



2004

***Oklahoma Licensed and  
Certified Occupation***

***Oklahoma Employment & Security Commission  
Economic Research & Analysis Division***

# **LICENSED AND CERTIFIED OCCUPATIONS OF OKLAHOMA**

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## **2005**

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## Introduction

The *Licensed and Certified Occupations of Oklahoma* was produced by the Oklahoma Employment Security Commission (OESC). The purpose of the handbook is to provide students, clients, counselors and other interested persons with information concerning occupations that require licensing and certification in Oklahoma.

While there are many additional occupations or careers that may require licensure in Oklahoma, we have limited the occupations in this handbook to those requiring licensure based upon successful completion of an examination and/or those requiring a licensing fee. Although there are many occupations that require licensure by federal regulatory agencies or national professional organizations, these occupations may not meet these criteria and, therefore, may not be included in this handbook.

The occupations included in this handbook are considered licensed and certified. To assist in your utilization of the handbook, understanding of the terminology is necessary. In general, a license grants an individual permission to engage in a given occupation after having obtained the minimum degree of competency necessary to ensure that the public's health, safety, and welfare will be reasonably well protected. A certificate grants an individual permission to use a specific title after having met predetermined qualifications established by the regulatory agency. In practice, few people differentiate between the two forms of award, and certain education, experience, and/or competency standards must typically be met in order to qualify for either award.

There a variety of sources to obtain additional information on the occupations listed. Many of the licensing entities have web sites that will offer information. You may wish to visit the State of Oklahoma web site at <http://www.state.ok.us/>. Sources for occupational information include the Occupational Outlook Handbook, which is normally available in the Reference section of the library or online at <http://stats.bls.gov/ocohome.htm>. There are of course other excellent sources available on the World Wide Web. The Oklahoma Employment Security Commission (OESC) web site offers links to even more web sites. You may visit the OESC site at <http://www.oesc.state.ok.us/>.

### Note:

The following handbook contains wage information based on survey data from 2000 to 2002 obtained by the Bureau of Labor Statistics (BLS). The average hourly range was calculated by averaging the first two-thirds and latter two-thirds of the wage distribution in order to obtain the low and high values respectively. In addition, the BLS as underwent an occupational coding change which may result in inaccurate wage information for some occupations. Please consult additional wage resources for more precise information.

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# **Accountant, Certified Public (CPA)**

## **JOB DESCRIPTION**

Certified public accountants (CPA) are owners and staff members of public accounting firms. In order to serve the public, they take a specified amount of continuing professional education annually to retain the permit to practice public accounting. CPAs also are employed in business and industry, in government and in education. They advise privately owned and publicly held companies, financial institutions, nonprofit organizations, individuals and all levels of government. CPAs follow a code of professional conduct, which stresses independence, integrity, objectivity, technical competence and adherence to professional standards.

## **SOC 13-2011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor's degree from accredited college
- 150 credit hours: at least 76 credit hours must be upper division level; 30 credit hours in accounting courses above principles and introductory accounting; one course must be in auditing; 9 hours shall be from the upper division level of business law, economics, statistics, finance, business management, marketing, business communication, MIS or computer science.

### **Continuing Education**

- A minimum of 40 hours of continuing education which must include 2 hours of professional ethics, completed in a 365-day period as specified in the Oklahoma Administrative Code is required to obtain a permit to practice public accounting
- Acceptable CPE subjects include accounting and auditing, advisory services, specialized knowledge and applications, practice management, personal development, taxation, and subjects specifically related to the industry of the permit holder (limited to 16 hours of the required 40). Other subjects may be acceptable to the Board if those subjects maintain or increase the technical and non-technical professional skills of the applicant for a permit.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- One year work experience in accounting which equates to 1800 hours of full or part-time employment. Experience must be verified by a CPA, PA or other individual approved by the Board.
- Effective July 1, 2005, completion of AICPA Ethics examination with a grade of 90 or above will be required for certification. Currently, the Ethics exam is only required for CPAs or PAs who apply for a permit and have never held a permit before.
- Oklahoma resident
- Good moral character

### **Restrictions**

- Not previously convicted of, or pled guilty or nolo contendere (no contest) to any felony or any crime involving dishonesty or fraud

