



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

Dear Licensee:

As with prior years, it is mandatory that your Long Term Care Administrator license (or certification for our Certified Assistant Administrators) renewal be performed online prior to December 31. 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 our new licensees, 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.

As a reminder...since you received 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. In the event one of them is not there, either can probably help you.

For those who would like to re-familiarize themselves with the Board's rules governing renewals, they are found at OAC 490:10-3-5. Renewal fees do vary by licensure type and for some time now, there is no "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 also suggest that you define/describe the files so you can find them easily if/when you are audited. It is NOT mandatory that you upload your CE – it's merely an option that is available for your use.

If you cannot meet the continuing education requirement due to illness, emergency or hardship, you may petition the Board, in writing, requesting a waiver of the clock hour requirement. Such requests must be placed on a Board meeting agenda and, therefore, must be received a week prior to the Board meeting. The Board must act on these requests no later than their final meeting of the year. The request must explain why compliance is not possible, and include appropriate documentation. Such requests are evaluated and acted upon by the Board on a case-by-case basis, and a waiver cannot be issued after the fact. See OAC 490: 1-9-4(g).

There's another issue that arises every year during the license renewal period that we will continue to address each year. The online process requires that you enter payment account information in the web-based form(s). It is up to each licensee to verify/ensure

the accuracy of this information [i.e., credit card number and security code or bank routing number for Electronic Funds Transfers (EFTs) which are also called debit card transactions, etc]. When any of these numbers are entered in error, the website MAY still allow you to complete the renewal process and print your receipt and Annual Card for next year. 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 YOUR RENEWAL and could cause your license/certification to lapse and subject you to additional penalties as assessed by the Board. Please, double-check your entries – and renew early to avoid putting yourself in this kind of predicament (or any other complications).

When you are validating the information in the database during the renewal, please do not enter information unless it actually applies to you. If you are working at only one facility, for example, don't enter anything in the "secondary" facility boxes.

As always, please do not hesitate to call us if you need help. Thanks for what you do as a Long Term Care Administrator! We are coming a long way together, as a profession! Also, please remind your peers that it is time to renew, too - we do not want anyone to get busy with the holidays and simply "forget" to renew.

Sincerely,



Gaylord "Z" Thomas

Executive Director

Oklahoma State Board of Examiners for Long Term Care Administrators