

Licensure Renewal...

Every year, we do this...but we only do it once a year so we frequently forget how it's done. We may even forget our login or our password. At any rate, what we've done here is put together a sort of "reminder" that will walk you through the process of renewing your license.

The Portal is at <https://lic.ok.gov/PublicPortal/OSBELTCA/logon.jsp> or you can go through our website to find it...

The first thing you do is go to the Portal and log in with your username (email address) and password.... Then click the "Login" button

The screenshot shows the login page for the Oklahoma State Board of Examiners for Long Term Care Administrators. The page title is "Oklahoma State Board of Examiners for Long Term Care Administrators". The main content area is titled "Login to OSBELTCA's Online Services". Below this, there is a banner for the board. The login form is titled "FIRST TIME APPLICANTS" and includes a note: "Note: if you're licensed in Oklahoma do NOT enroll: all other applicants please [enroll](#) prior to attempting your first login to the new online service." The form has two sections: "LICENSED ADMINISTRATORS / STUDENTS / ENROLLED APPLICANTS" and "FIRST TIME APPLICANTS". The "FIRST TIME APPLICANTS" section has a "Username:" field with the example "gzthomas@cox.net" and a "Password:" field with the example "example.johnsmith@msn.com". There is a "Forgot Password?" link and a "Login" button. Blue arrows point to the Username field, the Password field, and the Login button. The left sidebar contains a navigation menu with items like "GENERAL PUBLIC", "Find a Licensee/Registrant", "FIRST TIME APPLICANTS", "Nursing Home Administrator Licensure requirements", "First Time Applicant? Enroll here to create a user name and password", "Instructions for the New Portal", "LICENSED ADMINISTRATORS / STUDENTS / ENROLLED APPLICANTS", "My Licenses and Applications", "My Profile", and "Login".

If you do not remember your email address or WHICH email address you used (?), the first clue is that our "Reminder" notice was sent to the email address you are using. If you have that email reminder, you should be able to see what your username is. We also suggest that you use your PERSONAL email address for this simply because it changes less frequently than some work email addresses do and ensures that you WILL get those notices, such as the Renewal Reminder we recently sent to everyone.

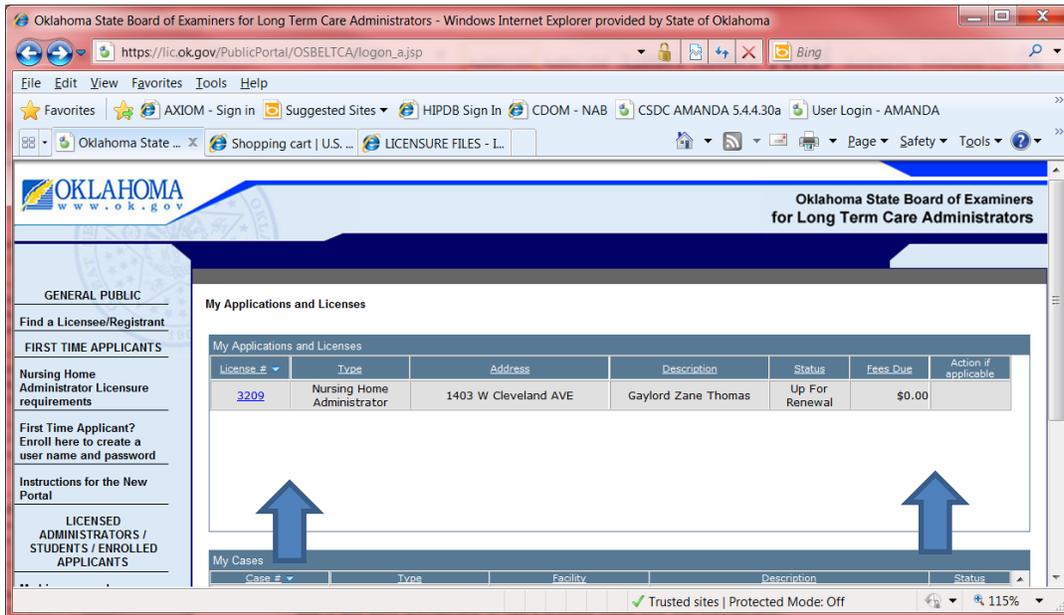
If you cannot remember your email address and/or your password, please give us a call and we will help you out and perhaps re-set one or both of them for you.

If you are a Nursing Home Administrator or a Certified Assistant Administrator, please call Pam at 405-522-1619 for assistance.

All others (Adult Day Care, Res Care, Res Care/Assisted Living), please call Ginger at 405-522-1616.