### **Certificate Duration**

- Two fiscal years – July 1 through June 30



## **Accountant, Certified Public (CPA)**

### **Certification Fees**

- Registration Fee - \$25 a year (biennial registration system)
- Renewal Fee - \$25 a year (biennial registration system)
- Permit Fee - \$50 a year (annual renewal system)

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Uniform Certified Public Accountant Examination

### **Description**

- Computerized
- The examination for certification as a Certified Public Accountant shall be the Uniform Certified Public Accountant Examination prepared and graded by the American Institute of Certified Public Accountants. The examination subjects are (1) Regulation, (2) Auditing and Attestation (AUDIT), (3) Business Environment and Concepts (BEC), and (4) Financial Accounting and Reporting (FARE).

### **Application Fee**

- \$50

### **Dates**

- January, February, April, May, July, August, October, November

### **Passing Criteria**

- 75 on each section

### **Reexamination**

- Six reexaminations are allowed after the first conditional credit is earned before all credit is forfeited.
- Non-conditioned candidates have unlimited reexamination privileges.
- Application necessary for each reexamination. The examination may be passed by sections as set forth in the Oklahoma Administrative Code.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$13.57 - \$24.79

## **LICENSING AGENCY**

### **Oklahoma Accountancy Board**

#### **Physical Address**

4545 N. Lincoln Blvd., Ste. 165  
Oklahoma City, OK 73105-3413  
Phone: (405) 521-2397  
Fax: (405) 521-3118

#### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 165  
Oklahoma City, OK 73105-3413

# **Accountant, Public (PA)**

## **JOB DESCRIPTION**

Public accountants (PA) are owners and staff members of public accounting firms. In order to serve the public, they take a specified amount of continuing professional education annually to retain the permit to practice public accounting. PAs also are employed in business and industry, in government and in education. They advise privately owned and publicly held companies, financial institutions, nonprofit organizations, individuals and all levels of government.

## **SOC 13-2011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor's Degree from an accredited four-year college or university.
- Areas of study include accounting, auditing, taxation, economics, statistics, business law, finance, business management, marketing, business communication, and computer science.

### **Continuing Education**

- A minimum of 40 hours of continuing education which must include 2 hours of professional ethics, completed in a 365-day period as specified in the Oklahoma Administrative Code is required to obtain a permit to practice public accounting.
- Acceptable CPE subjects include accounting and auditing, advisory services, specialized knowledge and applications, practice management, personal development, taxation, and subjects specifically related to the industry of the permit holder (limited to 16 hours of the required 40). Other subjects may be acceptable to the Board if those subjects maintain or increase the technical and non-technical professional skills of the applicant for a permit.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- One year work experience in accounting which equates to 1800 hours of full or part-time employment. Experience must be verified by a CPA, PA or other individual approved by the Board.
- Effective July 1, 2005, completion of AICPA Ethics examination with a grade of 90 or above will be required for certification. Currently, the Ethics exam is only required for CPAs or PAs who apply for a permit and have never held a permit before.
- Oklahoma resident
- Good moral character

### **Restrictions**

- Not previously convicted of, or pled guilty or nolo contendere (no contest) to any felony or any crime involving dishonesty or fraud

### **Certificate Duration**

- Two fiscal years – July 1 through June 30

### **Certification Fees**

- Registration Fee - \$25 a year (biennial registration system)
- Renewal Fee - \$25 a year (biennial registration system)
- Permit Fee - \$50 a year (annual renewal system)

## **Accountant, Public (PA)**

### **EXAMINATION REQUIREMENTS**

#### **Examination Title**

- Uniform Certified Public Accountant Examination

#### **Description**

- Computerized
- The examination for licensing as a public accountant includes three of the four sections of the Uniform Certified Public Accountants Examination prepared and graded by the American Institute of Certified Public Accountants. The examination subjects are (1) Regulation, (2) Auditing and Attestation (AUDIT) and (3) Business Environment and Concepts (BEC).

