



## *Oklahoma State Board of Examiners for Long Term Care Administrators*

**Dear Licensee:**

As with prior years, it is mandatory that your 2014 license renewal be performed online prior to December 31, 2013. The Oklahoma State Board of Examiners for Long Term Care Administrators is pleased to inform you that the Online Renewal process within the licensing portal is now open.

For those who were "grandfathered" last year (most of our Adult Day Care, Res Care, and Assisted Living administrators) or who have only been licensed this year or perhaps late last year, we realize this is a new process for you. You will need to log in to the system with the same email and password that you used to make your application.

For all others, Nursing Home Administrators and Certified Assistants, prior to the 2013 renewal, a 5 digit passcode was emailed out and you should have changed that to a password that you could more easily remember. If you have changed your password since then, log in using your new password. If you have not changed your password, you must have the 5 digit passcode provided to you in that original email to access your account with the OSBELTCA online. We do, however, strongly recommend that you change that code to something else.

As a reminder...if you are receiving this, you are already in the system. **DO NOT ENROLL.**

If you run into problems logging into the site, first, check for typing errors (both your email address and your password - this is probably the problem). If you are still having difficulties (perhaps you cannot remember your password or login email address...) and you are a Nursing Home Admin or Certified Assistant, please call (405) 522-1619 to speak with Pam. If you are an Adult Day Care, Residential Care or Residential Care/Assisted Living Admin, please call (405)522-1616 to speak with Ginger.

Please note: Renewal instructions have been placed on our website at [www.ok.gov/osbeltca](http://www.ok.gov/osbeltca).

Since this message is specific to renewals, you should familiarize yourself with the Board's rules governing renewals which are found at OAC 490:10-3-5. Renewal fees do vary by licensure type and there is no longer an "inactive" status in Oklahoma. Concerning continuing education or CE, you may renew prior to completing your requirements for the year, however, during the renewal you will attest that you "have completed or will complete by the end of the year" the required number of hours for your renewal and the Board does conduct retrospective audits randomly. You may (and we suggest developing this habit) scan and upload your CE certificates into your record but we suggest that you define/describe the files so you can find them quickly if/when you are audited. It is not mandatory that you upload your CE - this is merely an option that is available for you if you are so inclined to use it.

An issue arises every year during the license renewal period that needs to be addressed also. The online process requires that you enter payment account information into the web-based forms(s). It is up to each licensee to verify/ensure the accuracy of this information [i.e., credit card number and security code for credit card transactions; bank routing number and account number for Electronic Funds Transfers (EFTs) which are also called debit card transactions; etc]. When any of these numbers are entered incorrectly, the website MAY still allow you to complete the renewal process and print your Annual Card for 2014. If any data has been incorrectly

entered, the Board will be notified within 3-10 days by the State Treasurer's Office that there were insufficient funds to cover the transaction. **THIS WILL INVALIDATE THE RENEWAL** and could cause your license/certification to lapse and subject the individual to additional penalties as assessed by the Board. Please double-check your entries.

As always, please don't hesitate to call us if you need help. Thanks for what you do as a long term care professional! We're coming a long way together. Also, please remind your peers that it is time to renew, too – we don't want anyone to get busy with the holidays and forget to renew.

Sincerely,



**Gaylord "Z" Thomas**

**Executive Director**

**Oklahoma State Board of Examiners for Long Term Care Administrators**