

ENDORSEMENT/RECIPROCITY LETTER

To Whom It May Concern:

Please note that as of July 1, 2007 a \$100.00 application fee is required. Please complete the top portion of the online questionnaire and mail to the **state(s)** in which you are or have been licensed. When received, the questionnaire will be completed and returned to our office.

Also, complete the online application and two online affidavits (criminal background and verification of citizenship) and submit to our office. You are also required to send us a **declaration letter** signed by a licensed long term care administrator, medical director, director of nurses, or registered nurse who can attest to your work experience of licensure as a long term care administrator of record full time for the past two consecutive years in a jurisdiction regulated by a licensing authority or submission of licensure as a long term care administrator who has been active in long term care for at least two (2) of the last five (5) years. We also require that a certified transcript confirming your Bachelor's degree be sent to our office from the school in which you graduated.

Please contact us at 405-522-1616 if we can be of further assistance.