#### **Examination Fee**

- \$50

#### **Dates**

- January, February, April, May, July, August, October, November

#### **Passing Criteria**

- 75 on each section

#### **Reexamination**

- Six reexaminations are allowed after the first conditional credit is earned before all credit is forfeited.
- Non-conditioned candidates have unlimited reexamination privileges.
- Application necessary for each reexamination. The examination may be passed by sections as set forth in the Oklahoma Administrative Code.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$13.57 - \$24.79

### **LICENSING AGENCY**

#### **Oklahoma Accountancy Board**

##### **Physical Address**

4545 N. Lincoln Blvd., Ste. 165  
Oklahoma City, OK 73105-3413  
Phone: (405) 521-2397  
Fax: (405) 521-3118

##### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 165  
Oklahoma City, OK 73105-3413

# **Advanced Unlicensed Assistive Person**

## **JOB DESCRIPTION**

An advanced unlicensed assistive person builds upon job skills traditionally performed by nursing assistants. The AUA is trained to perform additional technical skills as designated on an approved skills list. The AUA works in acute care setting under the supervision of a Registered Nurse or Licensed Practical Nurse.

**SOC 31-9092**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 200 contact hours of training in a program approved by the Oklahoma Board of Nursing

### **Continuing Education**

- Must maintain employment as an AUA, complete 12 contact hours of clinical inservice, or retake the certification exam for renewal.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Training or experience as a nursing assistant

### **Restrictions**

- Individual Board review for arrests or practice violations.

### **Certificate Duration**

- 2 years

### **Certification Fees**

- Certification Fee - \$20

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Board of Nursing Advanced Unlicensed Assistant Certification Examination

### **Description**

- Written and skills

### **Examination Fee**

- \$78

### **Dates**

- Scheduled by candidate with testing center

### **Passing Criteria**

- Pass/Fail

### **Reexamination**

- After retesting three times, must repeat the course

## **Advanced Unlicensed Assistive Person**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$7.99 - \$11.27

### **LICENSING AGENCY**

#### **Oklahoma Board of Nursing**

##### **Physical Address**

2915 N. Classen Blvd., Ste. 524

Oklahoma City, OK 73106

Phone: (405) 962-1800

Fax: (405) 962-1821

##### **Mailing Address**

2915 N. Classen Blvd., Ste. 524

Oklahoma City, OK 73106

# **AHERA Asbestos Inspector**

## **JOB DESCRIPTION**

AHERA asbestos inspectors inspect public buildings for the presence of asbestos. AHERA asbestos inspectors take samples of findings and send the samples to an accredited laboratory for identification. AHERA asbestos inspectors work under the supervision of a licensed AHERA management planner.

**SOC 13-1041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 24 class-hour course for AHERA inspectors

### **Continuing Education**

- Refresher training which fully meets The Oklahoma Accreditation Plan

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- None

### **Restrictions**

- License valid only when working for a licensed AHERA management planner
- Inspector must repeat all AHERA training requirements if a refresher course is not completed within two years of previous training or refresher course.
- License and card must be available at job site upon inspection by the Department of Labor

### **Licensing Duration**

- One year (No grace period wherein an inspector will be allowed to work with an expired license.)

### **Licensing Fee**

- \$25

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- AHERA Inspector Exam

### **Description**

- Varies by school

### **Examination Fee**

- Included in course fee (Varies by school)

### **Dates**

- Last day of course instruction

### **Passing Criteria**

- 70%

## **AHERA Asbestos Inspector**

### **Reexamination**

- Upon completion of annual refresher course

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$11.13 - \$23.32

### **LICENSING AGENCY**

#### **Department of Labor Asbestos Division**

##### **Physical Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212  
Phone: (405) 528-1500  
Fax: (405) 524-6793

##### **Mailing Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105

# **AHERA Asbestos Management Planner**

## **JOB DESCRIPTION**

AHERA asbestos management planners prepare management plans specifying response actions for asbestos containing materials.

**SOC 47-4041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor's degree in a technical subject or equivalent
- 24 class-hour course for AHERA inspectors
- 16-hour course for asbestos management planner supplied by providers accredited by the EPA

### **Continuing Education**

- Management planner refresher training

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- None

### **Restrictions**

- Must repeat the AHERA training requirements if it has been more than two years since previous refresher training course or management planner training course

### **Licensing Duration**

- One year (No grace period wherein a management planner will be allowed to work with an expired license.)

