

OKLAHOMA BOARD OF NURSING
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Licensure Verification and Photocopying of Nursing Licenses

- I. Purpose: To provide information/direction for the verification of licensure and for the photocopying of pocket licensure cards.
- II. Verification of Licensure Status
- A. Verification of licensure status is available by:
1. Accessing the web page for the Oklahoma Board of Nursing at www.ok.gov/nursing. The web page verification is considered Primary source verification. A copy of the licensure verification may be printed directly from the web page.
 2. Viewing the pocket licensure card.
 3. Verifying verbally the information from the Oklahoma Board of Nursing.
 4. Utilizing the *Oklahoma Interstate Verification Form* to verify licensure to other State Boards of Nursing.
 5. Submitting a *Request for Written Verification of Licensure Status* form (to verify licensee information, including address, type of licensure, previous disciplinary action, etc.)
- B. Agencies/institutions/organizations should define the mechanism for licensure verification in the employing facility.
- III. Photocopying of Pocket Licensure Cards
- Photocopying of pocket licensure cards is discouraged due to the potential for misuse of the licensure card.
- A. Each licensee is responsible for the protection of the licensure card issued to the licensee.
- B. The licensee is responsible for determining whether or not to allow the pocket license card to be copied. If the licensee allows the pocket licensure card to be copied, the word "COPY" should be written boldly across the photocopy licensure card. The copy must then be maintained in a secure, limited access, locked location.