

**TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH  
CHAPTER 679. LONG-TERM CARE ADMINISTRATORS**

**SUBCHAPTER 7. FEES AND DEPOSITS**

**310:679-7-2. Schedule of fees**

- (a) ~~Initial and Provisional Long-Term Care Administrator License—\$200.00~~
  - (1) ~~This licensure fee applies to all original licensures, registrations/registration renewals and certifications.~~
  - (2) ~~The initial license will expire on December 31<sup>st</sup> of the year it was effective. Initial licensure or certification application fee (all types) - \$200.00~~
- (b) Renewal application fees fee:
  - (1) ~~Tier 1 Long-Term Care License - \$200.00 per year;~~
  - (2) ~~Certified Assistant - \$75.00 per year;~~
  - (3) ~~Tier 2 RC/AL License - \$175.00 per year;~~
  - (4) ~~Tier 2 ADC License - \$100.00 per year;~~
  - (5) ~~Tier 2 ICF/IID-16 License - \$100.00 per year-~~
- (c) ~~Late Fee - \$100.00 for each calendar week, or portion thereof.~~
- (d) ~~Pre-Licensing File Origination and Maintenance fee—\$100.00~~
- (e) ~~State Standards Review (per person)—\$100.00~~
- (f) ~~State Standards Examination Packet—\$50.00~~
- (g) ~~State Standards Examination administered by the Department - \$100.00 per examinee exam attempt~~
- (h) ~~State Standards Examination, unscheduled examination—\$500.00 per examinee~~
- (i) ~~Department-Sponsored Educational Workshop (per day)—up to \$1,000 per attendee.~~
- (j) ~~Administrator in Training (AIT) Program: Internship Permit (per applicant)—\$350.00~~
- (k) ~~(e) Continuing Education Program Application Fee (per credit hour) - \$55.00~~
- (l) ~~Returned Check Fee or Fee related to Non-Sufficient Funds (NSF) to cover an Electronic Funds Transfer (EFT)—\$30.00~~
- (m) ~~(f) Fee for Administrator Training - Not to exceed \$200.00 per day~~
- (n) ~~A convenience fee may be charged by the online processing vendor in an amount determined by the processor.~~
- (o) ~~(g) Conduct a background check to identify barrier offenses \$50.25~~
- (p) ~~License Application processing fee—\$100.00 (valid for one year).—~~

**SUBCHAPTER 10. LICENSING OF LONG-TERM CARE ADMINISTRATORS**

**PART 1. LICENSING OF LONG-TERM CARE ADMINISTRATORS**

**310:679-10-2.1. General requirements for licensure**

- (a) Applicants must be at least twenty-one (21) years of age at the time the license is issued.
- (b) Applicants must be a United States citizen, or a qualified alien under the Federal Immigration and Naturalization Act and lawfully residing in the United States. An affidavit of lawful presence must be submitted with the application.
- (c) Each administrator applicant must establish that the applicant is of-reputable and responsible character and otherwise suitable and qualified to serve because of training or experience in institutional administration. Each provisional applicant must be of good character, otherwise suitable, and meet any other standards established.
- (d) A background check will be conducted on each applicant following the requirements of 63 O.S. § 1-1950.1. The Department will not issue or renew a license to any applicant who does not clear if the results of a criminal background check pursuant to 63 O.S. § 1-1950.1. reveal the applicant has been

~~convicted of or pleaded guilty or *nolo contendere* or no contest, or received a deferred sentence for any felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction:~~

- ~~(1) abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person;~~
- ~~(2) rape, incest or sodomy;~~
- ~~(3) child abuse;~~
- ~~(4) murder or attempted murder;~~
- ~~(5) manslaughter;~~
- ~~(6) kidnapping;~~
- ~~(7) aggravated assault and battery;~~
- ~~(8) assault and battery with a dangerous weapon, or~~
- ~~(9) arson in the first degree.~~

~~(e) The Department will not issue or renew a license for any applicant if less than seven (7) years have passed since the completion of sentence, and the criminal history check reveals the applicant has been convicted of, or pled guilty or *nolo contendere* or no contest to, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction:~~

- ~~(1) assault;~~
- ~~(2) battery;~~
- ~~(3) indecent exposure and indecent exhibition, except where such offense disqualifies the person as a registered sex offender;~~
- ~~(4) pandering;~~
- ~~(5) burglary in the first or second degree;~~
- ~~(6) robbery in the first or second degree;~~
- ~~(7) robbery or attempted robbery with a dangerous weapon, or imitation firearm;~~
- ~~(8) arson in the second degree;~~
- ~~(9) unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substance Act~~
- ~~(10) grand larceny, or~~
- ~~(11) petit larceny or shoplifting.~~

~~(f) (e) To be eligible for a license, applicants must be able to effectively communicate with all individuals and entities related to all required administrator functions.~~

~~(g) (f) Each applicant must meet all other requirements prescribed by the Department.~~

~~(h) (g) Each applicant must disclose, for the Department to consider when making a determination on the issuance of a license, all other jurisdictions in which:~~

- ~~(1) A license has been applied for;~~
- ~~(2) A license has been issued; and~~
- ~~(3) Any disciplinary or enforcement action taken by another licensing authority.~~

~~(i) (h) The required fee and a correctly completed application form demonstrating all requirements are met must be submitted to the Department by the applicant before a license may be issued.~~

~~(j) (i) The Department will notify the applicant when an application is missing any requirements. An applicant may submit additional documentation demonstrating compliance with licensure requirements for the Department to review. If an applicant is not eligible for a license, the Department will issue a denial letter specifying the reasons for the denial. Licensing denials will be reported to NPDB.~~

~~(k) (j) In accordance with 59 O.S. 4100.4(A) The Department will review education, training, and experience completed by the individual as a member of the Armed Forces or Reserves of the United States, National Guard of any state, or the Naval Militias of any state, and apply it in the manner most favorable toward satisfying the qualifications of issuance of the requested license or certification or approval for license examination in this state.~~

~~(l) (k) In accordance with 59 O.S. 4150.1, the Department will honor the requirements in the Universal Licensing Act.~~

**310:679-10-3. Tier 1 administrator requirements**

- (a) Applicants must meet all general requirements for licensure.
- (b) Each applicant must provide documentation demonstrating the successful completion of one of the following:
  - (1) Baccalaureate degree from an institution of higher education; or
  - (2) Associate degree in a health- or business-related field or other relevant field and not less than five (5) years of experience in upper-level management of a long-term care facility.
- (c) Unless granted a waiver for one or more of the requirements, applicants must successfully complete the following within twenty-four (24) months of submitting an application for initial licensure:
  - (1) ~~A Department or NAB-approved~~ Department-approved training;
  - (2) The required internship; and
  - (3) Passing score on the following required examinations:
    - (A) The Oklahoma State Standards examination;
    - (B) The NAB Core examination; and
    - (C) The NAB NHA Line of Service examination;
- (d) An applicant's training instructor must attest to the readiness of an applicant prior to the student being eligible to take the examination. Instructors must provide the Department with all signed student attestation forms.
- (e) A waiver for the required training may be granted by the Department if:
  - (1) the applicant has a degree in long-term care administration from a NAB-accredited institution; or
  - (2) the applicant was previously licensed in Oklahoma as a Tier 1 administrator, was in good standing with the Department while previously licensed in Oklahoma, and has been active in long-term care for at least two (2) of the last five (5) years; or
  - (3) the applicant provides evidence of the completion of a training that meets or exceeds NAB recommendations for training from another jurisdiction.
- (f) A waiver for the required internship may be granted by the Department if the applicant presents documentation of an internship that meets or exceeds NAB recommendations for internship requirements.
- (g) An applicant with a verified HSE qualification may be issued a license upon submission of correctly completed application with the required application fee once the applicant has passed the State Standards examination and has had a favorable background check completed.
- ÷ (h) The Department may waive the administrator training requirement, the internship requirement, or both if the applicant was previously licensed in Oklahoma as a long-term care administrator, was in good standing with the Department while applicant was previously licensed in Oklahoma, and has been active in long-term care for at least two (2) of the last five (5) years.

**310:679-10-3.1. Tier 2 (RC/AL) administrator requirements**

- (a) Applicants must meet all general requirements for licensure. Administrators holding a Tier 2 RC/AL license may serve as an administrator in either an RCF or ALF.
- (b) Each applicant for initial licensure as a Tier 2 RC/AL administrator shall provide documentation of one of the following:
  - (1) high school diploma;
  - (2) GED; or
  - (3) a higher level of education.
- (c) Unless an applicant qualifies for a waiver as outlined in 310:679-10-3, the applicant must successfully complete ~~and pass the following requirements within twenty-four (24) months of submitting an application for initial licensure:~~
  - (1) ~~Department or NAB-approved~~ Department-approved training; and
  - (2) ~~The required internship; and~~
  - (3) Passing scores on the following required examinations:
    - (A) The Oklahoma RCAL State Standards examination:

- (B) The NAB RCAL Lines of Service examination; and
  - (C) The NAB Core examination.
- (d) An applicant's training instructor must attest to the readiness of an applicant prior to the student being eligible to take the examination. Instructors must provide the Department with all signed student attestation forms.
- (e) A waiver for the required training may be granted by the Department if:
- (1) the applicant has a degree in long-term care administration from a NAB-accredited institution; or
  - (2) the applicant was previously licensed in Oklahoma as a Tier 2 RCAL administrator, was in good standing with the Department while previously licensed in Oklahoma, and has been active in long-term care for at least two (2) of the last five (5) years; or
  - (3) the applicant provides documentation showing adequate experience in the field of institutional administration that is applicable to long-term care administration.
- ~~(f) A waiver for the required internship may be granted by the Department if the applicant presents documentation of an internship that meets or exceeds NAB recommendations for internship requirements.~~

**310:679-10-3.3. Tier 2 ICF/IID-16 administrator requirements**

- (a) Applicants must meet all general requirements for licensure. Administrators holding a Tier 2 ICF/IID-16 license may serve as an administrator in an ICF/IID-16 facility. -
- (b) Each applicant for initial licensure as a Tier 2 ICF/IID-16 administrator shall provide documentation of one of the following:
- (1) high school diploma;
  - (2) GED; or
  - (3) a higher level of education.
- (c) Unless an applicant qualifies for a waiver as outlined in 310:679-10-3, they applicant must successfully complete the following requirements within twenty-four (24) months of submitting an application for initial licensure:
- (1) Department-approved training; and
  - (2) The required internship; and
  - (3) Passing scores on the following required examinations:
    - (A) The Oklahoma ICF/IID-16 State Standards examination; and
    - (B)The NAB Core examination;
- (d) An applicant's training instructor must attest to the readiness of an applicant prior to the student being eligible to take the examination. Instructors must provide the Department with all signed student attestation forms.
- (e) A waiver for the required training may be granted by the Department if:
- (1) the applicant has a degree in long-term care administration from a NAB-accredited institution; or
  - (2) the applicant was previously licensed in Oklahoma as a Tier 2 ICF/IID-16 administrator, was in good standing with the Department while previously licensed in Oklahoma, and has been active in long-term care for at least two (2) of the last five (5) years; or
  - (3) the applicant provides evidence of the completion of a training that meets or exceeds NAB recommendations for training from another jurisdiction.
- (f) A waiver for the required internship may be granted by the Department if the applicant presents documentation of an internship that meets or exceeds NAB recommendations for internship requirements.

**310:679-10-3.5. Tier 2 Adult day care administrator requirements**

- (a) In addition to the general requirements found in this Chapter, each applicant for initial licensure as an ADC administrator shall meet the requirements in this Section. Applicants must meet all general requirements for licensure. Administrators holding a Tier 2 ADC license may serve as an administrator in an ADC facility.

- (b) Each applicant for initial licensure as a Tier 2 ADC administrator shall provide documentation of one of the following:
- (1) high school diploma;
  - (2) GED; or
  - (3) a higher level of education.
- (c) Unless an applicant qualifies for a waiver as outlined in 310:679-10-3, the applicant must successfully complete ~~and pass the following requirements within twenty-four months of submitting an application for initial licensure:~~
- (1) Department-approved training; ~~and~~
  - (2) ~~The required internship; and~~
  - (3) Passing scores on the following required examinations:
    - (A) The Oklahoma ADC State Standards examination; and
    - (B) The NAB Core examination;
- (d) An applicant's training instructor must attest to the readiness of an applicant prior to the student being eligible to take the examination. Instructors must provide the Department with all signed student attestation forms.
- (e) A waiver for the required training may be granted by the Department if:
- (1) the applicant has a degree in long-term care administration from a NAB-accredited institution; or
  - (2) the applicant was previously licensed in Oklahoma as a Tier 2 ADC administrator, was in good standing with the Department while previously licensed in Oklahoma, and has been active in long-term care for at least two (2) of the last five (5) years; or
  - (3) the applicant provides documentation showing adequate experience in the field of institutional administration that is applicable to long-term care administration.
- (f) ~~A waiver for the required internship may be granted by the Department if the applicant presents documentation of an internship that meets or exceeds NAB recommendations for internship requirements.~~

## PART 7. ADMINISTRATOR TRAINING REQUIREMENTS

### **310:679-10-25. General provisions**

- (a) If a waiver is not granted according to specifications in this chapter, applicants are required to complete Department-approved trainings prior to being eligible for a license or certification. ~~NAB-approved trainings may be taken at any time to satisfy the training requirement.~~
- (b) Internships are required for license types that require internships as outlined in this chapter and who have not been granted a waiver ~~according to 679-10-3.~~