### **Licensing Fee**

- \$500

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- AHERA Asbestos Management Planner Exam

### **Description**

- Examination areas relate to areas of study in course

### **Examination Fee**

- Included in course fee

### **Dates**

- Last day of course instruction

### **Passing Criteria**

- 70%



# **AHERA Asbestos Management Planner**

## **Reexamination**

- Upon completion of annual refresher course

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.81 - \$13.82

## **LICENSING AGENCY**

### **Department of Labor Asbestos Division**

#### **Physical Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212  
Phone: (405) 528-1500  
Fax: (405) 524-6793

#### **Mailing Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212

# **AHERA Asbestos Project Designer**

## **JOB DESCRIPTION**

AHERA asbestos project designers are responsible for the preparation of plan and/or specifications for response actions for asbestos-containing materials in any facility.

**SOC 13-1111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Must meet all requirements for accreditation for asbestos project designer.
- Bachelor's degree or advanced degree in architecture, engineering, or industrial hygiene, or an equivalent combination of education, training, and experience as determined by the Commissioner.

### **Continuing Education**

- Required refresher training course

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- None

### **Restrictions**

- Must repeat the AHERA training requirements if it has been more than two years since previous refresher training course or management planner training course

### **License Duration**

- One year (No grace period wherein a project designer will be allowed to work with an expired license.)

### **Licensing Fees**

- \$500

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- AHERA Designer Examination

### **Description**

- Examination areas relate to areas of study in course

### **Examination Fee**

- Included in course fee

### **Dates**

- Last day of course instruction

### **Passing Criteria**

- 70%

## **AHERA Asbestos Project Designer**

### **Reexamination**

- Upon completion of annual refresher course

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$16.41 - \$31.01

### **LICENSING AGENCY**

#### **Department of Labor Asbestos Division**

#### **Physical Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212  
Phone: (405) 528-1500  
Fax: (405) 524-6793

#### **Mailing Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212

# **Alternative Fuels Technician**

## **JOB DESCRIPTION**

An alternative fuels certified technician is an automotive technician who services, repairs, modifies, or installs compressed natural gas (CNG) and/or liquid petroleum gas (LPG) equipment/parts on vehicles.

**SOC 19-4041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is preferred.

### **Continuing Education**

- Training programs for both CNG and LPG technicians are available and highly recommended.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must score 80 percent or better on the exam

### **Restrictions**

- None

### **Certificate Duration**

- Annual certification renewed September 1 of each year

### **Certification Fees**

- Certification Fee - \$50
- Renewal Fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Certified Natural Gas and/or Liquid Petroleum Gas Exam

### **Description**

- 75 multiple-choice questions
- Examination areas include installation, state law, and NFPA 52 for CNG and NFPA 58 for LPG

### **Examination Fee**

- \$50

### **Dates**

- Upon request

### **Passing Criteria**

- 80%

## **Alternative Fuels Technician**

### **Reexamination**

- After first attempt, the exam may be retaken after a minimum of 30 days.
- After second and subsequent attempts, 90 days must intervene between exams.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$11.53 - \$21.33

### **LICENSING AGENCY**

**Oklahoma Department of Central Services  
Committee of Alternative Fuels Technician Examiners (CAFTE)**

#### **Physical Address**

3301 N. Santa Fe  
Oklahoma City, OK 73118  
Phone: (405) 521-2206  
Fax: (405) 528-2682

#### **Mailing Address**

3301 N. Santa Fe  
Oklahoma City, OK 73118

# Architect

## **JOB DESCRIPTION**

An architect plans and designs public buildings such as churches, factories, and hospitals. Architects organize all services necessary for construction. They can be involved during every phase of construction with the design, engineering, managerial, and supervisory responsibilities. Architects can practice privately or work for builders, real estate developers, and other businesses that have large construction programs.

### **SOC 17-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- A bachelor's degree in architecture from an accredited program or the substitution of obtained educational credits and additional training completed by July 1, 1984. Foreign education evaluated by Board individually, as is pre-professional education.
- Areas of testing include pre-design; site planning; general structures; building planning; building technology; lateral forces; mechanical and electrical systems; materials and methods; and construction documents and services.
- Three years of approved training under an architect and completion of the Intern Development Program. Some training credit may be earned by working under the responsible control of an engineer, land surveyor, landscape architect or planner.

