



## Occupational Licensing Program Standard

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<b>Revised by:</b>	Rick Fullerton	<b>Review cycle/date:</b>	Annual
<b>Reviewed by:</b>	Karen Philbin/Shaula Cole	<b>Reviewing unit:</b>	Technology Strategy/Enterprise Programs
<b>Title:</b>	Occupational Licensing Program Standard		
<b>Description:</b>	This document establishes the standard operating procedure for an occupational licensing program.		

1. General statement of purpose.
  - 1.1. The purpose of this document is to describe and identify the state standard for an occupational licensing program.
2. Scope.
  - 2.1. Occupational licensing or sometimes referred to as occupational licensure programs described in this standard are applicable to software technology solutions that facilitate the government regulation of citizen licensing required in the pursuance of a profession or vocation in the State of Oklahoma.
  - 2.2. This document and process defined herein apply to all agencies, boards or other regulatory bodies as governed by state statute.
3. Discipline.
  - 3.1. Technical Standards.
4. Terms and definitions.
  - 4.1. Occupational Licensing or licensure – a method of regulating a trade, occupation or profession characterized by the licensure of individuals engaged in it conferred by a governmental agency or board.<sup>1</sup>
5. Discussion.
  - 5.1. Occupational licensing laws require workers to submit verification of training, testing and education — and often pay associated fees — before beginning a job in their chosen field. When implemented appropriately, the state-mandated testing, training and educational requirements of occupational licensure can mitigate potentially harmful health and safety risks for the public.<sup>2</sup>
  - 5.2. Occupational licensing can be a costly, labor intensive, and inefficient process for any state government body to implement. More importantly, it imposes an unreasonable burden on the citizens of Oklahoma requiring a professional license. Therefore, in order to make this regulatory process efficient, reduce the costs and improve the citizen experience, a technology solution is needed.

<sup>1</sup> <https://www.lawinsider.com/dictionary/occupational-licensure>

<sup>2</sup> <https://www.ncsl.org/research/labor-and-employment/occupational-licensing-statute-database.aspx>

- 5.3. Appropriate occupational licensing technology solutions evaluated and considered to meet the intent of the State Government Modernization Act as well as the advancement of digital transformation fall under the Software as a Service (SaaS) umbrella, offering a cloud service model to our state agencies and boards.
- 5.4. OMES IS has selected Thentia Cloud Open Regulate as the occupational licensing technology solution for this standard based on a thorough evaluation of state agency business requirements, software capabilities, cost, service model and prior successful deployment. This program is well suited to the wider use cases for occupational licensing and can be easily deployed and supported. In addition, Thentia Open Regulate integrates with several different payment processors, which provides a competitive arena for functionality and price comparison.
- 5.5. Thentia Cloud Open Regulate features and functionality.
  - 5.5..1. Thentia Cloud – Thentia Open Regulate.
    - Thentia Open Regulate is a module in the Thentia Cloud SaaS program that provides a regulatory database solution designed specifically for professional licensing regulation, compliance and enforcement.
      - Services and capabilities<sup>3</sup> (State of Oklahoma statewide contract):
        - Cloud database access – the Open Regulate database system for office users.
        - External web portal access – the Open Regulate external web portal applications for registrants, public and others.
        - Daily comma-separated value data feed – a data feed in CSV format of all client data provided by secure FTP.
      - Security compliance.
        - Daily PCI compliance scanning.
        - Daily vulnerability scanning.
        - Daily dynamic application security testing (DAST) scanning.
        - Application penetration testing.
        - ISO 27001 certification.
        - SOC Type II compliant data centers.
6. User requirements.
  - 6.1. Thentia Cloud Open Regulate is totally web-based, so there is nothing to download and no restrictions on Windows or Mac operating systems.
7. Roles and responsibilities.
  - 7.1. OMES IS Technical Architecture is responsible for maintaining the architecture standards for the occupational licensing programs.
  - 7.2. OMES IS Security is responsible for reviewing the security compliance of the SaaS programs in this standard.
  - 7.3. OMES IS Mission Support provides support for establishing the costs for through the Master Service Agreement.
  - 7.4. OMES IS CIO is responsible for authorizing all exceptions to this standard.
8. Limitation or implementation notes.
  - 8.1. None.

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<sup>3</sup> State of Oklahoma Statewide Contract with Thentia Global Systems USA, Inc.

9. Exception notes.

- 9.1. Any state partner or agency request to use a different occupational licensing program must be brought to their respective IT strategist for review, who will gather the supporting documentation for the exception and present it to the OMES IS executive team for a decision.

10. References.

- 10.1. Thentia Cloud.
- 10.2. Capterra.
- 10.3. OMES IS Program Management.
- 10.4. OMES IS Technical Architecture.