

FAQs – General

Following are some of the more common questions we get on the phone on an almost daily basis. If you have a question that hasn't been answered in any of our other FAQ formats, this one may be helpful:

[What is “Endorsement” and/or “Reciprocity?”](#)

[What is a Provisional License? Is it the same thing as a Temporary License?](#)

[I’m an administrator...How many CEUs am I required to get? Does my MAT training count?](#)

[When are licenses renewed in Oklahoma? What’s the renewal fee?](#)

[Does this training I’m attending next week count for my CEUs? OR](#)

[I attended a seminar in Kansas \(or somewhere else\)...does that count for my CE?](#)

[Who’s the best person for me to talk with about my license?](#)

[What’s the address to have my transcript mailed to?](#)

[What are the different long term care administrator license types in Oklahoma?](#)

[Which license should I apply for \(which license am I qualified for\)?](#)

[I have been referred or reported to the Board...what’s going to happen?](#)

[I’m ready for the NAB Exam...what do I do now? When is it scheduled?](#)

[When does the next class start?](#)

What is “Endorsement” and/or “Reciprocity?”

[\[BACK TO THE LIST OF FAQs\]](#)

These two terms have been slung around so much that most people actually don't know the difference any more. There IS a difference. There is actually no such thing as “reciprocity” concerning your long term care license. Reciprocity is when you have a license in one jurisdiction that the license is therefore recognized/accepted in other states. This would be like your drivers license...it's good in Oklahoma, Texas, Maine, California, Florida...all over the United States. THAT is reciprocity and it simply does not exist for long term care administrators licenses (at this time). It's a “puzzle” that has been worked on for over 40 years between the various states and still not solved.

The alternative is licensure by endorsement... This means that when you come to OSBELTCA to get your license (and you already have one in another state), you must come to us having met our requirements (degree, certain amount of experience and time as an administrator in another state, completed an AIT program at least as rigorous as our program, passed the NAB NHA exam...see the qualifications in our rules) and all that essentially remains is that you apply, provide this information to us, pay the fees and ALSO to pass our State Standards Exam. So, your license from another state does not work here. You must get one from Oklahoma and that frequently entails a form from the other state be filled out by that state's equivalent of OSBELTCA (may have a fee) to prove when you got your license and your NAB scores and that you don't have any actions pending in that state and so on. Likewise, if you're licensed in Oklahoma and are applying for another state, you'll have to request our office to complete a licensure endorsement questionnaire as part of the process.

What is a Provisional License? Is it the same thing as a Temporary License?

[\[BACK TO THE LIST OF FAQs\]](#)

First, a PROVISIONAL license and a TEMPORARY license are NOT the same thing. But, you must apply for either of them IF you need them.

A TEMPORARY license CAN be issued (for NHA and RC/AL administrators) upon request by the applicant and by approval of the Executive Director AFTER he has seen the official NAB score. These scores are only reported every 2 weeks to our office. This license expires at the NEXT BOARD MEETING when the Board will be reviewing the actual application for the non-temporary (permanent?) license. Who needs this? From time to time, scores may come in on the same day as a Board meeting and the applicant may have employment pending. In those kinds of cases, they would want to be able to legally serve as the administrator and the additional fees for this temporary license would be worth it to them, knowing they could not be employed for as much as a month.

A PROVISIONAL license is issued as a once in a lifetime opportunity for an individual (where someone is qualified...see the rules) and it is ASSOCIATED with a facility and that facility can only be so associated with such a license once every year. It is designed to help homes experiencing trouble finding an administrator (usually in rural areas) to broaden their net...someone MAY be “nearly” qualified for permanent licensure and it gives them time to serve as the administrator usually while they finish whatever the requirement is that’s keeping them from being licensed, such as completion of AIT or AU, for example. The Provisional License expires in 6 months after issued AND it requires a consultant licensed administrator also be involved with the facility and the provisional licensee (again, see the rules).

