TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH
CHAPTER 400. LICENSED MARITAL AND FAMILY THERAPISTS

RULEMAKING ACTION:
PERMANENT final adoption

RULES:
Subchapter 1. General provisions
310:400-1-3. Definitions [AMENDED]
Subchapter 5. Rules of professional conduct
310:400-5-3. Professional competence and integrity [AMENDED]
Subchapter 9. Licensure examinations
310:400-9-2. Format [AMENDED]
310:400-9-4. Application[AMENDED]
Subchapter 15. Issuance and maintenance of license
310:400-15-3. License renewal [AMENDED]
310:400-15-8. Licensure by endorsement [AMENDED]

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Oklahoma State Board of Health, Title 63 O.S. Section 1-104; and
Title 59 O.S. Section 1925.5 et seq.

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ANALYSIS:
These rule amendments address those individuals who are a Licensed
Marital and Family Therapist (LMFT), those persons who are LMFT
candidates, and those individuals holding a license from another
jurisdiction who wish to become an LMFT in the State of Oklahoma. The
proposed rule modifications more closely align the state program with national standards; provide professional standards for forensic services; remove the oral examination component thereby removing subjectivity from the scoring of results; simplify provisions for reporting continuing education; and revise requirements for licensure by endorsement, offering new avenues for licensure.

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PURSUANT TO THE ACTIONS DESCRIBED HEREIN, THE FOLLOWING RULES ARE CONSIDERED FINALLY ADOPTED AS SET FORTH IN 75 O.S., SECTION 308.1(A), WITH AN EFFECTIVE DATE OF JULY 25, 2013:

SUBCHAPTER 1. GENERAL PROVISIONS

310:400-1-3. Definitions
When used in this Chapter, the following words or terms shall have the following meaning unless the context of the sentence requires another meaning:

"Approved LMFT supervisor" means an individual who meets the qualifications to become an approved supervisor and is approved by the Department as set forth in Section 310:400-11-3 of this Chapter.

"Extra therapeutic relationship" means a familial, social, financial, business, professional, close personal, sexual or other non-counseling relationship with a client, or engaging in any activity with another person that interferes or conflicts with the LMFT’s professional obligation to a client.

"Forensic services" means the application of knowledge, training and experience from the mental health field to the establishment of facts and/or the establishment of evidence in a court of law or ordered by a court of law.

"Home-study or technology-assisted distance learning" refers to the delivery of graduate coursework or continuing education through mailed correspondence or other distance learning technologies, which focuses on synchronous or asynchronous instructional delivery methods. Home-study or technology-assisted distance learning is designed to deliver education to learners who are not in the direct physical presence of the educator.

"OAC" means the Oklahoma Administrative Code.

"On-site supervisor" means a person who may not be an approved LMFT supervisor but is licensed in the State of Oklahoma as a Licensed Marital and Family Therapist, Licensed Professional Counselor, Licensed Behavioral Practitioner, Psychologist, Clinical Social Worker, Psychiatrist, or Licensed Alcohol and Drug Counselor employed by the agency employing the LMFT Candidate whose assigned job duties include acting as the immediate supervisor to the LMFT Candidate.

"Technology-assisted supervision" refers to supervision that occurs through video teleconferencing, over secure internet connections,
wherein an Approved LMFT Supervisor and a Licensed Marital and Family Therapist Candidate are in separate physical locations. Technology-assisted supervision must be approved by the Department prior to the accrual of hours. Factors to be considered by the Department include: distance between approved supervisor and candidate; financial hardship on approved supervisor or candidate; physical hardship on approved supervisor or candidate; specialty credentials; and other pertinent factors.

**SUBCHAPTER 5. RULES OF PROFESSIONAL CONDUCT**

**310:400-5-3. Professional competence and integrity**

(a) LMFTs are dedicated to maintaining high standards of professional competence and integrity.

(b) LMFTs are presumed to have violated high standards of integrity or competence if they:

1. are convicted of a felony;
2. are convicted of a misdemeanor (related to their qualifications or functions);
3. engage in conduct which could lead to conviction of felonies, or misdemeanors related to their qualifications or functions;
4. have their licenses or certificates suspended or revoked; or
5. are no longer competent to practice marital and family therapy because they are impaired due to physical or mental causes or the abuse of alcohol or other substances.

