

Date: January 28, 2025

RE: TIER II LTCALP License

Dear Future LTC TIER II Administrator:

You have expressed an interest in becoming a Long-Term Care TIER II (Residential Care/Assisted Living (RCAL), Adult Day Care (ADC), and Intermediate Care Facilities for Individuals with Intellectual Disabilities 16 beds or less) Licensed Administrator. This is the first step in meeting the requirement for all Oklahoma Long Term Care Administrators to be licensed per 63 OS 1-1949.1 et seq. To be eligible for a Tier II Administrator license you must:

- Be at least 21 years old;
- Be a US Citizen or Qualified Alien; and
- Have no barrier offenses (OAC310:679-10-2.1)
- Have a High School Diploma or GED;
- Pay \$200.00 Initial Licensing Fee
- Complete an approved training program (unless waived by completing a NAB Accredited degree program, or Reciprocity).
- Complete and receive a passing score (75%) for the State Standards Exam. [Testing dates](#) are available on the LTCALP webpage.
- Complete and receive passing scores on the NAB core exam. LTCALP must provide approval for NAB testing. However, we do not manage this testing. Testing information may be collected from [NAB](#)

All state portions of the Licensure process may be completed by submitting application via the Licensing [Portal](#). If you have additional questions, please email LTCALP at longtermcareadminlicensing@health.ok.gov

Long-Term Care Administrator Licensing Program

Oklahoma State Department of Health

O. 405-426-8970 | F. 405-900-7559

Oklahoma.gov/Health | Oklahoma.gov/LTCALP