

# ONLINE LICENSURE INSTRUCTIONS

## Are you a first time visitor?

### It's as easy 1, 2, 3; now let's get started...

1. You must first enroll with the website. You must enter your name, address (mailing or physical) and contact information to complete the enrollment. Please note that this email address must be unique to you and you should not share this with other individuals. Finally, create a password of your choosing. Once complete, you will receive an email notification confirming the enrollment process is complete. Please note that this email may take up to 2 minutes to arrive in your inbox.

Once enrolled, you may now log in using the *RETURNING User* section of the screen.

Below are the links where you can enroll. The USERNAME and PASSWORD fields shown below are created by you during the enrollment process.



#### First Time User

Note: please [enroll](#) prior to attempting your first login to the new online service.

#### Returning User

Username:

example:johnsmith@msn.com

Password:

[Forgot Password?](#)

Login

*Continued on the next page...*

## ONLINE ENROLLMENT PROCESS

**Enroll in Online Services**

To register for OSBELTCA Online Services, Please enter your name, contact information and address below. You will receive an email once you successfully register with the site. If you have not received or have lost your registration information, please [contact us](#).

First Name:  Middle:  Last Name:

Street Address:  Street Name:  City:

Zip Code:  State abbreviation Example: OK:

**Phone:** Please enter your number in the following format: 5555555555

**Email:**

**Password:**   
**Confirm Password:**

Enter in as much information as you can on the enrollment screen.

- Street address is the number portion of your street address. For example, if “123 Main Street” is your address:
  - You would enter 123 as the Street Address
  - Main Street would be the Street Name
- The Email field will be your username. This should be your primary email with which you want to receive OSBELTCA notifications.

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2. Once logged in, navigate to the “**My Profile**” section by clicking the link on the left sidebar. Then, you can verify your Personal information and set your own Security Question/Answer in case you forget your password in the future.

<p>GENERAL PUBLIC</p> <p>Find a Licensee/Registrant</p> <p>NEW USER</p> <p>Nursing Home Administrator Licensure requirements</p> <p>First Time User? Enroll here to create a user name and password</p> <p>REGISTERED USER</p> <p>My Licenses and Applications</p> <p><b>My Profile</b> </p> <p>Logoff</p>	<p><b>My Profile</b></p> <p>Check your information</p> <p>Registered Email Address: [REDACTED]</p> <p>First Name: [REDACTED] Last Name: [REDACTED]</p> <p>New Password: [REDACTED]</p> <p>Confirm New Password: [REDACTED]</p> <p>Password Reminder Question: [What is the name of your favorite pet?]</p> <p>Password Reminder Answer: [REDACTED]</p> <p>House Number: [REDACTED] Street Prefix: [REDACTED] Street Name: [REDACTED] Street Type: [Street]</p> <p>Unit Type: [REDACTED] Unit Number: [REDACTED]</p> <p>City: [REDACTED] State: [REDACTED] Zip Code: [REDACTED]</p> <p>Phone 1: [REDACTED] [3e] [Work] Phone 2: [REDACTED] [Home]</p> <p>Phone 3: [REDACTED]</p> <p style="text-align: right;">Update</p>
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3. Navigate to the “**My Licenses and Applications**” page by clicking the link on the left sidebar. Then, click the **+Apply for New License** link on the right side of the “**My Licenses and Applications**” section to begin the license application process.



#### Returning User

Note: please [enroll](#) prior to attempting your first login to the new online service.

Username:

example:johnsmith@msn.com

Password:

[Forgot Password?](#)

**Applying for a new license:**

My Applications and Licenses

My Applications and Licenses						<a href="#">+ Apply for new License</a>
License #	Type	Address	Description	Status	Fees Due	

Once you click this link, you will begin the license application process. If you have the text, “Applications” on this screen, click this; do not start another application.

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You must first select the type of license for which you are applying. The options will be present in the dropdown box titled “**License Type**”.

**GENERAL PUBLIC**

Find a Licensee/Registrant

**NEW USER**

Nursing Home Administrator Licensure requirements

First Time User? Enroll here to create a user name and password

**REGISTERED USER**

My Licenses and Applications

My Profile

Logoff

**Add**

License Information ● Required Information ● Payment

Select the type of License

License Category: Long Term Care Administrator

License Type: Adult Day Care, Certified Assistant Administrator, Nursing Home Administrator, Provisional, Residential Care, Residential Care/Assisted Living

Personal Info: Name [REDACTED]

Your Address: House Number [REDACTED], Street Name [REDACTED], City [REDACTED], State [REDACTED], Zip Code [REDACTED]

Continue

Click “**Continue**”, and the next page will present you with some general questions. You must answer all of the questions before proceeding to the next step.

**Add**

License Info ● Process Info ● Payment

**Additional Info**

Please enter or select the information required. **NOTE:** Fields with “\*” are mandatory.