(c) LMFTs shall seek appropriate professional assistance for their own personal problems or conflicts that are likely to impair their work performance and their clinical judgment.

(d) LMFTs, as teachers and supervisors, are dedicated to maintaining high standards of scholarship and presenting information that is accurate.

(e) LMFTs shall remain abreast of new developments in family therapy knowledge and practice through both educational activities and clinical experiences.

(f) LMFTs shall not engage in sexual or other harassment or exploitation of clients, students, trainees, supervisees, employees, colleagues, research subjects, or actual or potential witnesses or complainants in ethical proceedings.

(g) LMFTs shall not attempt to diagnose, treat, or advise on problems outside the recognized boundaries of their competence.

(h) LMFTs shall prevent the distortion or misuse of their clinical and research findings.

(i) LMFTs are aware that, because of their ability to influence and alter the lives of others, they must exercise special care when making public their professional recommendations and opinions through testimony or other public statements.

(j) LMFTs shall protect the welfare of the client by storing and/or destroying, when appropriate, client files.

(k) LMFTs shall not, under normal circumstances, offer professional services to clients concurrently receiving services from another professional except with the knowledge of the professional.

(l) LMFTs shall display their original, current license certificate in
a prominent place in the primary location of their practice.

(m) LMFTs shall keep the Department updated regarding changes in mailing address, phone number and place of employment. Failure to do so may place the license in jeopardy due to missed renewal notices and other important communications.

(n) LMFT candidates and licensees. LMFTs and LMFT Candidates may not perform forensic services, which may include, but are not limited to, assessments, interviews, consultations, custody evaluations, reports, or expert testimony, or other such activity that is undertaken or conducted by the candidate or licensee in contemplation that the results may, or are intended to be, later furnished to a trier of fact or other decision maker, except only under the following conditions:

1. LMFT candidates and licensees. LMFTs and LMFT Candidates must demonstrate competence by certification, education or experience in the subject matter relevant to the issues in question and must certify in writing, upon request, that they have complied with all applicable provisions of the Rules and Regulations described in Sections 310:400-5-1(i), 310:400-5-2(d) and 310:400-5-3(e),(g),(h),(i), and (n) of this Chapter, as determined by the court.

2. LMFT candidates and licensees shall prepare a written report and include a separate section therein containing the author’s findings and conclusions relative to their analysis. Additionally, the candidate or licensee must provide to the person who is the subject of their forensic analysis, and such other person or persons who has/have a legally recognizable right in the subject matter of the proceeding, which may be directly adversely affected by the findings and conclusions made by the candidate or licensee, a copy of the written report at no cost to the person or persons entitled to receive a copy of the written report pursuant to this section. The copy(ies) must be provided at least ten (10) days prior to the report’s publication unless otherwise required by law or court order. LMFTs and LMFT Candidates shall provide a written notice and make reasonable attempts to obtain a signature acknowledging receipt of such notice, from each person or persons who is the subject of the forensic services. This written notice shall include:

   A) a description of what procedure will be followed in the evaluation process;
   B) how such information, interpretations, conclusions, and recommendations will be distributed;
   C) fee arrangements; and
   D) explanation of the role of the evaluator if subsequently called upon to provide expert testimony before a trier of fact.

3. LMFT candidates and licensees. LMFTs and LMFT Candidates shall maintain written records, in a form or format that is legible or readable to third persons, of all contacts and information received and used in the preparation of their report.

4. LMFT candidates and licensees. LMFTs and LMFT Candidates must conduct a thorough examination of the person who is the subject of their forensic analysis, and such other person or persons who has/have a legally recognizable right in the subject matter of the proceeding, which may be directly adversely affected by the findings.
and conclusions made by the candidate or licensee, and must utilize a "face-to-face" interview of the person who is the subject of the forensic analysis, or any other such person who may be directly adversely affected by the findings and conclusions made by the candidate or licensee.

(5) LMFT candidates and licensees LMFTs and LMFT Candidates must base their findings and conclusions only upon information gained by appropriate and lawful means. Interviews of minor children must shall be preceded by written consent from the joint-custodial parents or from the custodial parent or from the legal guardian or from the legal custodian appointed by the Court.

