



Instructions for Reinstatement or Return to Active Status AUA Certification

Application fee = \$65.00

Use this application if:

- **You have been previously certified as an Advanced Unlicensed Assistant (AUA) in Oklahoma; and**
- **Your certification is currently lapsed, suspended, surrendered or revoked.**

Persons employed as an AUA without a valid Oklahoma certification are notified to cease employment immediately until a valid AUA certificate is issued. Continued employment in a position requiring AUA certification without a valid AUA certification will be considered in violation of the provisions of the *Oklahoma Nursing Practice Act*.

**PLEASE READ THESE INSTRUCTIONS CAREFULLY
BEFORE COMPLETING THE APPLICATION**

**Pursuant to O.A.C. 485:10-1-3 (b) (2): REFUNDS WILL NOT BE PROCESSED
FOR SUBMISSION OF AN INCORRECT APPLICATION**

Forms referenced may be found on the Board's website located at this link:

<http://www.oklahoma.gov/nursing/applications.html>

Requirements for Reinstatement or Returning your AUA Certification to Active Status

Verification of citizenship status: State law requires the Board of Nursing to issue a certificate only to U.S. citizens, nationals and legal permanent resident aliens. Qualified alien applicants must present, *in person*, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a certificate that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The certificate is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.

Verification of continuing qualifications for practice: The application for reinstatement must include one of the following:

- verification of employment as an AUA in an acute care setting for a minimum of 12 months within the previous 24 months; or
- verification of successful completion of twelve hours of clinical in-service appropriate to the AUA role within the previous 24 months; or
- rewrite of the certification examination with a passing score on both the written and core skills portions of the exam; or
- verification of initial certification as an AUA within the 24 months immediately prior to reinstatement of AUA certification.

Review of criminal history: State law (59 O.S. § 567.7.B. and 59 O.S. § 567.18.B.) requires each applicant for reinstatement of licensure or certification to have a fingerprint-based background check completed not more than ninety (90) days old at the time of submission of the application for reinstatement of licensure. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records. Please read the Privacy Act Statement and Applicant Notification found in the Appendix to this set of instructions. The Oklahoma Board of Nursing is not authorized to receive criminal history record information prior to receiving an application; therefore, you will receive information on obtaining a fingerprint-based background check in the Message Center of your Nurse Portal account after your application has been successfully submitted.

In addition to the background check, applicants for reinstatement of licensure or certification are required to notify the Oklahoma Board of Nursing, in writing, specific information related to criminal charges and/or convictions, investigations, disciplinary actions, and/or judicial declaration of mental competence. A “report in writing” means that the applicant/licensee provided a description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report should be in the form of a statement in the provided space on the application. Certified court records or a board order, as applicable, must be uploaded during the application process. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the Oklahoma Nursing Practice Act.

Criminal offenses of applicants may be used as a basis for denial of licensure or certification. Detailed information regarding which offenses the Board shall consider may be found in the Oklahoma Board of Nursing Rules (O.A.C. 485:10-11-4) which are available on the Board’s website at this link: <https://oklahoma.gov/nursing/criminal-history.html>. You have the right to request a determination of eligibility for licensure or certification prior to applying for licensure. To do so, submit the Petition for Determination of Eligibility for Licensure or Certification form.

An applicant who applies for a certificate to practice as an Advanced Unlicensed Assistant must submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted of a felony crime that substantially relates to the occupation of nursing and poses a reasonable threat to public safety” [59 O.S. § 567.6a].

Forms referenced can be found on the Board’s website located at this link: <http://www.oklahoma.gov/nursing/applications.html>

Instructions for Completion of the Application

1. **Completion of application:** The application should be completed and submitted online on the Board’s website via your Nurse Portal account. You must complete all sections of the application **using your name as it appears on your certification.**
 - If you have been certified or licensed with this Board under a different name, you must complete a *Name Change Request* found in the Other Applications link on your Nurse Portal page, upload a certified copy of the legal document changing your name and submit the required fee in order to be licensed under your new name.