**License Information**

Name as you want it to appear on License: [REDACTED] \*

Applying for Reciprocity?  Yes  No \*

Reciprocity State(s): [REDACTED]

Applying for Provisional License?  Yes  No \*

Applying for Temporary License?  Yes  No \*

Are you applying under the Grandfather clause?  Yes  No \*

Continue

\*Please note: Endorsement/Reciprocity means that you are currently a licensed **Nursing Home Administrator** in a State other than Oklahoma.

\*Please note: the Grandfather clause only applies to the new license types (Adult Day Care, Residential Care and Residential Care/Assisted Living).

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You must then answer all of the application questions specific to the License Type that you previously selected. Example shown below is for a Nursing Home Administrator:

#### Process Info - NHA Application

Detail				
License Type	NUMBER	Address	Fee Due	Application Date
Long Term Care Administrator (Nursing Home Administrator)	12 - 105958 LTCA	1913 Erbach ST	\$0.00	Jul 25, 2012

Application Information [Expand All](#) [Collapse All](#)

[General](#)

[Status - Moral Character](#)

Have you had a suit filed against you related to Long Term Care administration?  Yes  No  
Please provide an explanation or upload any related documents.

Have you had a professional license revoked, suspended or sanctioned?  Yes  No  
Please provide an explanation or upload any related documents.

Have you had any public Licensure disciplinary action taken against you?  Yes  No  
Please provide an explanation or upload any related documents.

Have you been refused renewal of a license due to disciplinary problems?  Yes  No  
Please provide an explanation or upload any related documents.

Have you knowingly failed to renew a license?  Yes  No  
Please provide an explanation or upload any related documents.

Once you have filled out the questions, you need to upload the required documents so that your application can be processed:

Attachment - You must upload any required documentation here (resume, references, transcripts, disciplinary documentation, e.t.c.)

I attest that I do not have a felony record.

I attest that I will not divulge the contents of either exam.

I attest that all the information that I have provided is true and correct.

This "**Upload Attachment**" link will open a smaller window where you can upload the files from your computer and attach them to your application. These documents include (but are not limited to) your resume, any reference letters, disciplinary explanations, proof of licensure, Continuing Education certificates, e.t.c.

**\*Please note:** the attestations (red text) will not stay checked. You must agree to them and check the box each time you visit this page.

*Continued on the next page...*

When you are finished filling out the application questions, click "**Update**". Your application will now be visible under the "My Licenses and Applications" section of the Portal:

My Applications and Licenses

My Applications and Licenses					
License #	Type	Address	Description	Status	Fees
<a href="#">APPLICATIONS</a>	Nursing Home Administrator	1913 Erbach ST		Pending	

If OSBELTCA has any questions or concerns regarding your application OR if you have failed to provide any documentation that is required, you will receive an email notification from OSBELTCA telling you what you will need to send in to complete your application.

You can come back to this same place later and upload attachments required (click on your "Applications" link). Please do not start a second application.

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## Once you have submitted your application and you need to pay...

If you have any applicable fees, you can currently pay for them at the following website:

[https://www.ok.gov/triton/modules/billpay/select\\_service.php](https://www.ok.gov/triton/modules/billpay/select_service.php)

This website can also be found by going to the OSBELTA main site, [www.ok.gov/osbeltca](http://www.ok.gov/osbeltca), clicking "FORMS AND FEES", and then scrolling down to the bottom of the page. At the bottom, below the red text, there is a link to the ONLINE PAYMENT SYSTEM.



### OSBELTCA Online Payments

Welcome to OSBELTCA's online payment system. As a reminder, this is NOT where you would renew your license annually... Please do not use this system for any other purpose. Follow the "RENEW YOUR LICENSE" link on the left. Thank you! ALSO NOTE... There is a transaction fee (\$1.00) added to every payment as a variable convenience fee which depends primarily on the amount being charged. No fine print here - we want you to be aware of the fee up front. THANK YOU for using this payment option!

#### What Would You Like To Pay For?

Select from the list or dropdown menu below.

- [OSBELTCA - AIT ONLY](#)
- [OSBELTCA - AU ONLY](#)
- [OSBELTCA - AU Total Package](#)
- [OSBELTCA - AU and AIT Only](#)
- [OSBELTCA - Assessed Fine Payment](#)
- [OSBELTCA - COPIES INVOICE](#)
- [OSBELTCA - Certified Assistant Administrator Request](#)
- [OSBELTCA - Electronic Mailing List](#)
- [OSBELTCA - Endorsement Licensure Questionnaire](#)
- [OSBELTCA - Initial License and Application Fee](#)
- [OSBELTCA - Initial Licensure Only](#)
- [OSBELTCA - Late Fees](#)
- [OSBELTCA - NAB REVIEW SEMINAR](#)
- [OSBELTCA - Name Change Fee](#)
- [OSBELTCA - Provisional Licensure Fee](#)
- [OSBELTCA - State Standards Exam - Unscheduled](#)
- [OSBELTCA - State Standards Review Packet](#)

-Select Payment Type-