(6) LMFT candidates and licensees LMFTs and LMFT Candidates who provide therapy services for a client may shall only provide fact witness testimony, which may include diagnostic impressions, treatment plans and other factual clinical information ordinarily included in a treatment file. Fact witness testimony by LMFTs and LMFT Candidates shall not include opinions or recommendations pertaining to matter subject to a decision by the Court, in forensic matters involving that client, unless otherwise required by law or court order. LMFT candidates and licensees LMFTs and LMFT Candidates who provide mediation, parent coordinating assistance or any other neutral participation, may not undertake to provide therapy concurrently or subsequently to any person(s) involved or directly affected by the LMFT candidate’s or licensee’s LMFT’s or LMFT Candidate’s role as a neutral participant. Fact witness testimony means evidentiary statements that are limited to direct observations by the LMFT candidate or licensee LMFT or LMFT Candidate and shall not include conclusions, opinions or recommendations.

(7) Assessments, interviews, consultations, custody evaluations, reports or other activity not performed in contemplation that the results would be furnished to a trier of fact or decision maker, must be kept confidential and cannot be utilized in the formation or publication of an opinion by the candidate or licensee.

(o) An LMFT, LMFT candidate, or applicant for LMFT licensure, in connection with a license application or an investigation conducted by the Department pursuant to OAC 310:400-17-3, shall not:

(1) knowingly make a false statement of material fact; LMFT, LMFT candidate or applicant for licensure to have arisen in the application or the matter under investigation; or

(2) fail to disclose a fact necessary to correct a misapprehension known by the LMFT, LMFT candidate or applicant for licensure to have arisen in the application or the matter under investigation; or

(3) fail to respond to a demand for information made by the Department or any designated representative thereof, unless a request for a protective order has been first made pursuant to the provisions of Chapter 2 of this title, in which case the LMFT, LMFT candidate or applicant may await the decision concerning the issuance or denial of a protective order before making any response.

(p) No person may engage in the private or independent practice of marital and family therapy work or open a facility with the intent of providing private or independent therapy practice unless that person:

(1) is licensed under this Act as a Licensed Marital and Family
(2) has met all requirements of Section OAC 310:400-11-4 of the LMFT Regulations; and
(3) has continued to meet all continuing education requirements set forth in Subchapter 15 of this Chapter.

SUBCHAPTER 9. LICENSURE EXAMINATIONS

310:400-9-2. Format
Applicants shall take two examinations:
(1) The Licensing Examination in Marital and Family Therapy (Professional Examination Service) or another equivalent examination as determined by the Department and
(2) An oral and/or written examination The Oklahoma LMFT Examination covering psychopathology and the LMFT law and regulations as approved by the Department.

310:400-9-4. Application
(a) The Department shall mail notification of eligibility to sit for examination(s) to the last known address of applicant no later than sixty (60) days after receiving the required and completed application materials.
(b) The Department will schedule the oral exam Oklahoma LMFT Examination and notify the applicant of test date. An applicant who wishes to take a scheduled national examination must complete an examination registration form, return it to the Department's designee and submit the required fee prior to the date of the examination.
(c) The applicant must pass the oral exam Oklahoma LMFT Examination within one year from the first date applicant is eligible to test or the supervision agreement will be revoked and the applicant shall be mailed notification at last known address. After passing the oral exam Oklahoma LMFT Examination, the applicant may submit a new supervision agreement and on-site supervisor verification form for Department approval.
(d) An applicant's eligibility to sit for the national examination shall be valid for three years, at which time if the applicant has not successfully passed the national exam, the licensure application shall be voided and the applicant shall be mailed notification at last known address. An applicant may re-apply with an additional requirement of a plan of remediation acceptable to the advisory board.

SUBCHAPTER 15. ISSUANCE AND MAINTENANCE OF LICENSE

310:400-15-3. License renewal
(a) Responsibility. Each LMFT is responsible for renewing his/her license before the expiration date.
(b) Initial licensing period. The renewal date of the original license shall be two (2) years from the last day of the month in which the license was originally issued.
(c) Annual renewal. Subsequent renewals will be yearly, on or before January 1. License fees will be prorated on a quarterly basis for the first renewal.
(d) Interim renewal. The notice for the initial renewal shall solicit
the required continuing education documentation and invoice the LMFT for the interim period between the original renewal date and the following December 31 so that subsequent renewals shall be on a calendar year basis. The renewal notice shall inform the licensee of the number of continuing education hours required by December 31. Fees and continuing education hours shall be prorated according to the schedule below.

