



Oklahoma State Board of Examiners for Long Term Care Administrators



Renew Your License At www.osbeltcarenewal.ok.gov

Your current license expires December 31, 2008.

GETTING STARTED

- 1** Log on to www.osbeltcarenewal.ok.gov
- 2** **For Returning Users:** Enter your **License Number** and **Password** you previously used when you renewed in 2007 in the fields provided in the left navigation menu. If you do not recall your **Password**, use the **Forgot Password** link in the left navigation to create a new password.

For New Users: Click the “**First Time Login**” button in the left navigation. Enter your **License Number** and your **Last Name** in the fields provided. Now click the “**Login**” button. 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 **Security Questions** and a **Password** to access the renewal system.

- 3** You may now proceed through the online renewal process. For technical assistance, please contact OK.gov 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
P: 405-522-1616, F: 405-522-1625
www.ok.gov/osbeltca



MANDATORY ONLINE RENEWAL

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: 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 an application, as subscribed by the Board, prior to the expiration date of the current license.” The renewal fee is \$200.00.

Late Fee: As outlined at 490:1-7-2(c) of the OSBELTCA Licensure Rules and Regulations, a \$100 fee will be charged for each 30 days, or portion thereof that the license is not renewed. The renewal is late, beginning at 12:01am on the 1st day of the licensing year for which the renewal should have been renewed.

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 system states “..... I have completed or will complete the number of continuing education hours required for renewal of my license during the Calendar Year 2008.”

Oklahoma Tax Commission laws may apply to this renewal.



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