Another “remedy” that exists for rural homes to consider, more of a long term fix than the 6 month Provisional license band-aid approach, designed specifically for the issue of rural homes experiencing difficulty finding a licensed administrator is the option of the **Certified Assistant Administrator**. This option is fully detailed in Chapter 15 of our rules and if you are considering it, or as an administrator, you’re being asked to supervise a Certified Assistant Administrator, you really should look at these rules. It allows a Nursing Home Administrator to be the administrator of record at more than one facility by employing a certified assistant if certain conditions are met (proximity of the facilities is less than 50 miles and the number of occupied beds is less than 120...for example). There are restrictions on how many hours (minimum) the administrator of record must spend in each facility and so on. While not required, we recommend that if you’re going this route that you consider multiple Certified Assistants (one for each facility) and evenly split your time as the administrator of record supervising the operation of those facilities. The temptation is to get comfortable with your certified assistant at the “other” facility and focus your time on “your” (primary) facility (where you office) and essentially, you’re putting your license at risk when that occurs.

I'm an administrator...How many CEUs am I required to get? Does my MAT training count?

[\[BACK TO THE LIST OF FAQs\]](#)

It depends on what kind of license you hold... But CEUs in Oklahoma are an ANNUAL requirement that runs concurrent with the licensure year (which also so happens to run concurrently with the CALENDAR year which helps keep it all straight in your mind...).

Nursing Home Administrators – 24 hours per year

Certified Assistant Administrators – 24 hours per year (as a condition of employment...)

RC/AL Administrators – 18 hours per year

RC Administrators – 16 hours per year

Adult Day Care Administrators – 12 hours per year

Notice that these are PER YEAR requirements. Many people get CONFUSED by reading the rules where it talks about how many CEUs a person “newly licensed” is required to get. The rules are talking about the “rate” that is used to calculate how many CEUs are required for the remainder of that first calendar year... For example, if one is licensed in June, they will be required to do CE for the remainder of that year (July, August, September, October, November and December) or 6 months. The “rate” for a NHA is 24 per year or 2 per month... this does NOT mean one has to do 2 CEUs every month for the rest of that year...it means you multiply the number of whole months left times that rate to find out how many you must complete by the end of the year. Furthermore, when licensed, these licensees do get a letter congratulating them on being licensed AND in that letter, it tells them how many CEUs they are required to get for the remainder of that first year and how many CE they are required every subsequent year thereafter. It is an ANNUAL requirement and for newly licensed persons, that number is prorated for the remainder of that first year. It is not meant to be confusing.

Furthermore, concerning CEUs, we do NOT want you to send your certificates to us UNLESS we send you a notice that we are auditing you (for the previous year). You SHOULD develop a system for yourself to keep track of your own CEUs – something as simple as putting the certificates in a folder. When we do audit you, it SHOULD BE as simple as going to that folder and walking to the fax machine and sending them to us. ALTERNATIVELY, you CAN scan a copy of your CEUs and upload them into your own record, and then, when we start the audit, you could just tell us they're there and we would then go and look at them...if we hadn't already noticed it when we initiated the random audit. When you renew your license, you are asked to certify that you HAVE or WILL HAVE completed your CE requirements by the end of the year as part of the renewal process. If we are going to audit you, that usually happens in the first half of the following year at some point. And it IS a random process...you COULD be audited on consecutive years and we're NOT profiling anyone...

DOES MY MAT TRAINING COUNT? We hear this a LOT from our new RC/AL and RC administrators... if they're not a nurse or CMA, they are required to go through the MAT training as part of their initial licensure requirements... they have to renew this MAT training.

Currently, WE do not require that these administrator types BE a MAT... but if they need to BE a MAT, they will need to keep that certification current; but it's unrelated to our requirements. And since

nobody has (so far) requested our Board approve that training for CE, it's NOT accepted or counted for the CE requirement. If you are going to administer meds, you need to keep this current but it's a separate requirement from your administrator's license and a different hat you're wearing when you're administering meds. If you need it for your job, keep it current, definitely. If not, it's entirely up to you whether you keep it current or not but until or unless someone requests this Board or NAB to approve that training for CE, it is NOT accepted or counted.