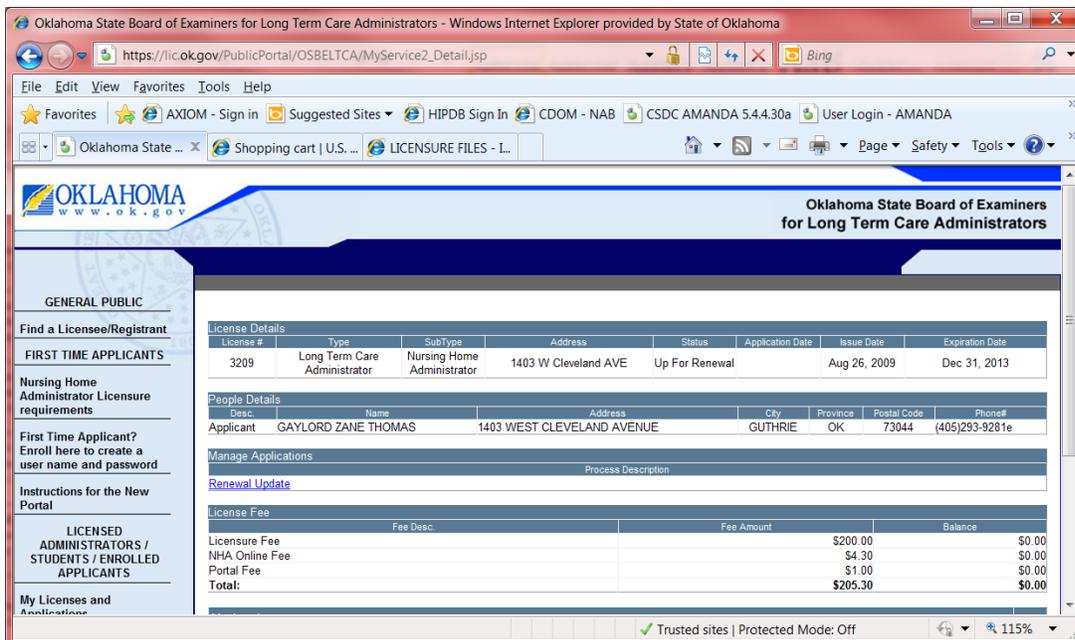
We will be happy to assist you to reset those and get you into the system so you can renew...during normal office hours.

Once you log in, you get a screen that looks like this...



You can see here your license number and that your STATUS is “Up for Renewal.” If you have another status, such as “Not OTC Compliant,” then you will need to (in this specific case, contact the Oklahoma Tax Commission and get yourself cleared so you are “Up for Renewal” – you should have received a letter from us concerning this issue already as well). But MOST PEOPLE (and all who are eligible to renew) will have the status of “Up For Renewal” as you see here.

The LICENSE NUMBER is blue and underlined... that is a LINK to the next page. CLICK THE LICENSE NUMBER NEXT to continue the renewal process...That brings you to a page that look like this:



On this page...

The screenshot shows a web browser window with the URL https://lic.ok.gov/PublicPortal/OSBELTCA/MyService2_Detail.jsp. The page title is "Oklahoma State Board of Examiners for Long Term Care Administrators". The main content area displays "License Details" for license # 3209, which is a "Long Term Care Administrator" (Nursing Home Administrator) at "1403 W Cleveland AVE", with a status of "Up For Renewal". Below this, "People Details" shows the applicant as "GAYLORD ZANE THOMAS" at "1403 WEST CLEVELAND AVENUE", "GUTHRIE", "OK", "73044", with phone number "(405)293-9281e". A "Manage Applications" section contains a blue and underlined link labeled "Renewal Update". A table below lists fees: License Fee (\$200.00), NHA Online Fee (\$4.30), and Portal Fee (\$1.00), totaling \$205.30. A blue arrow points from the "Renewal Update" link to the "Instructions for Portal" section in the left sidebar.

You see another BLUE and UNDERLINED link with the words “Renewal Update.” CLICK THAT next to continue with the renewal process... It takes you to a page like this:

The screenshot shows the "Process Info - Renewal Update" page. The URL is https://lic.ok.gov/PublicPortal/OSBELTCA/License_Process.jsp. The page title is "Oklahoma State Board of Examiners for Long Term Care Administrators". The main content area displays "Process Info - Renewal Update" with a table showing license details: License Type "Long Term Care Administrator (Nursing Home Administrator)", NUMBER "12 - 101753 LTCA", Address "1403 W Cleveland AVE", Fee Due "\$0.00", and Application Date. Below the table is the "Application Information" section, which includes "Attestation" questions and "Current Employment" data. The "Attestation" section has two questions: "I have or will have completed my CE's by the 31st of December this calendar year" and "Have you been arrested in this calendar year?", both with "Yes" and "No" radio buttons. The "Current Employment" section has several text input fields for "Where are you currently employed?", "Facility City (current employer)", "Firm Address (current employment)", "Firm Phone Number (current employment)", and "Facility Fax Number (current employer)", followed by a "Facility Email (current employer)" field and a "Are you the Administrator of Record at your current facility?" question with "Yes" and "No" radio buttons.

Next, you will need to answer the two (or three) “Attestation” questions and please complete the “Current Employment” data as well, to include whether you are the Administrator of Record at your current facility. Not employed? Please so state.

The attestation is concerned with two things. Continuing Education (CE) and any criminal/arrest actions we should be aware of. You're telling us that you HAVE COMPLETED your CE or that you WILL HAVE COMPLETED it by December 31st of this year. We do NOT want to see your CE certificates. KEEP THOSE. If/When we do an audit, you will need to produce a copy of those for us... and a little more on that later. You're also telling us you haven't been in trouble with the law, essentially.

