

**REQUIREMENTS AND PROCEDURE
FOR APPLYING FOR LICENSURE AS A REGISTERED ELECTROLOGIST**

EDUCATIONAL REQUIREMENTS:

ACADEMIC REQUIREMENTS FOR EXAMINATION AND LICENSURE

Persons applying for licensure must possess a baccalaureate degree with a major course of study approved by the Board. An approved major course of study shall be defined as: a minimum of 30 credit hours in the allied health or biological-life sciences, including the satisfactory completion of college courses, including laboratory credit in: Human Anatomy, Human Physiology, Microbiology, General Chemistry.

- (A) A baccalaureate degree in the allied health or biological-life sciences with the satisfactory completion of a minimum of 30 credit hours in the allied health or biological-life sciences. Of the 30 credit hours, a minimum of 4 credit hours each, including laboratory, shall be completed General Chemistry and Microbiology and a minimum of four (4) hours total, including laboratory, shall be completed in Human Anatomy and Human Physiology. The remaining credit hours shall be in the allied health or biological-life sciences and subject to the approval of the Board.
- (B) A baccalaureate degree other than in the allied health or biological-life sciences with the satisfactory completion of a minimum of 30 credit hours in the allied health or biological-life sciences. Of the 30 credit hours, a minimum of 4 credit hours each, including laboratory, shall be completed in General Chemistry and Microbiology and a minimum of four (4) hours total, including laboratory, shall be completed in Human Anatomy and Human Physiology.

The remaining credit hours shall be in the allied health or biological-life sciences and subject to the approval of the Board.

(5) The college courses in Human Anatomy, Human Physiology, Microbiology, and General Chemistry shall be comprehensive in content and designed for the allied health or biological-life science major. If a complete course is divided into more than one part, such as Human Anatomy and Physiology I & II, the applicant must satisfactorily complete all parts. Satisfactory completion shall be defined as a grade of C or its equivalent, or above (grade of A or B).

LICENSURE PROCEDURE:

1. If you think you meet the educational requirements for Licensure as an Electrologist, complete the attached Verification of Academic Requirements form and submit with a completed Form #1, Verification of Education, a copy of your diploma, an official copy of your Transcript of Grades and the application fee of \$50.00 (**if post-marked after December 31, 2009 fee is \$60.00**). Submit the completed forms and supporting documentation to the Board of Medical Licensure and Supervision. If the Committee determines the academic qualifications have been met, an application for licensure will be sent to you. Upon receipt of the completed application, you will be notified of the date and time you have been scheduled for an interview with the Committee.
2. Approved applicants will fulfill the curriculum of study and internship requirements under the direct supervision of a registered Electrologist.
3. Upon completion of the curriculum of study and internship requirements, the supervising registered Electrologist shall submit to the Board a notarized completion report.
4. Upon completion of the academic, curriculum and internship requirements, the applicant shall be eligible for the licensure examination in electrology. The applicant shall complete the remaining portions of the application and submit the application to the Board not later than forty-five (45) days before the date of the examination. Applications for the examination may be submitted after completion of at least ten and one-half months of the internship with verification from the supervising registered Electrologist that the applicant is expected to satisfactorily complete the remaining one and one-half months of training. This does not waive the requirement for a notarized completion report as required in this section. The fee for the examination is \$65 until December 31, 2009. **After December 31, 2009 the fee for examination is \$75.**
5. Effective **July 1, 2006** all applicants for licensure will be required to request an **Extended Background Check (EBC)** by completing the enclosed EBC Authorization Form and submitting it with the applicable fee (see form) to Trak-1 Technology (address on form).
6. The Board shall notify an applicant of his/her eligibility for examination at least 10 days prior to the next scheduled examination.
7. To qualify for a license, an applicant shall pass an examination, prepared by the Committee and approved by the Board, in the English language, which shall cover the following areas:
 - (A) Human Anatomy
 - (B) Human Physiology
 - (C) Microbiology
 - (D) General Chemistry
 - (E) Dermatology
 - (F) Hygiene
 - (G) Sterilization

- (H) Electricity
- (I) Electrolysis (theory and practice)

8. If in the judgment of the majority of the Board, the examinee obtains an average of seventy-five percent (75%) on the total examination and not less than sixty-five percent (65%) in each subject on the examination, he or she shall be entitled to receive a license to practice electrolysis for the remainder of that calendar year.

8. The Chairman shall notify each examinee of the results of the examination within seven (7) days of the grade meeting held by the Committee to determine the pass/fail status of candidates. No matter what numerical or other scoring system the Board may use in arriving at examination results, the official notice of results to applicants shall be stated in terms of "pass" or "fail" in addition to numerical scores being provided. If an applicant fails to pass the examination a maximum of three (3) times, the individual shall not be permitted to re-apply for licensure. An examination fee must accompany each examination as set by the Board.

NOTE:

Please be advised that the licensure process can be a very long process as each step - education, internship and examination - must be reviewed by the Committee, recommendations made and action taken by the Board before advancement to the next step. The Committee meets three times each year. Any changes in law, rules or policy during the process toward licensure are effective immediately and will not exclude nor waive requirements for applicants enrolled in the process or contemplating such enrollment.

(5) The college courses in Human Anatomy, Human Physiology, Microbiology, and General Chemistry shall be comprehensive in content and designed for the allied health or biological-life science major. If a complete course is divided into more than one part, such as Human Anatomy and Physiology I & II, the applicant must satisfactorily complete all parts. Satisfactory completion shall be defined as a grade of C or its equivalent, or above (grade of A or B).

(6) Attach Form #1, Verification of Education, completed by the educational institution. Also, attach transcripts and course descriptions from official college catalogs or bulletins as required.

An incomplete application form will not be accepted; it will be returned to you to be completed. If you have any questions about this application form, call the Board of Medical Licensure and Supervision at (405) 962-1400.

I _____ hereby certify under oath that I am the person named on the verification of academic requirements for licensure in electrology and lawful possessor of the college diploma and transcripts submitted herewith, and that I am over twenty-one (21) years of age.

date

signature of applicant

Subscribed and sworn to before me this _____ day of _____, 20_____.

(SEAL)

signature of notary public

Commission Number: _____ My commission expires: _____.

Mail this form to: State Board of Medical Licensure and Supervision
P.O. Box 18256
Oklahoma City, OK 73154-0256