

**APPLICATION INSTRUCTIONS FOR LICENSURE
LICENSED DIETITIAN/PROVISIONAL LICENSED DIETITIAN**

GENERAL:

Applicants must possess a baccalaureate or post-baccalaureate degree with minimum credit hours in specific fields.

Applicants must have completed an internship or preplanned professional experience program.

Licensed Dietitian applicants must have passed a competency examination acceptable to the State Board of Medical Licensure and Supervision.

Provisional licensed dietitians must practice under the general supervision of a licensed dietitian.

The application, all required fees, forms and documents must be complete and received at least 30 days PRIOR to a meeting of the Advisory Committee on Dietetic Registration. Applications received in the interim between meetings or after the deadline for receipt of applications will be considered by the Secretary of the State Board of Medical Licensure and Supervision who, upon administrative review, may grant a letter to practice temporarily until the next meeting of the State Board of Medical Licensure and Supervision.

TEMPORARY LETTER:

A temporary letter authorizing practice may be issued prior to licensure provided all requirements for licensure have been met and verified. Practice during this period must be under the direct, on-site supervision of a dietitian licensed in Oklahoma, except those applicants with evidence of current registration may practice under general supervision. Supervision during this time must be evidenced on a FORM #5. The letter is valid until the next business meeting of the Medical Board.

EDUCATION:

Applicants must list information on all colleges or universities attended.

Baccalaureate and post-baccalaureate degrees are acceptable if received from colleges or universities accredited, at the time the degree was awarded, by accepted regional educational accrediting associations as reported by the American Association of Collegiate Registrars and Admissions Officers.

Degrees and course work received at foreign colleges and universities shall be acceptable only if such course work could be counted as transfer credit from the accredited colleges or universities as reported by the American Association of Collegiate Registrars and Admissions Officers.

Education must include a minimum of 24 semester hours from the fields of human nutrition, food and nutrition, dietetics or food management, or an equivalent course of study defined as a minimum of 30 semester hours specifically designated to train a person to apply and integrate scientific principles of human nutrition under different health, social, cultural, physical, psychological and economic conditions to the proper nourishment, care, and education of individuals or groups through the life cycle. Of the 30 semester hours, a minimum of 18 semester hours must be from human nutrition, food and nutrition, dietetics or food systems management, or the major course of study must meet minimum academic requirements to qualify for the national certifying examination.

Applicants for provisional licensure must submit a completed FORM #1, Verification of Education, accompanied by an official transcript of grades.

TRAINING:

Applicants must complete an internship or preplanned professional experience program approved by the Advisory Committee on Dietetic Registration. All training a Provisional Licensed Dietitian applicant receives must be verified on FORM #2.

Licensed Dietitian applicants' EDUCATION and TRAINING shall be verified by submission of a notarized copy of your current registration card from the Commission on Dietetic Registration.

OTHER LICENSES:

Evidence of all previously issued licenses or certificates to practice dietetics must be verified on FORM #3.

RECOMMENDATIONS:

Three recommendations are required, each on a FORM #4. Two must be from licensed and/or registered dietitians who can attest the applicant's practice competence; the third may be from an associate who can affirm the applicant's moral and ethical attributes.

Applicants who have not yet practiced dietetics may submit three recommendations from associates or individuals that can affirm the applicant's moral and ethical character.

In lieu of three recommendations, the applicant may submit one FORM #4 completed by a current officer of a state dietetic professional association who can verify current good standing in the association.

EXAMINATIONS:

The State Board of Medical Licensure and Supervision recognizes the examination of the Commission on Dietetic Registration of the American Dietetic Association as acceptable for evaluation of professional competence. Validation of having passed said examination may be by providing certified proof of current CDR registration or by having scores submitted by the CDR to the Board or submitted through a recognized professional reporting service. If scores are submitted, the date of the examination must be provided.

EXTENDED BACKGROUND CHECK:

Effective **July 1, 2006** all applicants for licensure will be required to request an **Extended Background Check (EBC)** by completing the online EBC Authorization Form.

SWORN AFFIDAVIT:

If you answer "Yes" to any of the questions (A-O) on the application you must write a statement of explanation, sign it, and have your signature notarized. If you answer "Yes" to any of the questions regarding previous arrests you must additionally submit copies of all police reports/court records. If you have previously obtained an assessment and/or been treated for the use of any drug or chemical substance (including alcohol), please submit copies of the assessment and treatment records.

SUPERVISION AFTER LICENSURE:

Provisional Licensed Dietitians must submit verification of personal and general supervision of practice by a Licensed Dietitian. A Licensed Dietitian must sign the Form #5, Verification of Supervision, in order for a Provisional Licensed Dietitian to practice.

RENEWALS:

Licenses are renewed annually by application PRIOR to November 1st. Licenses are renewed annually for the period November 1 through October 31. If you receive your license prior to November 1st, you must renew for the following year before November 1st. Unrenewed licenses become inactive as of November 1 and if reactivated after November 1, a late payment fee is assessed in addition to the renewal fee.

TO FACILITATE THE RENEWAL PROCESS KEEP THIS OFFICE INFORMED OF YOUR CURRENT ADDRESS AT ALL TIMES. ONE RENEWAL NOTICE WILL BE SENT TO THE ADDRESS OF RECORD NO LESS THAN 30 DAYS PRIOR TO OCTOBER 31ST.

FEES: (ALL FEES ARE NON-REFUNDABLE)

	<u>LICENSED DIETITIAN</u>	<u>PROVISIONAL LICENSED DIETITIAN</u>
Initial license	\$120.00 (paid on line – do not resubmit)	\$ 30.00 (paid on line – do not resubmit)
Renewal of license	\$100.00	\$100.00
Renewal + Penalty (Until January 31)	\$150.00	\$150.00
Renewal + Penalty (After January 31)	\$200.00	\$200.00

PRACTICE MAY NOT BEGIN UNTIL APPROVED BY THE STATE BOARD OF MEDICAL LICENSURE AND SUPERVISION.

I, the undersigned, have read the instructions and understand their content. I swear that the contents of my application are true. All information supplied by application may be verified by the Oklahoma State Board of Medical Licensure and Supervision. I have read and understand the Licensed Dietitian Act that I received with my application information.

Date

Printed Name

Signature

MAIL THESE SIGNED INSTRUCTIONS WITH ALL REQUIRED FORMS AND DOCUMENTS TO:

**Oklahoma State Board of Medical Licensure and Supervision
P. O. Box 18256
Oklahoma City, OK 73154-0256**

OR BRING TO:

**Oklahoma State Board of Medical Licensure and Supervision
101 NE 51st Street
Oklahoma City, OK 73105**