That will look something like this (but with your own employment data, obviously):

The screenshot shows a web browser window displaying the Oklahoma State Board of Examiners for Long Term Care Administrators website. The page title is "Process Info - Renewal Update". The form contains the following information:

License Type	NUMBER	Address	Fee Due	Application Date
Long Term Care Administrator (Nursing Home Administrator)	12 - 101753 LTCA	1403 W Cleveland AVE	\$0.00	

Application Information

Attestation

I have or will have completed my CE's by the 31st of December this calendar year? Yes No

Have you been arrested in this calendar year? Yes No

If there are any Criminal actions pending against you, provide an explanation: n/a

Current Employment

Where are you currently employed? OSBELTCA

Facility City (current employer) Oklahoma City

Firm Address (current employment) 2401 NW 23rd Street, Suite 62

Firm Phone Number (current employment) 405-522-1616

Facility Fax Number (current employer) 405-522-1625

Facility Email (current employer) gz.thomas@osbeltca.ok.gov

Are you the Administrator of Record at your current facility? Yes No

Scrolling down to the bottom of this page...IF you were the kind of person who wants to keep their CE certificates in your record (and it's a pretty good idea so as not to lose them...) you COULD pretty easily upload a scanned copy of them here through the "Upload Attachment" button... THIS would also be where you might want to upload documentation relating to the "criminal actions" you may have explained above as well.

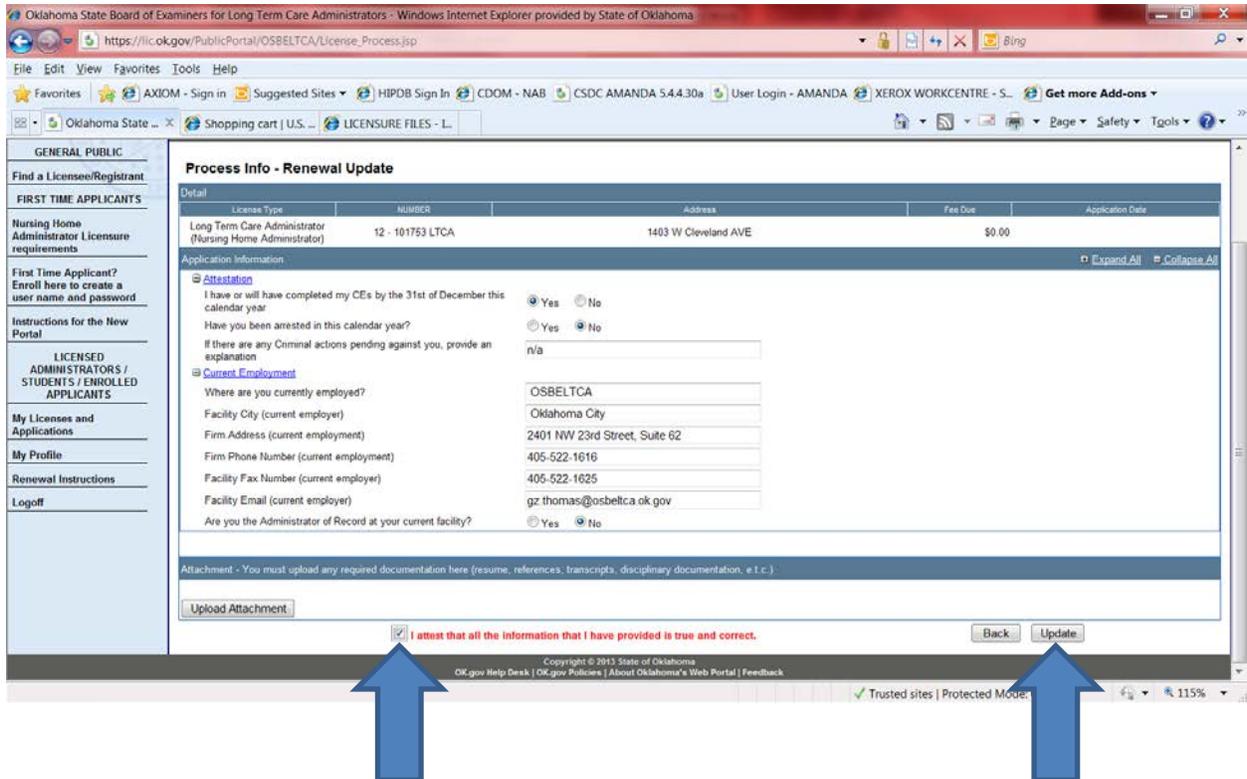
This screenshot is identical to the one above, but with three blue arrows pointing to specific elements at the bottom of the form:

- The leftmost arrow points to the "Upload Attachment" button.
- The middle arrow points to the red text: "I attest that all the information that I have provided is true and correct."
- The rightmost arrow points to the "Update" button.

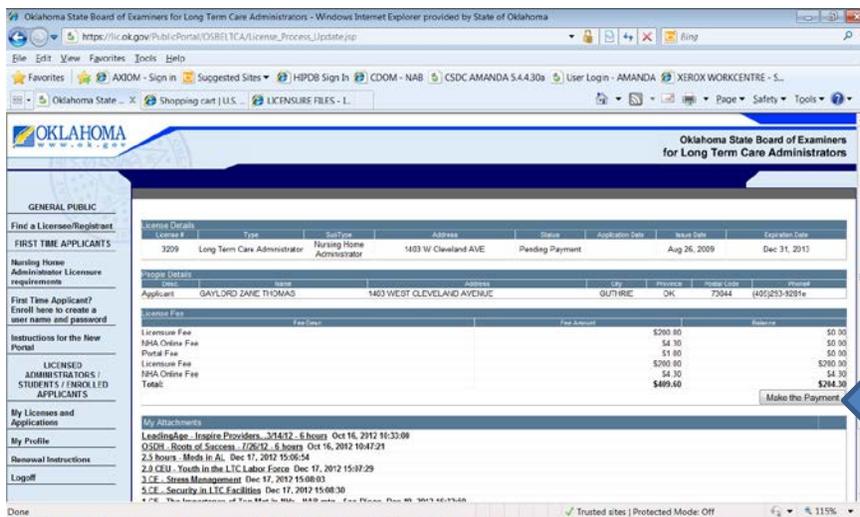
There IS a separate “tutorial” or “explanation” on how to upload your CE on our website...you can do that AS you go through the year accumulating your CE. You don’t have to wait until “now” to do that.

