

Date: July 10, 2024

RE: Provisional License

Dear Future LTC Administrator Licensed Professional:

You have expressed an interest in obtaining a provisional Long-Term Care Administrator Provisional License. Provisional licenses may be utilized to fill an administrator position which becomes vacant unexpectedly. A provisional license:

- May be granted for a period not to exceed six (6) months.
- May not be granted for a period of one (1) year after the date a provisional license has been issued to a facility.

Requirements for provisional licensure include:

- Successful completion of formal plan of study,
- A Bachelor's degree,
- Access to a consultant with a minimum of two (2) years experience working in the same facility type as the provisional license request,
- Two (s) years experience in a long-term care facility,
- A passing score on the Oklahoma State Standards examination,
- Application through the online licensing [Portal](#)
- Payment of applicable fee in licensing [Portal](#)

Consultant administrators for provisional license holders must:

- Provide direct supervision of the provisional licensee for at least eight (8) hours per week, with no more than ten (10) calendar days lapsing between consultant visits to the provisional licensee holder's facility,
- Alert the department within three (3) days if the provisional licensee is unable to fulfill the administrator requirements, and
- Notify the Department if they are no longer able to provide supervision to the provisional license holder.

A provisional license shall not be issued to a current administrator-in-training (AIT) student and/or Administrator University (AU) student unless that student/AIT had previously passed the NAB NHA exam. There are no provisional licensing terms for Residential Care Administrators or Adult Day Care Administrators.

If you have additional questions, please email LTCALP at longtermcareadminlicensing@health.ok.gov

Long-Term Care Administrator Licensing Program

Oklahoma State Department of Health

O. 405-426-8970 | F. 405-900-7559

[Oklahoma.gov/Health](https://www.ok.gov/Health) | [Oklahoma.gov/LTCALP](https://www.ok.gov/LTCALP)