When are licenses renewed in Oklahoma? What's the renewal fee?

[\[BACK TO THE LIST OF FAQs\]](#)

Licenses are all renewed annually in Oklahoma concurrent with the calendar year. The online portal is typically opened on November 1 and is open through December 31...

Renewal fees vary by licensure type and you should refer to the schedule of fees in the Board's rules.

Does this training I'm attending next week count for my CEUs? OR I attended a seminar in Kansas (or somewhere else)...does that count for my CE?

[\[BACK TO THE LIST OF FAQs\]](#)

Who knows!?! It depends on WHO APPROVED IT FOR CEUs.

For CEUs to count in Oklahoma, essentially they must have been approved by OSBELTCA or they must have been approved by NAB (which will have a NCERS number on the certificate). Another State Board approving it is NOT acceptable. You MUST have either OSBELTCA or NAB approval or it doesn't "count." Now, that doesn't mean it's not good training and that you shouldn't go to something IF it's something that YOU need or want to attend to improve yourself as a professional... it just won't count for our purposes. We would encourage you TO attend something like that if it looks like a valuable program...just don't expect to count it toward your requirements. And there is nothing wrong with having MORE than the required number of CEUs. But, they don't "carry over" to the next year. You cannot "bank" CEUs from one year for another year.

Who's the best person for me to talk with about my license?

[\[BACK TO THE LIST OF FAQs\]](#)

There are only 3 staff people in the OSBELTCA office...

Generally, the best person to talk with for all NURSING HOME ADMINISTRATOR related items would be Ms. Pam Duren and she can be reached at 405-522-1619 or pam.duren@osbeltca.ok.gov by email.

For all OTHER types of administrators (Res Care, Assisted Living, Adult Day Care), the first line of defense is Ms. Ginger Dean at 405-522-1616 or ginger.dean@osbeltca.ok.gov by email.

The Executive Director is the most “ambidextrous” among the three and MAY be able to answer your questions or assist you with something inside the portal in the absence of either...and if they’re not there, he will answer the phone! If it’s a man you’re talking with, you will know it’s him...but typically, you probably will want to talk with Pam or Ginger as you go through the licensing process.

What’s the address to have my transcript mailed to?

[\[BACK TO THE LIST OF FAQs\]](#)

OSBELTCA
2401 NW 23rd Street Suite 62
Oklahoma City, OK 73107

It is important that they be mailed directly to us BY the institution...

What are the different long term care administrator license types in Oklahoma?

[\[BACK TO THE LIST OF FAQs\]](#)

Currently, there are 4 licensure types in Oklahoma with varied scopes of practice:

Nursing Home Administrator – (NHA) scope of practice includes nursing homes, ICF/MR (IID), Assisted Living, Residential Care and Adult Day Care... this license is like the “executive” or “master” license

RC/AL Administrator – pronounced “ar-kal” by most people, for someone who does not intent do work in a nursing facility or an ICF/MR facility, this license is what is required if one intends to be the administrator of an Assisted Living Facility (ALF). The scope of practice also includes Residential Care Facilities (RCFs).

RC Administrator – Frequently referred to as Res Care Administrator or RC Only license... The scope of practice for this license is limited to Residential Care Facilities (RCFs).

Adult Day Care Administrator – scope of practice is limited to Adult Day Care Facilities.

Which license should I apply for (which license am I qualified for)?

[\[BACK TO THE LIST OF FAQs\]](#)

The answer really depends on your intentions as well as your qualifications.

If you intend to ever work in a nursing facility or an ICF/MR facility, clearly you MUST have the Nursing Home Administrator’s (NHA) license.

If you DON’T intend to ever work in either a nursing facility or an ICF/MR, then you don’t have to have the NHA license and you should select depending on where you DO intend to work...

As far as qualifications go, there are TRAINING REQUIREMENTS associated with all of these options, but there are also prerequisites... The NHA license requires that you have a 4 year degree (bachelor's degree). If you don't have that to start with, you either need to get one OR look at one of the other types.

