



# Oklahoma State Board of Examiners for Long Term Care Administrators



## Renew Your License At [www.osbeltcarenewal.ok.gov](http://www.osbeltcarenewal.ok.gov)

Your current license expires December 31, 2007.

### GETTING STARTED

- 1 Log on to [www.osbeltcarenewal.ok.gov](http://www.osbeltcarenewal.ok.gov)
- 2 Use your permanent license number as your Login.
- 3 **For New Users:** Use your last name as your initial **Password**. You will then be prompted to enter your email address. An email will be sent to your account with a link that will allow you to set up a **Password** and **Security Questions**.  
  
**For Returning Users:** Enter the **Password** you previously used when you renewed in 2006. If you do not remember your **Password**, please use the **Forgot Password** link.
- 4 You may now proceed through the online renewal process.

If you have any questions or concerns, please contact OK.gov at (405) 524-3468 ext. 121 or Toll Free at 1-800-955-3468 ext. 121



Oklahoma State Board of Examiners  
for Long Term Care Administrators  
2401 NW 23rd, Ste 62, OKC, OK 73170  
FAX 405-522-1625, 405-522-1616  
[www.ok.gov/osbeltca](http://www.ok.gov/osbeltca)



## MANDATORY ONLINE RENEWAL BEGINS THIS YEAR

### IMPORTANT NOTICES

**Online Renewal Notice:** Renewing your license is FAST, EASY and SAFE with our online license renewal system! Please use the information on the left to log into the system and renew your license. All renewals must now be done online. If you do not have internet access, please take advantage of local places in your area with internet access, such as the library or at work to renew your license.

**Renewal Fee & Late Fee Notice:** As outlined at 490:10-3-5.(a)(1) of the OSBELTCA Licensure Rules and Regulations "Each applicant for the renewal of a license shall file application at least thirty (30) days prior to the expiration date of current license." The renewal fee is \$200.00. The late fee is \$100.00. Renewals received after November 30, 2007 will require a total licensure fee of \$300.00.

**Continuing Education Notice:** You may request licensure renewal even though you have not completed the twenty-four (24) hours of continuing education. The "Affidavit of Application" portion of the renewal form states "..... I have completed or will complete the number of continuing education hours required for renewal of my license during the Calendar Year 2007."

Oklahoma Tax Commission laws may apply to this renewal.



Visa, Mastercard, American Express, Discover, and Electronic Funds Transfers are accepted.