

Date: July 10, 2024

RE: Military/Reciprocity Licensure Guidance

Dear LTC Administrator Licensed Professional:

You are a Long-Term Care Administrator licensed in another state and have expressed an interest in obtaining an Oklahoma Long-Term Care Administrator license in accordance with the Military Service Occupation, Education and Credentialing Act 59 O.S. § 4100 et. seq. OR the Universal Licensing Recognition Act 59 O.S. § 4150 et. Seq. Reciprocity allows you to submit supporting documentation in obtaining an Oklahoma Long-Term Care Administrator license.

All reciprocity applicants must:

- Complete existing licensure information [here](#).
- Provide proof of successful completion of a formal plan of study.
- Proof of passing score on the NAB CORE examination and applicable NAB Line of Service exam(s).
- A copy of current long-term care administrator license from other jurisdiction(s).
- Proof of full-time service as administrator-of-record for the past two (2) consecutive years or service as licensed administrator for the specific license type the applicant is applying for at least two (2) of the last three (3) years.
- Disclosure of any pending or past disciplinary actions, enforcements, investigations, reprimand, suspension, and revocation or voluntary surrender of any license from any jurisdiction in which a license is currently or has been held.

Military Service Occupation, Education and Credentialing Act applicants must:

- Provide dated documentation showing military service for self or family member in Oklahoma.

Universal Licensing Recognition Act applicants must:

- Provide verifiable proof of a state-issued identification card and one of the following:
 1. Current Oklahoma residential utility bill,
 2. A filed tax return with the Oklahoma Tax Commission as a resident of Oklahoma,

3. Documentation showing a current primary resident ownership in Oklahoma or a current lease of at least twelve (12) months for a primary resident in Oklahoma, or
4. Documentation of current employment in Oklahoma or a notarized letter showing a promise of employment of the applicant or his/her spouse.

If you have additional questions, please email LTCALP at
longtermcareadminlicensing@health.ok.gov

Long-Term Care Administrator Licensing Program

Oklahoma State Department of Health

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Oklahoma.gov/Health | Oklahoma.gov/LTCALP