

Date: September 6, 2024

RE: TIER I LTCALP License

Dear Future LTC TIER I Administrator:

You have expressed an interest in becoming a Long-Term Care TIER I (Nursing Home and Intermediate Care Facilities for Individuals with Intellectual Disabilities 17 beds or greater) 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 1 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 bachelor's degree from an Institution of Higher learning; or an associate degree from an institution of higher learning with verification of at least 5 years of upper-level management experience in a long-term care facility.
- Complete an approved Department or NAB training program.
- Pay \$200.00 Initial Licensing
- Complete 750 hours of Internship with an authorized preceptor (unless waived by military duty 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 and the NAB line of service (LOS) 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](mailto: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](https://Oklahoma.gov/Health) | [Oklahoma.gov/LTCALP](https://Oklahoma.gov/LTCALP)