



## Instructions for Reinstatement or Return to Active Status for CRNA Authority to Select, Order, Obtain and Administer Drugs

Application Fee: \$80.00

Use this application if:

- You hold Oklahoma licensure as a Certified Registered Nurse Anesthetist; and
- You have been recognized previously in Oklahoma for authority to select, order, obtain, and administer drugs but the authority is lapsed, inactive, suspended, revoked or surrendered.

PLEASE READ THESE INSTRUCTIONS CAREFULLY  
BEFORE COMPLETING THE APPLICATION.

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

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

The *Oklahoma Nursing Practice Act* requires current licensure as a Registered Nurse and as a CRNA with authority to select, order, obtain and administer drugs from the Oklahoma Board of Nursing *prior* to ordering drugs or identifying oneself as a CRNA with authority to select, order, obtain and administer drugs.

[59 O.S. § 567.3a.10.a.] CRNAs administer anesthesia in collaboration with a medical doctor, an osteopathic physician, a podiatric physician or a dentist licensed in this state and under conditions in which timely onsite consultation by such doctor, osteopath, podiatric physician or dentist is available.

A Certified Registered Nurse Anesthetist, in collaboration with a medical doctor, osteopathic physician, a podiatric physician, or dentist licensed in this state, and under conditions in which timely, on-site consultation by such medical doctor, osteopathic physician, podiatric physician, dentist is available, shall be authorized, pursuant to an Inclusionary Formulary adopted by the Oklahoma Board of Nursing, to order, select, obtain and administer legend drugs, Schedules II through V controlled substances, devices, and medical gases only when engaged in the preanesthetic preparation and evaluation; anesthesia induction, maintenance and emergence; and postanesthesia care. A Certified Registered Nurse Anesthetist may order, select, obtain and administer drugs only during the perioperative or peribstetrical period.

Authority to select, order, obtain, and administer drugs must be renewed and remain active concurrently with your RN licensure and advanced practice licensure.

The *CRNA Inclusionary Formulary* should be accessed on the Board's webpage at: <https://oklahoma.gov/content/dam/ok/en/nursing/documents/prac-crnafrm.pdf>

## **Requirements for Reinstatement or Returning Your CRNA Authority to Select, Order, Obtain and Administer Drugs to Active Status**

**Licensure and Advanced Practice Requirements:** Approval for authority to select, order, obtain and administer drugs requires a current Oklahoma license to practice as a Registered Nurse OR a current multistate Registered Nurse license in a Compact state with multistate privileges in Oklahoma and as a Certified Registered Nurse Anesthetist.

**Educational Preparation:** The CRNA applying for reinstatement of authority to select, order, obtain and administer drugs must upload documentation verifying completion of a minimum of eight (8) units of continuing education in advanced pharmacology related to the administration of anesthesia as recognized by the American Association of Nurse Anesthetists within the two-year period immediately preceding the date of application. In addition, an official transcript of the initial CRNA education must be submitted from the nurse anesthetist educational program, if not already on file at the Board office.

- If reinstatement is not approved **within two years** of the **expiration of authority to order, select, obtain and administer**, the applicant will be required to meet initial application criteria.

**Current National Certification:** You must hold current certification as a CRNA with the Council on Certification/Recertification of Nurse Anesthetists.

**Renewal Requirements:** Authority to select, order, obtain, and administer medication must be renewed and remain active concurrently with your Registered Nurse renewal and APRN renewal.

- If you are applying for reinstatement of your authority to select, order, obtain, and administer recognition within 90 days prior to the expiration date of your license, you must renew your Oklahoma single state RN and APRN licenses prior to the date the reinstatement of authority to select, order, obtain, and administer recognition is granted.

**Review of criminal charges, disciplinary action, or judicial declaration of incompetence:** Applicants for licensure and 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*.

## 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 license.**

If you have been 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 when completing the application online in the License Registration link. Fees submitted are not refundable

2. **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?”

- a. 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.
- b. If you are reporting more than one incident, you must describe every case that has been filed.
- c. 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?

- a. 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.
- b. 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”):

- a. 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.
- b. If you are reporting more than one incident, you must describe every case that has been filed.
- c. 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?
- a. 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.
  - b. You will need to upload a certified copy of the Court Order.
3. **Evaluation of CRNA Credentials:** Please complete the section on educational credentials accurately and completely. You must request that an official transcript with verification of your nurse anesthetist educational program be submitted, unless the official transcript was previously submitted for advanced practice licensure. In addition, you must upload evidence of your current CRNA certification.
4. **Evaluation of Educational Preparation for Authority to Select, Order, Obtain and Administer Drugs:** Please complete the section on educational experience in pharmacology to include all education submitted for evaluation. Upload documentation verifying continuing education in advanced pharmacology related to the administration of anesthesia as recognized by the American Association of Nurse Anesthetists (AANA) within the two year period immediately preceding the date of application. The documentation must include copies of certificates of completion verifying date of completion, target audience, name of course, name of licensee, number of units, and recognition by AANA. Please note that ACLS, PALS, and CPR courses do not meet the requirements for reinstatement.
- **If the CRNA authority to select, order, obtain and administer drugs has been lapsed or inactive for less than two years** prior to receipt of a completed application in the Board office, the CRNA must upload evidence of **eight (8) units** of continuing education in advanced pharmacology relating to the administration of anesthesia, as recognized by AANA, obtained within the two year period immediately preceding date of application.
  - **If the CRNA’s authority to select, order, obtain and administer drugs has been lapsed or inactive for two years or more** prior to receipt of a completed application in the Board office, the CRNA must upload evidence of the initial educational requirements of **fifteen (15) units** of continuing education in advanced pharmacology relating to the administration of anesthesia, as recognized by AANA, obtained within the two year period immediately preceding date of application.
5. **DEA and OBND DD Registration:** The CRNA with authority to select, order, obtain, and administer drugs who selects, orders, obtains, and administers Schedule II-V drugs will comply with state and Federal Drug Enforcement Administration (DEA) and Oklahoma Bureau of Narcotics and Dangerous Drug (OBND DD) requirements prior to selecting, obtaining, ordering, and administering controlled substances. If either the OBND DD or the DEA registration lapses or is otherwise in an inactive status, the CRNA must immediately notify the Oklahoma Board of Nursing and cease selecting, ordering, obtaining and administering Schedule II-V drugs.

## General Information

You are required to notify the Board in writing of any address changes within 30 days of the change. This notification must be submitted via your 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. Applications are processed in the order they are received. You may view average processing times of a completed application on our website at: <http://www.oklahoma.gov/nursing/agency-data-and-reports.html>. Every effort is made to process applications expeditiously.

Once Authority to Select, Order, Obtain and Administer Drugs is granted, the License Verification Portal on the Board's website at this link: <https://okbn.boardsofnursing.org/licenselookup> will be the first place your recognition will be noted.

In accordance with Oklahoma law (59 O.S. §567.7 (E)), 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**

Common mistakes that delay the processing of your application include failure to:

- **Answer all application questions completely**
- **Provide a Social Security number**
- **Provide the full name under which you were licensed (with the notation “NMN” if there is no middle name)**
- **Upload required documentation for continuing education**
- **Write in the space available for each question a complete description and upload documentation regarding a history of criminal charges, disciplinary action, or judicial declaration of incompetence**