### **Continuing Education**

- 24 hours of health, safety and welfare every two years

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- 21 years of age
- Legal resident of Oklahoma (if applying for initial registration only)

### **Restrictions**

- Fraud, deception, or misrepresentation in applying for a certificate of registration, certificate of authority, or in taking the examinations
- Noncompliance with statutory, rule, and regulation requirements for qualifying for licensure
- Violating the State Architectural Act or any rule, regulation, or order issued by the Board
- Conviction of a felony
- Mentally impaired
- Gross incompetence
- For additional grounds for denial, revocation, suspension, refusal to renew, orders, injunctions, civil and/or criminal penalties, see the Oklahoma Administrative Code, Title 55, for the Board of Governors of the Licensed Architects and Landscape Architects of Oklahoma.

### **License Duration**

- All licenses expire June 30 and are renewed every two years.

# **Architect**

## **Licensing Fees**

- Application Fee - \$100/reciprocal license
- License Fee - \$200
- Renewal Fee - \$200

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Architect Registration Examination

### **Description**

- Both written and practical
- Written examination areas include pre-design, site planning, general structures, building planning, building technology, lateral forces, mechanical and electrical systems, materials and methods, and construction documents and services, as well as knowledge of all applicable state laws and regulations.
- Practical components for the site design-graphic and building design portions of the A.R.E. require the candidate to produce actual site and building plans in the allotted time, meeting the requirements of the proposed problem.

### **Examination Fee**

- \$981 plus \$75 administrative fee

### **Dates**

- Entire exam – year round, by computer

### **Passing Criteria**

- Pass/Fail basis

### **Reexamination**

- Unlimited reexaminations on failed portions of examination. Start over after six years if not completed.
- If a candidate fails to sit for reexamination for six consecutive years, reapplication is necessary

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$14.79 - \$29.81

## **LICENSING AGENCY**

### **Board of Governors of the Licensed Architects and Landscape Architects of Oklahoma**

#### **Physical Address**

3555 N.W. 58<sup>th</sup>, Ste. 640  
Oklahoma City, OK 73112  
Phone: (405) 949-2383  
Fax: (405) 949-1690

#### **Mailing Address**

P.O. Box 53430  
Oklahoma City, OK 73152

# **Asbestos Abatement Contractor**

## **JOB DESCRIPTION**

An asbestos abatement contractor hires and supervises the activities of workers engaged in the removal, encapsulation, or enclosure of asbestos and asbestos-containing materials found in ceilings, walls, floors, and other structures. The contractor is also responsible for ensuring that equipment and workers meet safety standards. Asbestos abatement contractors operate from licensed asbestos abatement companies.

**SOC 47-4041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Two courses in asbestos abatement accredited by the EPA, one of which must be contractor/supervisor course
- Possible areas of study include physical characteristics of asbestos, health hazards of asbestos, employee personal protection equipment and clothing, medical monitoring procedures, and the work practices for asbestos abatement, such as site preparation, operational procedures, OSHA, NIOSH, EPA, and DOL standards, and transport and transportation of asbestos.

### **Continuing Education**

- Compliance with The Oklahoma Accreditation Plan

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Evidence of respiratory training and equipment operation
- Must be of good character
- The applicant shall designate a minimum of one, or a maximum of two, responsible parties to be named on the license. Such responsible parties shall have and maintain the training credentials required for licensing.

### **Restrictions**

- No contractor may perform asbestos abatement after expiration of license.
- Conviction of a felony
- Notice of Violation (NOV) of NESHAP regulations
- Contractors whose license has expired for more than 30 days must meet all the requirements for a new license.

### **License Duration**

- One year – new applicants have 120-day waiting period

### **Licensing Fees**

- License Fee – Initial \$1,000 nonrefundable, additional \$500 at the time license is issued
- Renewal Fee - \$500

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Asbestos Abatement Contractor/Supervisor Examination



# **Asbestos Abatement Contractor**

## **Description**

- Written
- Examination areas relate to areas of study

## **Examination Fee**

- Included in course fee

## **Dates**

- Last day of course instruction

## **Passing Criteria**

- 70%

## **Reexamination**

- Upon completion of annual refresher course

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.81 - \$13.82

## **LICENSING AGENCY**

### **Department of Labor**

#### **Asbestos Division**

#### **Physical Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212  
Phone: (405) 528-1500  
Fax: (405) 524-6793

#### **Mailing Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212

# **Asbestos Abatement Supervisor**

## **JOB DESCRIPTION**

An asbestos abatement supervisor supervises and coordinates activities of workers engaged in removing asbestos from ceilings, walls, floors, and other structures. The supervisor is also responsible for reviewing job specifications, inspecting work sites, and conferring with contracting agents to evaluate removal projects. An asbestos abatement supervisor hires new workers and instructs workers in safety and removal procedures.