(1) For a license expiring during January, February or March the following shall apply:
   (A) The renewal fee shall be $100.00; and
   (B) Continuing education of 20 hours shall be due by December 31.
(2) For a license expiring during April, May or June the following shall apply:
   (A) The renewal fee shall be $75.00; and
   (B) Continuing education of 15 hours shall be due by December 31.
(3) For a license expiring during July, August or September the following shall apply:
   (A) The renewal fee shall be $50.00; and
   (B) Continuing education of 10 hours shall be due by December 31.
(4) For a license expiring during October or November, the following shall apply:
   (A) The renewal fee shall be $25.00; and
   (B) Continuing education of 5 hours shall be due by December 31.
(5) Licenses expiring in December are not prorated.

(e) Requirements for renewal. Requirements for renewal are:
   (1) Compliance with the Act and Board rules.
   (2) Documentation of the required continuing education. (See 310:400-15-4 for information regarding C.E.).
   (3) Payment of the renewal fee(s).
   (4) Submission of Continuing Education Roster, on official Department form.

(f) Display of renewal certificate.
   (1) License renewal verification cards shall be displayed on the original (or replaced) license certificate.
   (2) A current license verification card shall be readily available on the LMFT's person at any time marital and therapy services are being provided.

(a) Purpose. The purpose of the requirements in this Section is to establish the continuing education requirements necessary for license renewal.
(b) Number of hours required.
   (1) Licensees shall complete and furnish documentation to the Department of twenty (20) clock hours of acceptable continuing education per year. One college credit hour is equal to fifteen (15) clock hours. Current LMFT Advisory Board members shall receive clock hours of acceptable continuing education for attendance and participation in advisory board or LMFT Advisory Board Chair appointed sub-committee meetings.
   (2) A minimum of three (3) clock hours of continuing education hours must be in mental health ethics from programs pre-approved by the
Department or its designee. Continuing education in mental health ethics is acceptable as meeting the pre-approval requirements by the Department when the continuing education program:

(A) Addresses ethics issues specifically pertaining to the practice of therapy, as defined in Section 1925.2(7) of this Act; (B) Addresses regulations as promulgated in Subchapter 5 of this Chapter; and

(C) Meets all requirements of subsections (b) through (e) of OAC 310:400-15-4 of this Chapter.

(D) Beginning renewal year 2009, the three clock hours of mental health ethics continuing education must be accrued in a face-to-face setting.

(E) Current LMFT Advisory Board members shall receive clock hours of acceptable continuing education in mental health ethics for attendance and participation in advisory board or LMFT Advisory Board Chair appointed sub-committee meetings.

(3) Approved LMFT Supervisors are required to complete a minimum of three (3) clock hours, every three (3) years, of continuing education in therapy supervision specific to Oklahoma law provided by the LMFT Advisory Board, or its designee. Continuing education in Therapy Supervision is acceptable as meeting the pre-approval requirements by the Department when the continuing education program:

(A) Addresses issues specifically related to the practice of therapy supervision pursuant to regulations promulgated in Subchapter 11 of this Chapter; and

(B) Contains content in one or more of the following knowledge areas:

(i) Overview of a supervision model;
(ii) Supervisors' areas of focus and roles in supervision;
(iii) Supervisors' process and practical application;
(iv) Ethical dilemmas involved in therapy supervision;
(v) Methods of effectively addressing and preventing ethical dilemmas in therapy supervision;
(vi) Overview of AAMFT standards of supervision; or
(vii) Overview of Oklahoma LMFT Rules and Regulations regarding therapy supervision; and

(C) Meets all requirements of subsections (b) through (e) of Section OAC 310:400-15-4 of this Chapter.

