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## **Long-Term Care Administrator Reciprocity Application Checklist**

*Please submit the following documents and your reciprocity application to  
[longtermcareadminlicensing@health.ok.gov](mailto:longtermcareadminlicensing@health.ok.gov).*

- Correctly completed online application [Click Here for Application](#)
- Proof of successful completion of a NAB-approved long-term care administrator plan of study or its equivalent.
- Bachelor's degree that meets the minimum requirements as required in OAC 310:679
- Proof of passing score on the NAB CORE examination and applicable NAB Line of Service exam(s)
- A copy of your current long-term care administrator license issued by the licensing authority from another state for each state in which you are currently licensed.
- One state verification form from the licensing entity in each state where the applicant is licensed. Applicants must be free from pending complaint, investigation, suspension, revocation, voluntary surrender pending investigation or resolution of complaint, and discipline imposed by another regulating and/or licensing authority.
- Proof of full-time service as the administrator of record in a facility applicable to the long-term care administrator licensing type for which you are applying (must have verifiable proof of full-time service for the previous two consecutive years or for a total of two of the last three years)
- A signed attestation form.

### **Select one:**

- If applying under Military Service Occupation, Education and Credentialing Act, dated documentation showing military service for self or family member in Oklahoma.

### **OR**

- If applying for applying under Universal Licensing Recognition Act, verifiable proof of a state-issued identification card and one of the following (check the option you are submitting):
  - Current Oklahoma residential utility bill
  - A filed tax return with the Oklahoma Tax Commission as a resident of Oklahoma
  - Documentation showing a current primary resident ownership in Oklahoma or a current lease of at least twelve (12) months for a primary resident in Oklahoma.
  - Documentation of current employment in Oklahoma or a notarized letter showing a promise of employment of the applicant or his/her spouse