**SOC 47-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Asbestos Abatement Supervisor's course supplied by providers accredited by the EPA
- Two-day course in confined space entry following the NIOSH curriculum in confined space entry
- NIOSH 582 course in analysis of airborne asbestos dust or a two-day course in air-monitoring techniques

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- CPR training by the American Heart Association, the American Red Cross, or approved provider
- First aid training by the American Heart Association, the American Red Cross, or approved provider
- Six-months experience as an asbestos abatement worker on job sites inspected by the Department of Labor

### **Restrictions**

- Licenses are issued in the name of the applicant and shall be valid only when working for a licensed contractor.
- License card must be available on job site

### **License Duration**

- One year (No grace period wherein a supervisor will be allowed to work with an expired license.)

### **Licensing Fees**

- License Fee - \$25
- Renewal Fee - \$25

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Asbestos Abatement Contractor/Supervisor Training Examination

### **Description**

- Examination relates to areas of study in course

### **Examination Fee**

- Included in course fee

### **Dates**

- Last day of course instruction

## **Asbestos Abatement Supervisor**

### **Passing Criteria**

- 70%

### **Reexamination**

- Varies upon school

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$14.04 - \$25.40

### **LICENSING AGENCY**

#### **Department of Labor Asbestos Division**

#### **Physical Address**

4001 N Lincoln Blvd.  
Oklahoma City, OK 73105-5212  
Phone: (405) 528-1500  
Fax: (405) 524-6793

#### **Mailing Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212

# **Asbestos Abatement Worker**

## **JOB DESCRIPTION**

An asbestos abatement worker removes, encapsulates, or encloses asbestos and asbestos-containing material found in ceilings, walls, beams, boilers, and other structures. The worker follows hazardous waste handling guidelines while preparing the work area and surrounding the facility for abatement. The worker also operates and positions the asbestos removal equipment. A licensed asbestos abatement contractor employs an asbestos abatement worker.

**SOC 47-4041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 32-hour course in asbestos abatement at an accredited program with 16 hours related to hands-on, simulated work experience.
- Possible areas of study include physical characteristics of asbestos, health hazards of asbestos, employee personal protection equipment and clothing, medical monitoring procedures, and the work practices for asbestos abatement, such as site preparation, operational procedures, OSHA, NIOSH, EPA, and DOL standards and transport and transportation of asbestos.

### **Continuing Education**

- Eight hours annually.
- Refresher course must be accredited

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Evidence of respiratory training and equipment operation

### **Restrictions**

- Any worker who has not taken the required refresher-training course within two years of previous training or refresher course must repeat all training requirements.
- License valid only when working for a licensed contractor
- License cards must be available on job site

### **License Duration**

- One year (No grace period wherein a worker will be allowed to work with an expired license.)

### **Licensing Fees**

- License Fee - \$25
- Renewal Fee - \$25

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Asbestos Abatement Worker Examination

### **Description**

- Written
- Examination areas relate to areas of study

## **Asbestos Abatement Worker**

### **Examination Fee**

- Included in course fee

### **Dates**

- Last day of course instruction

### **Passing Criteria**

- 70%

### **Reexamination**

- Upon completion of annual refresher course

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.81 - \$13.82

## **LICENSING AGENCY**

### **Department of Labor**

#### **Asbestos Division**

#### **Physical Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212  
Phone: (405) 528-1500  
Fax: (405) 524-6793

#### **Mailing Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105-5212

# **Athletic Trainer**

## **JOB DESCRIPTION**

An athletic trainer is a person whose major responsibility is the rendering of professional services for the prevention, emergency care, first aid, and treatment of injuries incurred by an athlete by whatever methods are available, upon written protocol from the team physician or consulting physician to effect care, or rehabilitation.