BUT, the point here is that you MUST click in that small box that attests that the information you have provided is true and correct and then click the “Update” button.

When you click on that box in front of those red letters, it looks like this... then click the “Update” button.



Next, click on the “Make the Payment” Button on the following screen...



Then you can see the total amount...your renewal fee plus the bank and transaction fees. This figure varies according to your license type (Nursing Home, RC/AL, Res Care, Adult Day Care, Certified Assistant...).

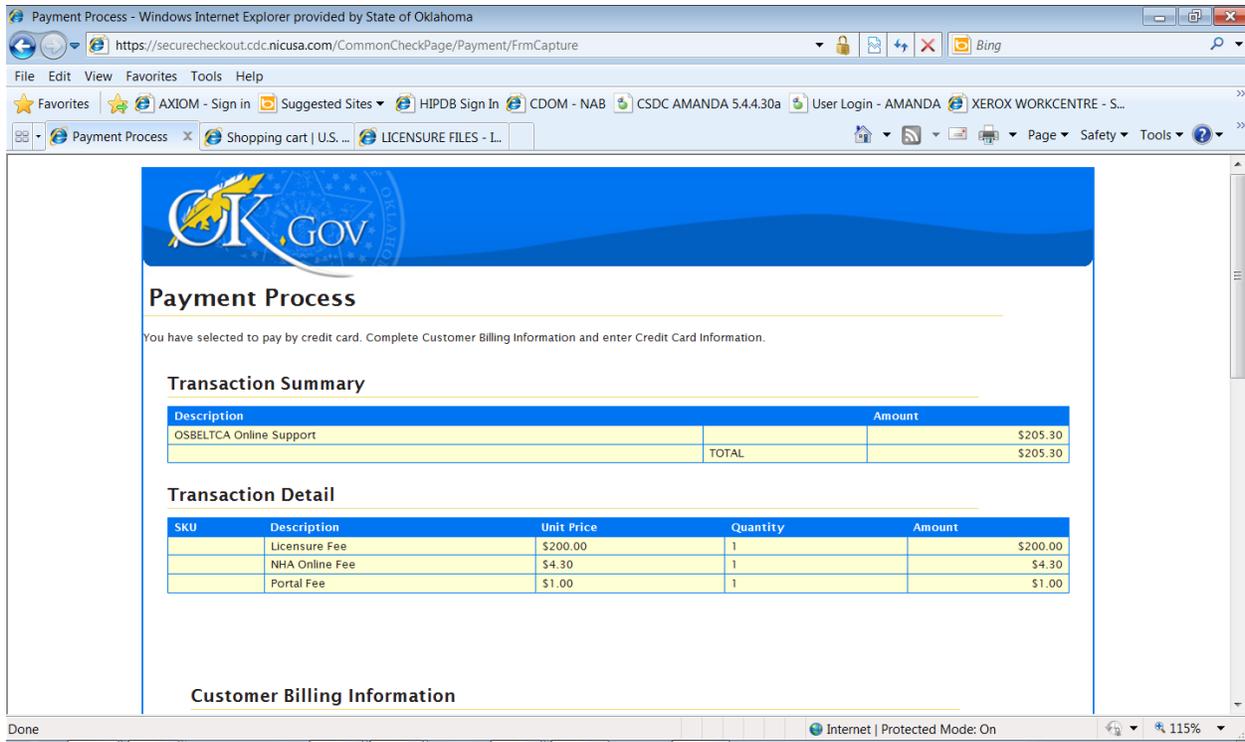
CLICK THE "PAY NOW" BUTTON. Please ignore the Pay Later button...

The screenshot shows a web browser window with the URL https://lic.ok.gov/PublicPortal/OSBELTCA/License_Add3.jsp. The page title is "Oklahoma State Board of Examiners for Long Term Care Administrators". The main content area is titled "Add" and has three tabs: "License Info", "Process Info", and "Payment". The "Payment" tab is active, showing a table with the following data:

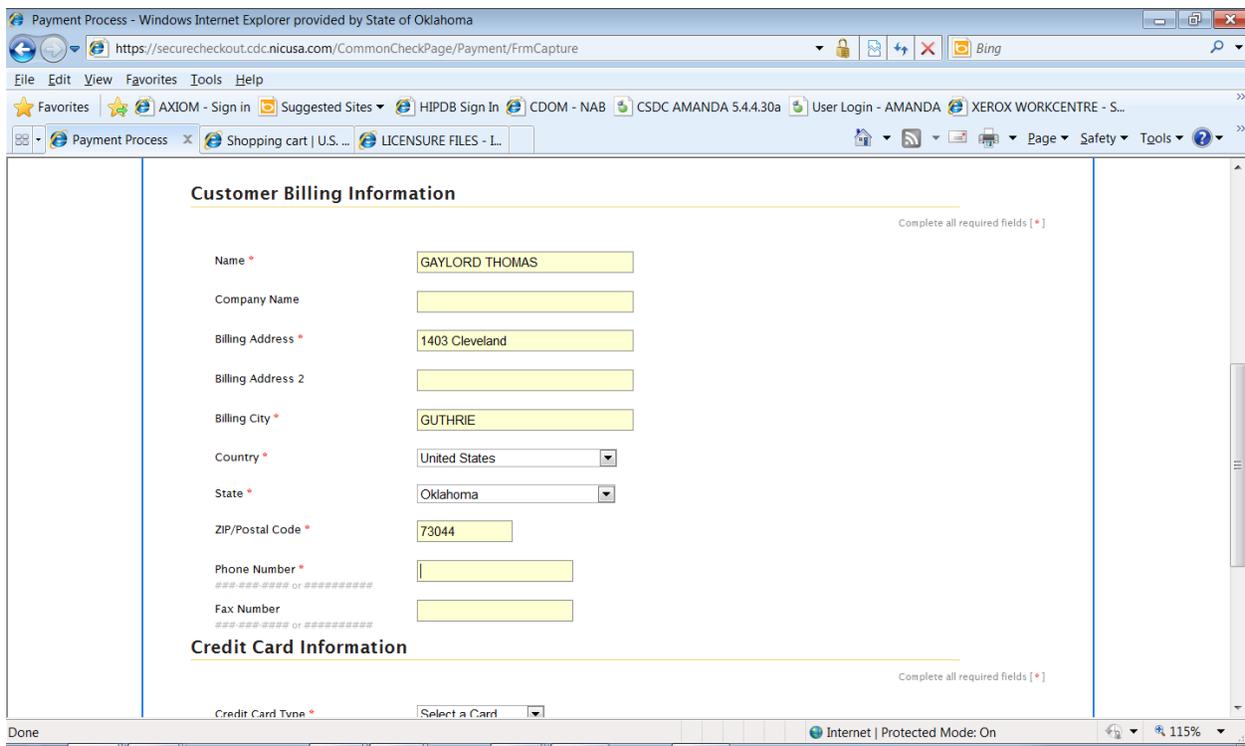
License #	License Type	Address	License Status	Fee Due
3209	Nursing Home Administrator	1403 W Cleveland AVE	Pending Payment	\$205.30

Below the table, the "Total of Fee Amount" is listed as \$205.30. A blue arrow points to a "Pay Now" button located at the bottom right of the payment summary area. The footer of the page includes "Copyright © 2013 State of Oklahoma" and "OK.gov Help Desk | OK.gov Policies | About Oklahoma's Web Portal | Feedback".

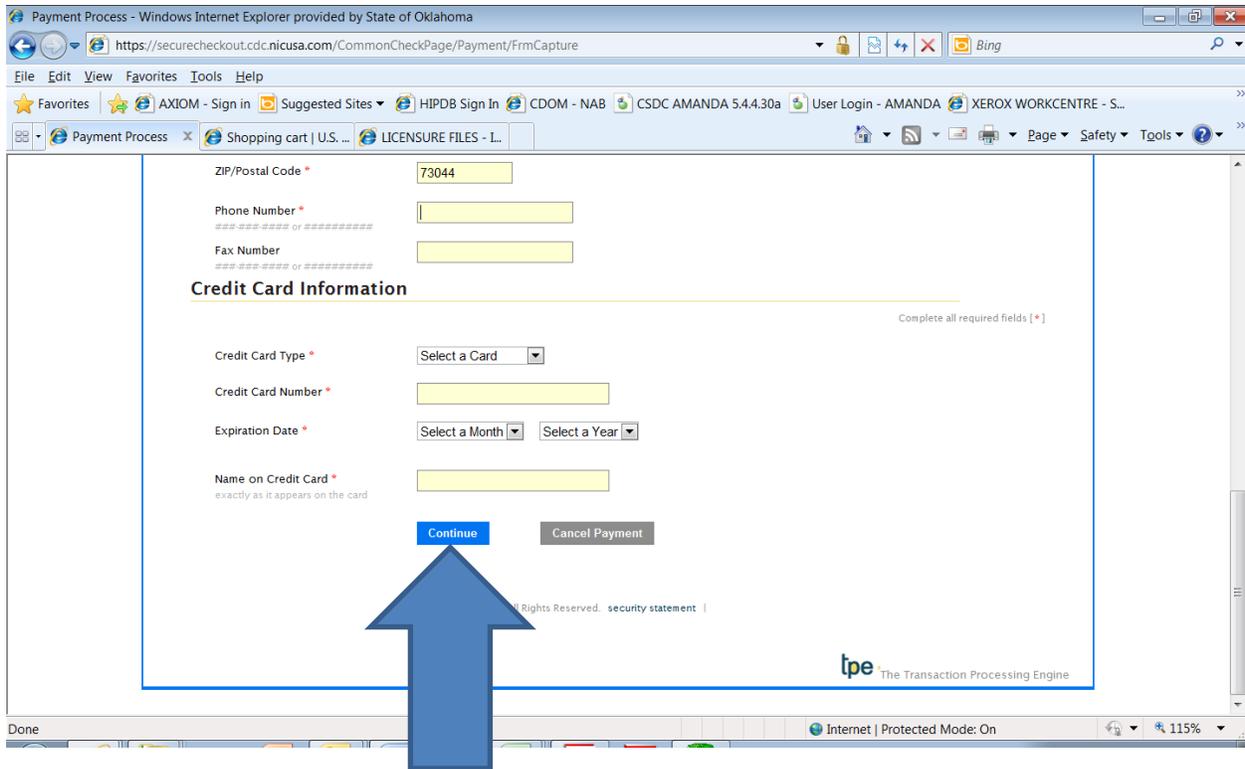
This will take you to the OK.GOV site for payment processing (outside our system actually...and it looks a little different).