(c) Acceptable continuing education. Continuing education is acceptable to the Department when it:

(1) approximates the content of any of the academic areas listed under Subchapter 7 of this Chapter and;

(2) is presented by a person who meets one of the following qualifications:

(A) is licensed or certified by therapy related professions;
(B) is a licensed or certified member of a non-therapy field (i.e. medicine, law) if the content of the presentation is therapy related and falls within the presenter's area of training;
(C) has experience teaching, at the graduate level, in a regionally accredited college or university from any of the
knowledge areas listed in Section OAC 310:400-7-4 of this Chapter;
(D) the person is presenting or has presented at a national mental health conference provided by the American Association for Marriage and Family Therapy (AAMFT), American Psychological Association (APA), American Counseling Association (ACA), or any of its divisions, National Association for Social Workers (NASW), the Association for Addiction Professionals (NAADAC), or other nationally recognized professional organization in the mental health field;
(E) is presenting in a program sponsored or provided by a state or federal government agency with responsibility for mental health and substance abuse services; and
(3) takes place in the context of one of the following:
   (A) a college course, in-service training, institute, seminar, workshop, conference or a Department pre-approved technology-assisted distance learning or home-study course;
   (B) a national mental health conference provided by the American Association for Marriage and Family Therapy (AAMFT), American Psychological Association (APA), American Counseling Association (ACA), or any of its divisions, National Association for Social Workers (NASW), the Association for Addiction Professionals (NAADAC), or other nationally recognized professional organization in the mental health field;
   (C) a program approved or offered by a state or federal government agency with responsibility for mental health and substance abuse services; or
   (D) LMFT Advisory Board Meetings or LMFT Advisory Board Chair appointed sub-committee meetings, for current LMFT Advisory Board members.
(d) Continuing education accrual from teaching. Continuing education may also be accrued when the LMFT teaches in programs such as institutes, seminars, workshops, and conferences, when the content conforms to section OAC 310:400-15-4(c) of this subchapter, provided that such teaching is not required as part of the LMFT's regular employment. Two hours of C.E. is credited for each hour taught.
(e) Continuing education accrual from technology-assisted distance learning or home-study courses. Continuing education may be accrued when the LMFT completes technology-assisted distance learning or home-study programs that are approved by the Department. No more than ten (10) hours of continuing education may be accrued per renewal period through technology-assisted distance learning or home-study courses.
(f) Professional audience. Continuing education, whether received or presented by the LMFT must be targeted toward a professional audience.
(g) Documentation of attendance. LMFT's shall retain verification of attendance documents for all C.E. hours claimed for a period of two (2) years. Acceptable C.E. verification of attendance documents are:
   (1) an official continuing education validation form furnished by the presenter, or,
   (2) a letter on the sponsoring presenter's letterhead giving the name of the program, location, dates, subjects taught, total number of hours attended, participant's name and presenter's name and credentials, or,
an official college transcript showing courses or audit credit or
(4) (For teaching) a letter on sponsoring agency's letterhead giving
the name of the program, location, dates, subject taught and total number of hours taught.

(h) Submission of continuing education roster. LMFT's shall submit a
Continuing Education Roster, on official Department forms, (not
individual verification of attendance documents) with the license renewal fee. Rosters may be obtained from the LMFT office. The
Continuing Education Roster shall include the name of the licensee,
signature and signature date of the licensee, total clock hours of
workshop(s), name of workshop(s), sponsoring agency of workshop, date of
workshop, and the number of hours of each workshop. Only C.E. accrued in
the preceding license renewal period is acceptable.

(i) Audit of continuing education submissions. In November of each
year, the Department will randomly select from two (2) to twenty-five
(25) percent of the number of LMFT's on active status the previous year
for an audit of their claimed Continuing Education credits. These
selected LMFT's must then provide the Department with verification of
all credits claimed on their Continuing Education Roster on or before
the renewal deadline. The Department may, at its discretion, audit and
require verification of any credits claimed which it may consider
questionable or fraudulent.

(j) Penalty for failure to submit continuing education. Failure to
fulfill the C.E. requirement by the renewal date renders the license in
suspension. All rights granted by the license are null and void until
the requirement is fulfilled and a late renewal fee is paid. The LMFT
has 12 months from the date of suspension to become reinstated. If not
reinstated, the license shall be revoked.

(k) Submission of fraudulent continuing education. The submission of
fraudulent C.E. hours will be reviewed by the Department for
disciplinary action and may result in suspension or revocation of
license.

(l) Responsibility. The licensee is ultimately responsible for
providing or arranging for sponsors to provide the information necessary
for the Department to make a determination of the suitability of the
program for continuing education requirements.