We can't tell you which one to apply for; we can tell you what you must have to be qualified for one or the other. The decision is ultimately yours to make.

I have been referred or reported to the Board...what's going to happen?

[\[BACK TO THE LIST OF FAQs\]](#)

First of all, YOU probably didn't use the term "referred" or "reported" when you were thinking about the question... You probably said "I have a complaint against me..." and that isn't exactly accurate (yet) and that's why we are careful to use the words "referred" and "reported."

You had a bad survey... you had a "quality of care" F-tag that the Health Department was mandated to "refer" to us...meaning the scope/severity of that tag was F or greater (except G).

OR

DHS or a private citizen reported you to us for having done something allegedly in violation of our the rules.

WHEN YOU ARE REFERRED OR REPORTED to the Board, you will get a letter from us letting you know that we have so received this referral or report and we will ask you to tell us YOUR SIDE of the story. It's an opportunity for you to set the record straight (a 2567 is one side of the story...). It's also your opportunity to let us know if you are taking the 2567 to IDR or going through a CMS appeal.

Your response (or not, if you don't respond...your choice...nobody will make you respond but it's a pretty good idea...) will go to a committee along with the referral/report who will look it over, discuss it and determine if they think it's PROBABLE that you might have violated one of our rules or not...

If they think you did NOT, they will make a recommendation to the Board and it is usually dismissed by the Board upon that recommendation.

If they think you did PROBABLY violate one or more rules, then the Board's attorney will draft a "COMPLAINT" (a formal document) telling you what we think you may have violated and offer you the opportunity/choice to either come to an agreement of some sort and "settle" the case, OR take it to a hearing before the entire Board and let the Board decide 1) if you did violate a rule or not, and if so, 2) what the penalty will be for that violation.

In most cases, they are actually dismissed for a variety of reasons...but when the board sees a problem, they don't hesitate to call an administrator out for their failures as a professional.

Throughout this process, you should be in contact with the Executive Director. You MAY also have an attorney represent you starting at any point in the process (at your own expense). That is your right. When you do have an attorney, you should know that the Executive Director defers most discussions through the Board's attorney. You should also know that you will be also held accountable for the Board's attorney fees per the statute in cases where the committee finds it probable that you violated one or more of our rules.

I'm ready for the NAB Exam...what do I do now? When is it scheduled?

[\[BACK TO THE LIST OF FAQs\]](#)

The first thing you need to do (and this is only for NHA and RC/AL applicants who are currently required to take and pass a NAB exam...) is to contact either Pam or Ginger (according to which license type you are applying for) and be certain that you have completed all aspects of your training...

Because the NEXT thing you're going to do is to go to the NAB website and apply to take the exam...

Pam or Ginger will then be asked (via email) by the people administering the exam whether or not you are eligible to sit for the exam. They will make you eligible online and you will be notified via email of that and then you can go back in and SCHEDULE YOURSELF to go to a testing facility (Oklahoma City, Tulsa, Fort Smith...) and take the exam...when it's convenient for you. It is NOT a paper and pencil exam but is taken on a computer in the testing facility along with MANY other people testing for many other things... it is not scheduled by OSBELTCA, but by you.

When does the next class start?

[\[BACK TO THE LIST OF FAQs\]](#)

That all depends on what class your are talking about...AU? Adult Day Care? RC/AL?

AU or Administrator University (which is required for the Nursing Home Administrators license) is only conducted twice per year. TYPICALLY, classes begin in late January and early August. Every year.

Adult Day Care classes are scheduled on a more ad hoc basis... we don't typically see that many applicants for this and it's only a ONE DAY class that culminates with the State Standards Exam. We try to wait for multiple applicants in the system to schedule it...but if we find we are waiting too long on that next applicant to appear, we WILL schedule it for that individual...

RC/AL training... that is NOT done in-house through OSBELTCA and for the most part, you probably need to follow our links on our website ("[Other Training](#)") to see when it IS scheduled next at the various training locations within the state...assuming these entities inform us of those dates. We do try to keep those dates current for them. If not, you can contact them directly through the contact information posted there.