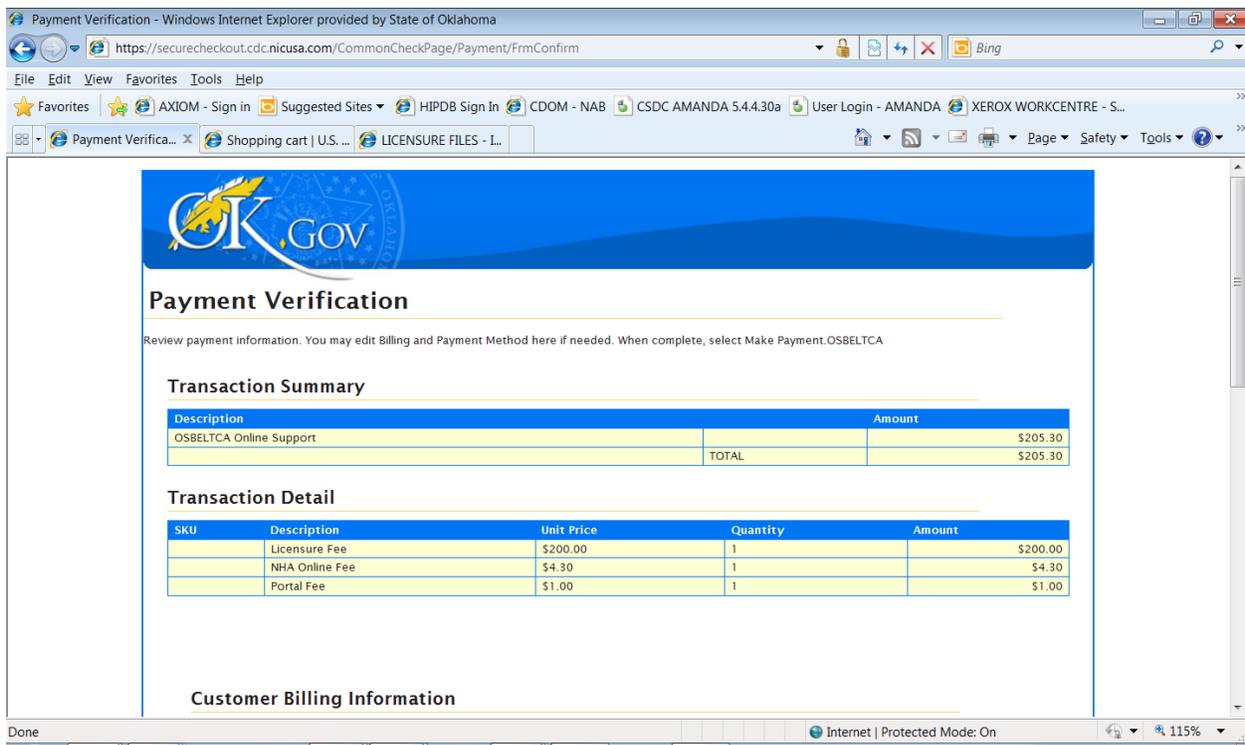
It looks like this... and then you have to scroll down to see more of the page...



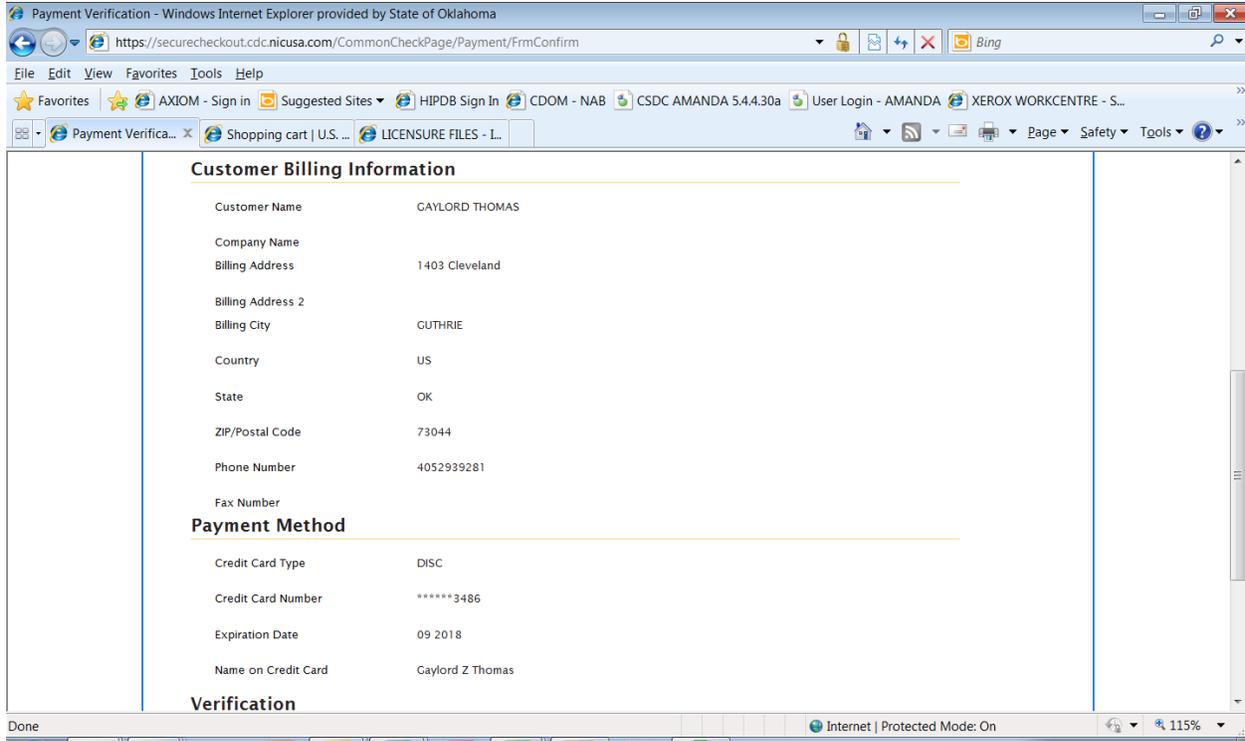
You must enter ALL of the “required” data with the red asterisk (*). Then continuing to scroll down...



