

Oklahoma Board of Nursing
2915 N. Classen Boulevard, Suite 524
Oklahoma City, OK 73106
(405) 962-1800
www.ok.gov/nursing

Process for Certification
for Advanced Unlicensed Assistants

Step I: Completion of Program or Establishment of Equivalency

An individual interested in obtaining certification as an Advanced Unlicensed Assistant in Oklahoma has two options:

1. Completion of a Board-approved training program

Board-approved AUA training programs are available in Oklahoma colleges, technology centers, and health care facilities. Each program offers a minimum of 200 hours of classroom, laboratory, and clinical training, designed to prepare the individual for certification as an AUA. A list of approved training programs may be obtained from the Oklahoma Board of Nursing, or it is also available on the Board's website: www.youroklahoma.com/nursing.

2. Establishment of equivalency

Some individuals may be eligible to establish that they have had equivalent training, based on completion of formal classroom, laboratory, and clinical training. Such training may have been obtained in a nursing education program, in the military, in a similar program in another state, or through inservice training. An application packet for equivalency evaluation is available from the Oklahoma Board of Nursing.

Step II: Completion of Application

After successful completion of an AUA training program or establishment of equivalency, the candidate for certification will complete an application for AUA certification, obtain a certified check or money order for the correct fee, and obtain verification from the director of the training program that the program has been successfully completed. This application packet is available from the AUA training program director or from the Board's website: www.ok.gov/nursing. The application is sent to the Oklahoma Board of Nursing. It will be reviewed and approved by Board staff, and a registration form for the examination will be sent to the candidate.

Step III: Completion of the Written and Skills Examinations

After the candidate has received the registration form, the candidate schedules a time to complete the written and skills examinations at an authorized test center. The candidate will bring the completed registration form and registration fee to the examination appointment. The test center staff will administer the written examination and a skills observer will administer the skills examination. These examinations may be taken on the same day or on different days, depending on time availability and the desire of the candidate and test center staff. The written examination must be successfully completed within one (1) year of completion of the skills examination. If it is not completed within this time frame, the clinical skills examination must be repeated successfully. After completion of the examinations, the test center staff will submit the registration form and fee and the examinations to the Oklahoma Department of Career and Technology Education.

Staff members at the Oklahoma Department of Career and Technology Education will grade the written and skills examinations and will send the results to the Oklahoma Board of Nursing. If the candidate fails one or both of the examinations, the candidate will be sent a re-write registration form by the Board. The candidate may take the examinations up to three (3) times before being required to complete the training program again.

Step V: Certification

After the candidate successfully passes the examinations, the Oklahoma Board of Nursing will issue a certificate and a copy of the Oklahoma Nursing Practice Act and Rules to the newly-certified Advanced Unlicensed Assistant.

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**ADVANCED UNLICENSED ASSISTANT
 CERTIFICATION CHECKLIST**

Candidate's Name		
Training Program		
Dates of Training		
Date of Application Submission		
RESPONSIBLE PERSON OR GROUP	ACTION	STATUS
Candidate	Completes training program.	
Candidate	Completes application for certification and attaches \$20.00 certification fee.	
Candidate	Submits application and fee to Board.	
Training Program Director	Submits notarized <i>Training Program Verification Statement</i> to Board.	
Board	Reviews and approves application. Sends registration form to candidate.	
Candidate	Completes registration form and attaches \$130.00 fee made out to the technology center. Makes appointment for examinations with an approved testing center.	
Testing Center	Administers written and skills examinations to the candidate and sends results to ODCTE with registration form.	
ODCTE	Scores examinations and sends results to Board.	
Board	Issues certification to successful candidate or re-application packet to unsuccessful candidate.	

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