You must provide a Social Security number on the application. This information is mandatory, pursuant to 56 O.S. § 240.21A.

Fee: Payment must be made in the form of VISA, MasterCard or electronic fund transfer during submission of the application online from the Nurse Portal.

2. **Citizenship:**

- A. **U.S. Citizens, U.S. Nationals, and Legal Permanent Resident Aliens:** If your certificate lapsed on or before November 1, 2007, you must upload a notarized *Evidence of Status* form Part A. If you are a U.S. citizen, U.S. national, or legal permanent resident alien, you must also upload a photocopy of one of the documents listed under “Acceptable Documents to Establish Evidence of Citizenship” on the *Evidence of Status* form. A certificate will not be issued until the appropriate documentation is submitted.

If your certificate lapsed after November 1, 2007, you are not required to submit an *Evidence of Status* form; however, all certificate holders who are U.S. citizens, U.S. nationals, or legal permanent resident aliens are required to submit an *Affidavit of Citizenship Status*. If you have not submitted an *Affidavit of Citizenship Status* previously, you must upload one.

- B. **Qualified aliens:** If you are a qualified alien, you must bring in person the *Evidence of Status* form to the Board office, along with the original documents that support your qualified alien status, as shown on the *Evidence of Status Part B* form. At the Board office, a staff member will copy your qualified alien status documentation and will notarize the *Evidence of Status* form.
3. **Background Check:** Each applicant must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The Oklahoma Board of Nursing is not authorized to receive criminal history record information prior to receiving an application; therefore, you will receive information on obtaining a fingerprint-based background check in the Message Center of your Nurse Portal account after your application has been successfully submitted. In the event that you submit an incorrect application and fingerprints are collected and submitted following the submission of the incorrect application, note that the criminal history records search must be conducted through the Board's vendor, IDEMIA no more than (90) days prior to receipt of the application in the Board office. The results of the search are provided directly to the Board office by the OSBI usually within one to two weeks. Please read the Privacy Act Statement and Applicant Notification found in the Appendix to this set of instructions. Procedures for changing, correcting or updating OSBI and/or FBI results are set forth in Title 28, C.F.R., §16.34 and will be furnished as needed.
4. **Criminal Charges, Disciplinary Action, or Judicial Declaration of Mental Incompetence:** If you answer "yes" to the questions in the section on *History of Criminal Charges, Disciplinary Action, Mental Incompetence, or Alternative Program* in the application, you must **submit a statement on the application form, describing the date, location and circumstances of each incident, and the resulting action(s) taken by the court or disciplinary board.** In addition, you will be required to upload certified copies of identified documents. If you have more than one incident you are reporting, you must speak to every case/charge that has been filed.
- A. Have you ever had disciplinary action taken against a nursing license, recognition, certificate, or privilege to practice; any professional or occupational license, recognition, or certificate; and/or any application for a nursing or professional or occupational license, recognition, or certificate in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?"
- i. If you answered "yes", you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
 - ii. If you are reporting more than one incident, you must describe every case that has been filed.

- iii. You will need to upload certified copies of the charges/complaints, findings of fact, and orders from the licensing agency.
- B. Is there currently any investigation of your nursing license, recognition, certificate, or privilege to practice; and/or any professional or occupational license, recognition, or certificate; and/or any application for a nursing and/or professional or occupational license, recognition, or certificate in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?
- i. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the disciplinary board.
 - ii. If you are reporting more than one incident, you must describe every case that has been filed.
- C. Have you been charged and/or convicted in any criminal offense not previously reported **in writing** to the Oklahoma Board of Nursing, including those pending appeal? (You may exclude minor traffic violations, but must report all DUI/DWI charges and/or DUI/DWI convictions)
- Check all that apply:
- ☐ been convicted of a misdemeanor?
 - ☐ been convicted of a felony?
 - ☐ pled nolo contendere, no contest, or guilty?
 - ☐ received deferred adjudication, to include but not limited to deferred prosecution agreement?
 - ☐ been placed on community supervision or court-ordered probation, whether or not adjudicated guilt?
 - ☐ been sentenced to serve jail or prison time? Court-ordered confinement?
 - ☐ been granted pre-trial diversion, to include but not limited to Drug Court?
 - ☐ have any pending criminal charges?
 - ☐ have any pending violation of the law?
 - ☐ been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?
 - ☐ No, none of the above applies.