Enter your Credit Card information as requested...then click the "Continue" button.

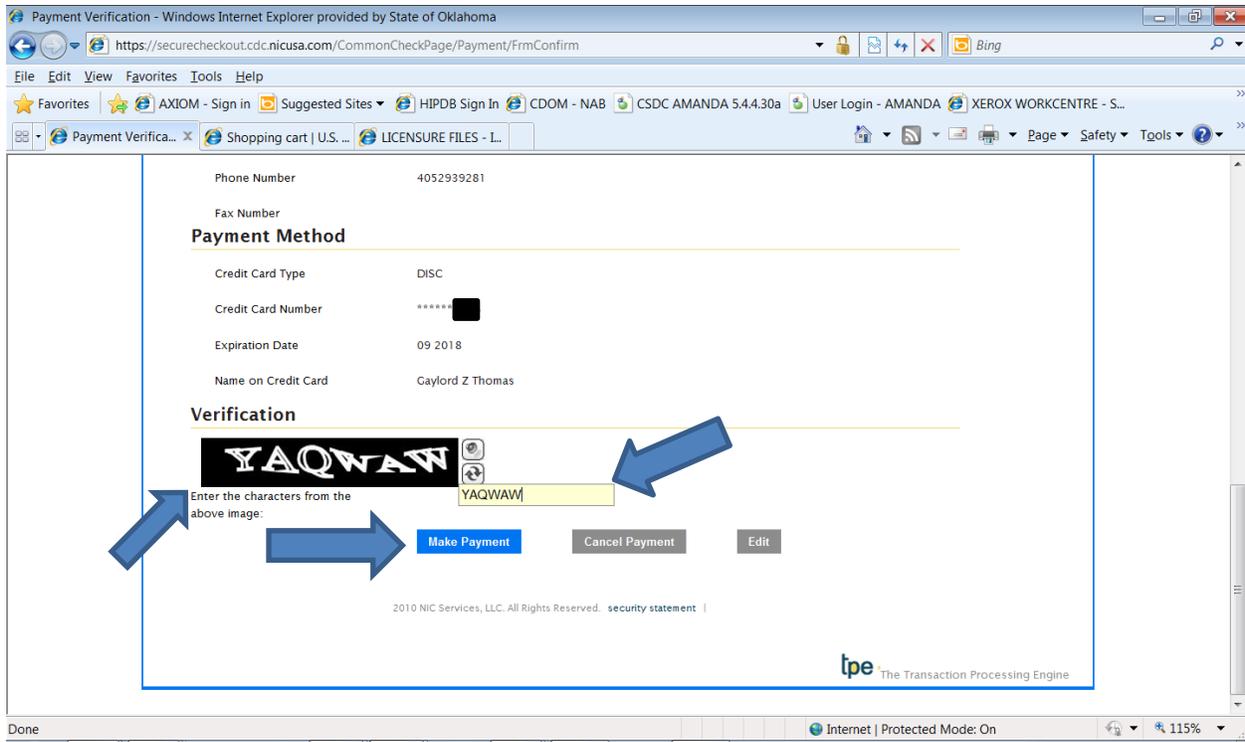


The next pay shows you the transaction Summary and Detail...you can see the online fees (bank charges) and the Portal Fee (transaction fee) and the licensure fee.



And you will be asked to verify the billing information...

Scroll on down...review your input.



Verify by entering the characters shown in the image...

Then click the “Make Payment” button.

You’re essentially DONE!

You will get an email that says “...your payment has been processed. A receipt will be inserted into your record and be visible to you online.”

Your ANNUAL CARD needs yet to be printed...at your leisure, but you’re supposed to carry that with you.

To print your annual card, go back into the portal (like you did to start this process...). Log in.

Once logged in, click on your License # (linked, blue and underlined)...