(m) Continuing Education Rosters for LMFT Approved Supervisors. Every
three (3) years, LMFT Approved Supervisors are required to submit three
(3) hours of continuing education in therapy supervision on the LMFT
Approved Supervisor Continuing Education Roster. The LMFT Approved
Supervisor Continuing Education Roster shall include name of licensee,
signature and signature date of licensee, total clock hours of
workshop(s), name of therapy supervision workshop, sponsoring agency of
workshop(s), date of workshop(s), and number of hours of each workshop.

310:400-15-8. Licensure by endorsement

The Commissioner may grant a license by endorsement, in accordance
with Section 1925.9 of the LMFT Act.

(1) Submission of license or verification card. An applicant for
licensure by endorsement must submit a copy of the current active
license, certificate or verification card, and may be required to
submit a copy of the statute and rules of the agency issuing the license and the name and address of the licensing agency.

(2) **Licensing procedures.** An applicant must submit the application form and documents as requested, license fees, three current documents of recommendation and official transcript(s).

(3) The Department shall issue a license by endorsement to an applicant who is licensed or certified as a marital and family therapist in another jurisdiction and who meets the following:

(A) The applicant's marital and family therapy license in the other jurisdiction is active and in good standing;
(B) The applicant fulfills the requirements of Section 1925.6 A. and B. of the LMFT Act;
(C) The applicant must have at least a masters degree from a regionally accredited college or university;
(D) The applicant takes and passes the examination as provided under Section 1925.7 of the LMFT Act, and the applicant has passed the national written, marital and family examination that, in the judgement of the Department, is substantially equivalent to the examination established by the Department;
(E) The applicant takes and passes the Oklahoma LMFT Oral Examination.

The Commissioner may grant a license by endorsement, in accordance with Section 1925.9 of the LMFT Act.

(1) **Submission of Out-of-State License Verification Form.** An applicant for licensure by endorsement must submit the Out-of-State License Verification Form and may be required to submit a copy of the statute and rules of the agency issuing the license and the name and address of the licensing agency.

(2) **Licensing procedures.** An applicant must submit all application materials as described in OAC 310:400-7-2(b)(1), (2), (3), (5) and (6).

(3) The Department shall issue a license by endorsement to an applicant who is licensed or certified as a marital and family therapist in another jurisdiction and who meets the following:

(A) The applicant’s marital and family therapy license in the other jurisdiction is active and in good standing with no history of suspension or revocation action against the license.
(B) The applicant fulfills the requirements of Section 1925.6 A), (B), (C) of the LMFT Act;
(C) The applicant must have at least a masters degree in marital and family therapy, or in a mental health, behavioral science, or counseling related field, or a content-equivalent degree from a regionally accredited college or university;
(D) The applicant takes and passes the examination as provided in Section 1925.7, unless the applicant has passed a written, marital and family therapist examination that, in the judgment of the Department, is substantially equivalent to the examination established by the Department; and
(E) The applicant takes and passes the Oklahoma LMFT Examination.

(4) If the Applicant cannot meet the requirements of Paragraph (3) of this section, the Department shall issue a license by endorsement
to an applicant who is licensed or certified as a marital and family therapist in another jurisdiction and who meets the following:

(A) The applicant's marital and family therapy license in the other jurisdiction is active and in good standing which allows the applicant to practice independently without supervision and shall have no history of suspension or revocation action against the license;

(B) The applicant must show proof of practice in marital and family therapy for five (5) years prior to application in Oklahoma;

(C) The applicant fulfills the requirements of Section 1925.6 (A), (B), (C) of the LMFT Act;

(D) The applicant must have at least a masters degree in marital and family therapy or in a mental health, behavioral science, or counseling related field from a regionally accredited college or university;

(E) The applicant takes and passes the Oklahoma LMFT Examination as described in OAC 310:400-9-2(2) of this Chapter.

(F) The applicant meets the requirements in OAC 310:400-7-1(b).

(5) The applicant must meet the requirements in OAC 310:400-7-2(a)(2),(3) and (4).


Marital and Family Therapists who are currently licensed in another state, who have made application for licensure by endorsement in Oklahoma may be granted a temporary license. An applicant who has met all requirements for licensure except for the written and/or oral examination and is waiting for the first opportunity to take the first written and/or oral examination may be granted a temporary license. A temporary license is valid up to 12 months from date of issue or until a permanent license is issued or until the application is denied. Temporary licenses must be returned to the Department upon expiration or when a permanent license is issued.