NOTE: Expunged and Sealed Offenses: While expunged or sealed offense, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

If you checked any of the above (except “No, none of the above applies”):

- i. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the court.
- ii. If you are reporting more than one incident, you must describe every case that has been filed.
- iii. You will need to upload certified copies of Court Records to include the Information Sheet, Incident Report, Complaint, and/or Charges; Affidavit of Probable Cause; Judgment and Sentence; and verification of completion of the Judgment and Sentence. The Court Records must be obtained from the Court(s) in which the offense(s) occurred.

D. Have you ever been judicially declared incompetent in any state, territory or country not previously reported **in writing** to the Oklahoma Board of Nursing?

- i. If you answered “yes”, you must type in the space available a statement describing the date, location, and circumstances of the incident(s), and, if applicable, the resulting action(s) taken by the court or agency. If you are reporting more than one incident, you must describe every case that has been filed.
- ii. You will need to upload a certified copy of the Court Order.

5. **Verification of continuing qualifications for practice:** In order to reinstate your AUA certification, one of the following documents must be submitted/uploaded:

- A. Upload an *Employment Verification Form*, available at this link: <https://oklahoma.gov/content/dam/ok/en/nursing/documents/empveri.pdf>, which must be signed by the employer, and include the associated job description, verifying employment as an AUA in an acute care setting for a minimum of 12 months within the previous 24 months; or
- B. Upload documentation verifying successful completion of twelve hours of clinical in-service appropriate to the AUA role within the previous 24 months; or
- C. Check on the application you wish to request a registration to rewrite the certification examinations; or
- D. Verify on the application form that initial certification as an AUA was completed within the 24 months immediately prior to reinstatement of AUA certification.

General Information

You are required to notify the Board in writing of any address changes occurring during the application and testing process. This notification must be submitted via the Nurse Portal account.

Your application to the Board is valid for one year after receipt. After that time, a new application and fee must be submitted. All applications are reviewed in the order they are received. You may view average processing times of a completed application on the Board's website at: <http://www.oklahoma.gov/nursing/agency-data-and-reports.html>. Every effort is made to process applications expeditiously. **Fees submitted are not refundable.**

Once issued, the License Verification Portal on the Board's website <https://okbn.boardsofnursing.org/licenselookup> will be the first place your certification will be noted.

In accordance with Oklahoma law (59 O.S. §567.7 (F)), the Executive Director shall suspend the license or certificate of a person who submits a check, money draft, or similar instrument for payment of a fee which is not honored by the financial institution named. The suspension becomes effective ten (10) days following delivery by certified mail of written notice of the dishonor and the impending suspension to the person's address on file. Upon notification of suspension, the person may reinstate the authorization to practice upon payment of the fees and any and all costs associated with notice and collection. The suspension shall be exempt from the Administrative Procedures Act.

Common Mistakes that Delay Application Processing

- **Leaving application questions incomplete or unanswered on the application**
- **Not providing a Social Security number**
- **Failing to upload an *Evidence of Status Form* or *Citizenship Affidavit* and accompanying documentation as needed**
- **Failing to request that the employer complete and sign an *Employment Verification Form* that you will upload at the time of application submission as needed.**
- **Failing to include contact information for your current or most recent employer on the application**
- **Failing to write in the space available for each question a complete description and upload documentation regarding history of criminal charges, disciplinary action, or judicial declaration of incompetence unless it has been reported to the Board before.**

Appendix

Privacy Act Statement and Applicant Notification

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Record Challenge: Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit www.FBI.gov.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.