

Oklahoma Board of Nursing
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Oklahoma City, OK 73106
(405) 962-1800
www.ok.gov/nursing

**INFORMATION FOR APPLICANTS FOR RN, LPN or APRN LICENSURE, AUA CERTIFICATION,
OR REINSTATEMENT WITH HISTORY OF ARRESTS, CONVICTIONS,
OR PRIOR DISCIPLINARY ACTION**

Applicants for licensure, AUA certification, or reinstatement in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, **or** have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing if the incident has not previously been reported in writing to the Board. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the *Oklahoma Nursing Practice Act*.

All applicants for licensure as a Registered Nurse, Licensed Practical Nurse or Advanced Practice Registered Nurse or for certification as an Advanced Unlicensed Assistant, must have submitted a fingerprint criminal history records search conducted by the FBI and Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].

A candidate for a license to practice as a Registered Nurse or Licensed Practical Nurse, or for certification as an Advanced Unlicensed Assistant, shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5, 567.6, & 567.6a]. **Therefore, individuals with one or more felony convictions cannot apply in Oklahoma for RN/LPN licensure by examination or endorsement, or for AUA certification, for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.**

The applicant must submit the following information to the Board:

1. Application for licensure, certification or reinstatement, and fee;
2. A signed statement from the applicant describing the location and circumstances of the offense, date, court action or Board action taken and current status;
3. Fingerprint criminal history search not more than three (3) months old (applicable only to applicants for licensure by examination, endorsement, APRN licensure or AUA certification); and
4. If applicable, **certified** copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. Internet print-outs are not acceptable. If no records are found, have the agency provide a certified letter stating no records found in a search from the date of offense through current date.
5. If applicable, copies of the licensing agency’s actions submitted directly from that agency to the Oklahoma Board of Nursing

Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements.