

RC and RC/AL Administrator Applicant Frequently Asked Questions:

“Click” on the question and it will take you to the answer(s)...

These responses are valid at the time it is written, however, should there be any changes to rules, statutes, policies, it is ALWAYS ultimately the administrators responsibility to be up on the most current requirements.

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What are the steps to get a license?

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1. You must complete training through one of the OSBELTCA approved training sources (such as, in no particular order OKALA or OSU-OKC).
2. We highly suggest that you start the application process with OSBELTCA as soon as possible, even before you complete your training. There is a fee for the application (\$100 plus bank/transaction fees – total is \$103.15). NOTE: OSBELTCA staff does not have visibility of your application until you have paid the application fee.
 - a. There are two options for licensure – RC/AL or RC only. The scope of practice for each is different and the requirements are different for the two but you need to know which license you are applying for.
 - b. If you are going to only work in a Res Care Facility, you probably would want the RC only license but if it's ever possible that you would be an administrator in an Assisted Living Facility (or you know that's the kind of facility you wish to work in), you will need to apply for the RC/AL license. **There is an additional exam for the RC/AL license (NAB's RC/AL exam) AND the state exams are not interchangeable.** The renewal fee is higher for the RC/AL license as well.
3. After you have completed your training, you should finish your application with OSBELTCA by uploading your training certificate (by this time, you should have uploaded all other documents required for the application such as a passport type photo, affidavit of citizenship, resume' and letters of recommendation...). Again, OSBELTCA staff (primarily Ginger Dean works with RC and RC/AL applications...she is a key person to you at OSBELTCA) does not have visibility of this application until you have paid the application fee.
4. OPTIONAL, but highly recommended that you get a study packet from OSBELTCA which covers the applicable rules and statutes that you will be tested on in the State Standards exam. This costs \$50 (plus bank/transaction fees...). OSBELTCA mails them to you the same day you order it from them (also done online – after you've applied).
5. ALSO OPTIONAL (and highly recommended) but OSBELTCA usually offers a State Standards “Review” prior to the test being administered and historically, those who have attended have a higher passing rate than those who don't. It's held at the OSBELTCA conference room in

Shepherd Mall and it's a good opportunity to meet the OSBELTCA staff and to ask questions and get some clarity on what you're reading in the rules and statutes (in the study packet). You should have a study packet and you should have already read through the statutes and rules prior to the "review" and have questions ready for things you don't understand...It is, after all, a "re-view" so prior preparation on your part (initial viewing) is what makes it a "re-view."

6. You must take and pass the State Standards Exam applicable to the license you are applying for with OSBELTCA. 75% is the minimum passing score. It is a multiple choice test (and it's not particularly easy, especially if you have not prepared for it properly).
 - a. The RC only exam has 33 questions.
 - b. The RC/AL exam has 50 questions.
 - c. You will be allowed 45 minutes to take the exam (they only give 60 minutes for the Nursing Home Administrator exam which is 100 questions...45 minutes should be and has proven to be more than sufficient if you're prepared for it).
 - d. The exams are scheduled periodically and you can find those dates (usually shortly after a training session with one of the training sources...with a "Review" in between...it is somewhat coordinated to the extent possible) on the "Calendar" on OSBELTCA's website. After you have started your application, you should pay for the exam through the same online portal you're applying through (for the study packet, review and exam...). The fee for the exam is \$100 (plus bank and transaction fees).
 - e. If you wish to take the state standards exam at an unscheduled time, the fee for an unscheduled exam is \$500...that is not a typo. It is \$500.
 - f. NOTE: If you have not applied for your license and completed your application (uploaded all documents that are required, etc.), OSBELTCA staff will not approve you to sit for the State Standards Exam...this is why you need to start that process as early as possible, to ensure you're properly in the system and able to sit for the exam, etc.
7. **RC/AL applicants only** must take and pass the NAB RC/AL exam... 75% (a score of 113) is the minimum passing score. RC only applicants are not required to take this exam.
 - a. You must sign up (and pay) for the RC/AL exam through the NAB website at www.nabweb.org – the cost for the exam is \$350. There are opportunities for sitting in on a NAB RC/AL Review course as well (OKALA offers one and others may also).
 - b. Once you have signed up for the NAB exam, OSBELTCA staff must approve you to sit for the NAB exam (if you have not yet passed the State Standards Exam, you will not be approved...there is a required "order" for many of these steps).
 - c. Once OSBELTCA approves you to sit for the exam, you will be notified (via email) by ProExams (who administers the exam for NAB) and then you need to go back into their system and schedule yourself a date, time and location to take the exam. There are testing facilities in Oklahoma City, Tulsa and Fort Smith (perhaps additional locations).
8. For RC/AL applicants, once OSBELTCA has your passing NAB RC/AL Score (they get scores only every 2 weeks), or for RC applicants, once you have passed the State Standards Exam, you can pay your licensure fee (\$200 plus bank and transaction fees) through the application portal. OSBELTCA staff will schedule you on the Board's agenda to have your license application approved at the next Board meeting... If possible you SHOULD attend that Board meeting. The Board will have reviewed your application in advance and IF they have any questions of you, having reviewed your application, you would want to be there to answer those questions or risk having your application "tabled" until the next monthly meeting when they can see you and ask you whatever their question might be. License certificates are presented at that Board meeting and it's usually one of the first items on the agenda and you do not need to stay after that

(unless you wish to learn more about what the Board is doing). The presentation of the license is a photo opportunity as well.

9. Additionally, concerning the NAB RC/AL exam, the NAB only maintains TWO (2) forms of the exam. By rule, you may fail this exam up to 5 times without Board permission to take it a subsequent time. But, the limiting factor appears to be how many exams are available. YOU WILL NEVER BE ALLOWED TO TAKE THE SAME EXAM MORE THAN ONCE, so if you've failed twice you MAY have to wait until the NAB refreshes their exams (which they do annually) which means you could be delayed several months if you fail this exam twice (largely dependent upon your timing of taking the exam(s) and the refreshing of those exams. There is no way around this – except to pass this exam.

How much will it all cost?

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It depends...on which “optional” things you do and how many times you have to take the various exams before you pass them...though there are limits on those numbers before you have to start requesting OSBELTCA approval for additional times to sit for the exams...but following is a breakdown of the costs which include the bank/transaction fees as we now know them:

Training fees	\$_____	(vary slightly by source)
Application fee	\$103.15	
Study packet	\$52.10	(optional, but suggested)
State Standards Review	\$103.15	(optional, but suggested)
NAB RC/AL Exam	\$375.00	(RC/AL only – amount not verified)
Licensure fee	\$205.30	

What documentation will I need when applying?

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Again, it's truly best to start this process early...

Things you can take care of PRIOR to even starting the training will include:

Passport TYPE photo (we're looking for a “head shot” so we can recognize you...many people take this picture with their phones these days, however, some people have difficulty loading the picture if it's a JPG and end up converting it to PDF)\

Citizenship Affidavit (available at the “Forms and Fees” link on the OSBELTCA website) which must be signed and notarized (scan and upload it after you have it notarized)

3 (three) Reference Letters (you can upload them together or individually)

Proof of Education must be mailed to us from/by the institution... OSBELTCA is looking for a MINIMUM of a HS diploma or GED but will also accept a college transcript. **Do NOT upload this** yourself; have it mailed by the educational institution to:

OSBELTCA
2401 NW 23rd Street, Suite 62
OKLAHOMA CITY, OK 73107.

Your Training Certificate (issued to you by the training source at the completion of your training) should be the last item you upload, assuming you have started early and followed the steps as suggested...

When is the next initial training class?

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Hard to answer this question in a FAQ format because it's going to be required that this info be updated regularly. It will also vary by the training source. OSBELTCA does TRY to keep this information as current as possible on its website through its "Other Training" link. Check the website (which you should peruse anyway and become familiar with because there is a LOT of information available on the OSBELTCA website...

When is the next licensure test?

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Generally, these are scheduled 1-2 weeks after "known" training is taking place (and this is the STATE Standards Exam we're talking about...not the NAB RC/AL exam). The BEST place to find this answer is through the CALENDAR link on the OSBELTCA website...www.ok.gov/osbeltca (which should become one of your bookmarked or favorite pages). The RC/AL Exam (NAB) is scheduled online and discussed in the "steps" (#7) in the FAQ about the steps required in the process.

When is the next State Standards Exam Review?

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Like the test, generally, this is scheduled 1-2 weeks after your training but it will be BEST to look for this answer on the OSBELTCA calendar.

When and how do I take the NAB test?

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This is explained in [Item #7](#) of the "Steps" described above (yes, you can click on [Item #7](#) to go review it).

Once licensed, how do I know if a class will count toward my CEUs?

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OSBELTCA accepts any NAB approved CE and any classes OSBELTCA itself approves. The "source" should tell you if they are either one in their advertisement/fliers/brochures. NAB approved courses will have a "NCERS" number on the certificate. Prior to a training event, OSBELTCA posts "Board approved" CE events on its website under its "CEU Information" link. A word of caution IS in order – some "CE" companies may have SOME of their programs "approved" but that does NOT mean that ALL of their programs will have the proper approval. On the one hand, if it's a topic you need to make you a better administrator, GO! But, if you are intending to "count" it toward your annual requirement, you really need to pay attention to what counts.

How many total CE hours do I need?

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This depends on your licensure type...

RC Administrators are required to do 16 CEUs (clock hours) annually (every calendar year).

RC/AL Administrators are required to do 18 CEUs (clock hours) annually (every calendar year).

TRACKING of CE is YOUR RESPONSIBILITY. DO NOT SEND YOUR CE Certificates to OSBELTCA. OSBELTCA randomly audits a minimum of 5% of all administrators annually and if/when they want to see your certificates (a copy of them), you will be asked for them. The audits should NOT be a difficult issue...if

you keep your certificates in a folder, WHEN asked for them, it should be a simple matter of walking to the FAX machine and sending them to OSBELTCA. When you renew your license (annually...see another question about this topic for more info...) You will be asked to confirm that you HAVE COMPLETED or WILL COMPLETE before 12/31 of that year your required CE. You cannot renew without attesting to the completion of your CE. But OSBELTCA only audits a portion of administrators, randomly, every year so don't send your certificates in. KEEP THEM for your records. IN FACT, you CAN (now that you're adept with the portal), scan them and upload a copy into your own record online, which is a pretty good idea.

When do I need to complete my CEUs?

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Oklahoma Long Term Care Administrators complete their CEUs consistent with the annual renewal cycle, on a **calendar year**. You can take your CE at ANY time during the calendar year but you CANNOT have "carryover" CE that you accomplished in one year (more than required) and apply to the next year. You must do the minimum for your licensure type each calendar year. There is some "confusion" by some people who read "per month" in the Board's rules... That does NOT mean you have to do a certain number of CEUs every month (it is an ANNUAL REQUIREMENT). The paragraph in the rules that is confusing people is talking about how CEUs are "prorated" for that first year when someone gets their license mid year...see the next question.

If I get my license mid-year, how many CEUs will I need?

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First year licensees are pro-rated for the remainder of that first year for the number of CEUs they're required to get for the remainder of the first year after they're licensed. It is in the rules (at OAC 490:1-9-4(b)) but simply put, the calculation for RC is 1.3 hours per remaining month (to get the total for the remainder of the year) and for RC/AL is 1.5 hours per remaining month. Again, these are not required to be done "monthly" but that's how the requirement for the number of CEUs required for the remainder of the year is calculated... For example, if licensed in June, an administrator would count the remaining FULL months (July, August, September, October, November, December...6 months) and multiply that number of months times either 1.3 (RC) or 1.5 (RC/AL). TO FURTHER SIMPLIFY IT, when you are licensed, there is a letter from OSBELTCA in the packet with your certificate that will not only congratulate you and give you some other good "nuggets" of information, but it will actually state very clearly for you how many CEUs you're required to accomplish that first year (and every year thereafter).

How do I renew my license? How much will it cost?

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All Oklahoma Long Term Care licenses (regardless of type) expire on December 31 of each year. We open the "portal" for renewal starting around November 1st of each year, allowing about a 2 month window for every administrator to renew their license. It is done ONLINE. Where you applied, if you log in there (you should be getting adept at using the system if you're uploading your CE certificates throughout the year?) after November 1, you should see an opportunity to renew your license. The annual renewal fee for RC Administrators is currently \$100 per year (plus bank and transaction fees) and the annual fee for RC/AL administrators is currently \$175 per year (plus bank and transaction fees).

During the renewal process, you will be asked to certify that you have completed your CE OR (OR) that you "will have" completed your CE by the end of the year. This enables you to renew in November even if you have not quite finished your CE yet... you're certifying that you WILL, so if that's the case, don't forget...

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