Oklahoma State Board of Examiners for Long Term Care Administrators - Windows Internet Explorer provided by State of Oklahoma

https://lic.ok.gov/PublicPortal/OSBELTCA/MyService.jsp

File Edit View Favorites Tools Help

AXIOM - Sign in Suggested Sites HIPDB Sign In CDOM - NAB CSDC AMANDA 5.4.4.30a User Login - AMANDA XEROX WORKCENTRE - S... Get more Add-ons

Oklahoma State ... Shopping cart | U.S. ... LICENSURE FILES - L...

OKLAHOMA
www.ok.gov

Oklahoma State Board of Examiners
for Long Term Care Administrators

GENERAL PUBLIC

Find a Licensee/Registrant

FIRST TIME APPLICANTS

Nursing Home Administrator Licensure requirements

First Time Applicant? Enroll here to create a user name and password

Instructions for the New Portal

LICENSED ADMINISTRATORS / STUDENTS / ENROLLED APPLICANTS

My Licenses and Applications

My Profile

Renewal Instructions

Logoff

My Applications and Licenses

My Applications and Licenses

License #	Type	Address	Personnel	Status	Fees Due	Action / Application
3209	Nursing Home Administrator	1403 W Cleveland AVE	Gaylord Zane Thomas	Active	\$0.00	Additional Options

My Cases

Case #	Type	Facility	Restrictions	Status
"Concerned citizen"	Citizen Report	OSBELTCA	Letter from "concerned citizen"; complains of Exec Dir's treatment toward AL Administrators, pay raise, etc...copied to Bill Weavers, Board Chair; identifies 2 unlicensed administrators and will require two licensure applicants to "show cause" why the Board should not deny their licensure applications.	Received

Trusted sites | Protected Mode: Off

Which takes you to a page that shows all the things you've paid for through this system... (mine shows that I've renewed twice...many of you will see the same...don't panic. You were NOT double charged. The balance shows \$0.00. And you can see your Annual Card there...click on it, open it and print it on a suitable card stock to carry in your wallet... You can also see any other attachments that perhaps YOU have loaded into the system (such as CE) and any other Annual Cards dating back to 2013 when we first started using this system...

Oklahoma State Board of Examiners for Long Term Care Administrators - Windows Internet Explorer provided by State of Oklahoma

https://lic.ok.gov/PublicPortal/OSBELTCA/MyService2_Detail.jsp

File Edit View Favorites Tools Help

AXIOM - Sign in Suggested Sites HIPDB Sign In CDOM - NAB CSDC AMANDA 5.4.4.30a User Login - AMANDA XEROX WORKCENTRE - S... Get more Add-ons

Oklahoma State ... Shopping cart | U.S. ... LICENSURE FILES - L...

OKLAHOMA
www.ok.gov

Oklahoma State Board of Examiners
for Long Term Care Administrators

GENERAL PUBLIC

Find a Licensee/Registrant

FIRST TIME APPLICANTS

Nursing Home Administrator Licensure requirements

First Time Applicant? Enroll here to create a user name and password

Instructions for the New Portal

LICENSED ADMINISTRATORS / STUDENTS / ENROLLED APPLICANTS

My Licenses and Applications

My Profile

Renewal Instructions

Logoff

License Details

License #	Type	Sub Type	Address	Status	Application Date	Issue Date	Expiration Date
3209	Long Term Care Administrator	Nursing Home Administrator	1403 W Cleveland AVE	Active		Aug 26, 2009	Dec 31, 2014

People Details

Desc	Name	Address	City	Province	Postal Code	Phone#
Applicant	GAYLORD ZANE THOMAS	1403 WEST CLEVELAND AVENUE	GUTHRIE	OK	73044	(405)293-9281e

Licensure Fee

Fee Desc	Fee Amount	Balance
Licensure Fee	\$200.00	\$0.00
NHA Online Fee	\$4.30	\$0.00
Portal Fee	\$1.00	\$0.00
Licensure Fee	\$200.00	\$0.00
NHA Online Fee	\$4.30	\$0.00
Portal Fee	\$1.00	\$0.00
Total:	\$410.60	\$0.00

My Attachments

- LeadingAge - Inspire Providers... 3/14/12 - 6 hours Oct 16, 2012 10:33:00
- OSDH - Roots of Success - 1/26/12 - 8 hours Oct 16, 2012 10:47:21
- 2.5 hours - Meds in AL Dec 17, 2012 15:06:54
- 2.0 CEU - Youth in the LTC Labor Force Dec 17, 2012 15:07:29
- 3 CE - Stress Management Dec 17, 2012 15:08:03
- 5 CE - Security in LTC Facilities Dec 17, 2012 15:08:30
- 1 CE - The Importance of Top Mat in NHs - NAB mtg - San Diego Dec 19, 2012 16:32:50
- 6CE OSDH A STEP AHEAD 2013 Oct 01, 2013 15:55:14
- 2013 Annual Card Dec 31, 2012 12:21:42
- 2014 Annual Card Oct 31, 2013 22:08:15

Back

Copyright © 2013 State of Oklahoma
OK.gov Help Desk | OK.gov Policies | About Oklahoma's Web Portal | Feedback

Done

Trusted sites | Protected Mode: Off

That's pretty much it. If you have a problem, don't hesitate to call us! Really! We can help you with it OR you'll be helping us to identify a problem in the system and we will address it and have it fixed if that's the case (if we can). Good luck and thanks for renewing early. Do remind your friends to renew as well.