteer Advanced Practice Registered Nurse license, upload a verification of your current certification.

<b>COMMON ERRORS THAT DELAY APPLICATION PROCESSING</b>
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- *Leaving application questions unanswered or incomplete*
- *Failing to provide a Social Security Number*
- *Failing to provide full legal name (with the notation of “NMN” if there is not a middle name)*
- *Failing to provide license numbers for all licenses held*