### **310:679-10-25.1. Training program requirements**

- (a) To become a Department-approved training program, a training program applicant must submit to the Department, at a minimum:
- (1) The names of the owner operator(s) and all board members;
  - (2) The location(s) of the classroom instruction and training courses(s);
  - (3) The anticipated start dates of the program;
  - (4) The identification of all trainers; to include the address and telephone numbers of each trainer, and documentation to support their qualifications for identified areas of curriculum concentration; and
  - (5) An outline of the program content and curriculum, including a breakdown of the curriculum into clock hours of classroom/lecture.
- (b) The Department may conduct an on-site inspection of the proposed classroom instruction and training site.

- (c) The Department will send notice of approval or denial of the program within a reasonable time after reviewing the information submitted. If the Department does not approve a training program, the applicant will be informed in writing of the specific reason(s) for the Department's denial.
- (d) Department-approved training programs must attest to the readiness of training participants to take the State Licensure Exam.
- (e) Each program is responsible for promptly notifying the Department in writing of any operational changes to previously submitted information.
- (f) Each program may be subject to a periodic review by the Department.
- (g) The Department's approval of a program shall not be transferable or assignable.
- (h) No training program shall be operated, and no trainee shall be solicited or enrolled, until the Department has approved the program.
- (i) Each approved training program must maintain the following records for each trainee for at least three (3) years:
  - (1) The Trainee's Application for the training program;
  - (2) Attendance Records; and
  - (3) Examination Results.

**310:679-10-26. Revocation of approval for training programs**

- (a) The Department may revoke its approval of a training program if:
  - (1) Evidence suggests that the training requirements are not being met,
  - (2) Evidence suggests that the training program does not align with the curriculum provided to and approved by the Department.
- (b) If the Department revokes its approval of a training program, the Department shall:
  - (1) Notify the entity in writing, indicating the reasons for revocation of approval.
  - (2) Allow the trainees who have started a training program to complete the program or allow the trainees who have started the program to transfer to another approved program.
- (c) A program may request reconsideration of the Department's decision in accordance with Chapter 2 of this Title and appeal according to the Administrative Procedures Act.

**310:679-10-30. Required internship**

- (a) ~~Internship permits may be granted to applicants who have been approved by facilities which are~~ A license applicant may complete their internship in a facility which is:
  - (1) licensed by the Oklahoma State Department of Health as a long-term care facility; and
  - (2) in substantial compliance with the rules and regulations governing licensure and operation of long-term care facilities.
- (b) Interns must submit all required documentation to the Department.

**310:679-10-36. Preceptor CEUs**

- (a) Preceptors for ~~nursing home interns~~ long-term care administrator interns may be awarded:
 
  - (1) 3 CEUs for every ~~560~~ 500 hours completed; ~~or~~
  - (2) 4 CEUs per each 700 hour trainee completed; and
  - (3) Up to 12 CEUs per calendar year ~~(credited for a maximum of 3 students in any one calendar year.~~
- (b) ~~CEU credit is~~ CEUs may be awarded for the year the training in which the preceptorship was completed.

**PART 8. ADMINISTRATOR IN TRAINING (AIT) INTERNSHIP PROGRAM FOR LONG-TERM CARE ADMINISTRATORS AND CERTIFIED ASSISTANT ADMINISTRATORS**

**310:679-10-41. Internship requirements**

- (a) Tier 1 administrator applicants must complete ~~at least a 1,000~~ 750 hour internship with a Department-approved preceptor.
- (b) Tier 2 ICF/IID-16 administrator applicants must complete ~~at least~~ a 500 hour internship with a Department-approved preceptor.
- ~~(c) CAA applicants must complete at least a 500 hour internship with a Department approved preceptor.~~
- ~~(d)~~ Applicants have twenty-four (24) months to complete the required internship and cannot complete greater than 40 internship hours per week.
- ~~(e)~~(d) Applicants completing an internship who are called to active military duty may request stoppage on the twenty-four (24) month timeline. The Department may halt the timeline for military members called to active duty if the pause in the timeline is not likely to impede the applicant's ability to perform the required administrator duties once they are a licensed administrator.
- ~~(f)~~(e) An applicant may apply for a one-time extension for the twenty-four (24) month timeline. Approval is at the discretion of the Department.
- ~~(g)~~(f) The internship must be completed in a facility or facilities licensed in Oklahoma for the level of care equivalent to the license or certification being sought.