

**Oklahoma Long-Term Care Administrator License – Non-Renewal Notification**

**(see OAC 490:10-3-5(d))**

*By rule, Oklahoma LTC credential holders may actively "opt out" of renewing their credential. This form is designed to meet the intent of this law.*

NAME \_\_\_\_\_

License/Credential Type \_\_\_\_\_ License/Certification Number \_\_\_\_\_

Licensee, by submitting this form agrees to the following:

- The credential will be "vacated" after December 31 of this year and all normal notice requirements required of staff regarding late renewals are hereby waived
  - o The decision to have the credential vacated and waiving of notifications is being made by the credential holder and *can be revoked by renewing prior to December 31*
- Should the credential holder change their mind after submitting this document and decide to renew *after* the expiration date but before action to "vacate" has been formally taken, they will follow the same procedures as those who failed to renew but are responsible to do so without the notifications from Board Staff, having waived such notices upon actively opting to not renew
  - o Since the credential is being voluntarily not renewed, the action to "vacate" is automatic (effective 12/31 of this year) and requires no formal Board vote nor approval from the Attorney General

I am intentionally not renewing my license/certification and agree that the Board has the right to vacate this credential upon its lapsing, per rule. The reason(s) I am not renewing is(are):

- Retirement
- Changing careers
- Moved/Moving out of state
- Health reasons
- Burned out/frustrated
- Opt not to state the reason
- Other ( \_\_\_\_\_ )

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Signature

NAME \_\_\_\_\_