**SOC 29-9091**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successfully completed the athletic training curriculum requirements of an accredited college or university approved by the State Board of Medical Licensing and Supervision, or
- Hold a four-year degree from an accredited college or university and have completed at least two consecutive years as an apprentice athletic trainer directly supervised by a licensed athletic trainer (military duty accepted), or
- Be licensed or certified in physical therapy, having spent at least 800 hours working under the direct supervision of a licensed athletic trainer.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Three recommendations required. Two must be from certified athletic trainers who can attest to the applicant's practical competence; the third must be from an associate who can affirm the applicant's moral and ethical attributes.
- A health certificate certified by a physician is required

### **Restrictions**

- None

### **License Duration**

- Expires annually on August 31

### **Licensing Fees**

- Application Fee - \$125
- Renewal Fee - \$45

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Athletic Trainers Association Board of Certification (NATABOC)

### **Description**

- The written exam consists of 150 questions covering the following six content areas: (1) prevention, (2) recognition and evaluation, (3) management/treatment of disposition, (4) rehabilitation, (5) organization and administration, and (6) education and counseling.

## **Athletic Trainer**

### **Examination Fee**

- \$225 - \$275

### **Dates**

- Four times a year: January, May, June, and September

### **Passing Criteria**

- The passing point is set using a quota free process, off modified technique

### **Reexamination**

- Upon failure to pass any part of the exam, an applicant may retake that part of the exam until such time that a passing score is obtained

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$16,270 - \$36,490

## **LICENSING AGENCY**

### **State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# **Athletic Trainer, Apprentice**

## **JOB DESCRIPTION**

An apprentice athletic trainer assists in the duties performed by an athletic trainer under the direct supervision of a licensed athletic trainer.

**SOC 29-9091**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is preferred.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- None

### **License Duration**

- Expires annually on August 31

### **Licensing Fees**

- Application Fee - \$25
- Renewal Fee - \$10

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$16,270 - \$36,490

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118



# **Attorney (Lawyer)**

## **JOB DESCRIPTION**

An attorney, or lawyer, counsels people on their legal rights and obligations and suggests particular courses of action in business or personal matters. The attorney may represent one of the opposing parties in criminal and civil trials by presenting arguments that support the client in a court of law. Although most lawyers deal with many different areas of law, a significant number concentrate on a branch of law, such as probate, admiralty, or international law. Lawyers can practice privately or in a partnership with another attorney. Lawyers also find employment as law school professors, judges, or administrators in a variety of occupations.

**SOC 23-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Juris Doctor degree from an ABA-accredited law school
- Possible areas of study include fundamental courses such as constitutional law, contracts, property law, legal ethics, judicial procedures, and legal writing. Additional course work is based upon areas of specialization.

### **Continuing Education**

- Twelve hours of approved continuing legal education is required annually
- One hour of the continuing education hours must cover the area of professional responsibility or legal ethics or legal malpractice prevention.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- 18 years of age
- Due respect for the law
- Fitness to practice law
- Oath of office

### **Restrictions**

- Individual Board review for Board violations

### **License Duration**

- Lifetime

### **Licensing Fees**

- Annual dues for OBA - \$275

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Bar Examination

## **Attorney (Lawyer)**

### **Description**

- Written
- Possible examination areas include code of professional responsibility, commercial law, property, procedural law, criminal law, business associations, constitutional and administrative law, torts, interstate succession, wills, conflicts of law, and family law.

### **Examination Fee**

- \$300

### **Dates**

- Last Tuesday of February and the day following; Last Tuesday of July and the day following.

### **Passing Criteria**

- 2,400 points (a scaled score of 135 on the Multi-state Bar Exam equals 1,200 points, 75% on the essay questions equals 1,200 points)

### **Reexamination**

- Reexamination registration is required two months prior to date of exam

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.85 - \$52.99

## **LICENSING AGENCY**

### **Board of Bar Examiners of the State of Oklahoma**

#### **Physical Address**

1901 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: (405) 416-7075 or  
1-800-522-8065 (In-state WATS)  
Fax: (405) 528-4103

#### **Mailing Address**

P.O. Box 53036  
Oklahoma City, OK 73152

# **Audiologist**

## **JOB DESCRIPTION**

An audiologist examines and evaluates persons who have or are suspected of having a hearing disorder. Audiologists are also concerned with the prevention of hearing impairment and the conservation of hearing in children and adults. They assess the type and degree of hearing impairment and add those findings to educational, medical, behavioral, and other diagnostic data to establish a program of auditory training, speech reading, or counseling for the individual. Educational institutions; speech, language, and hearing centers; and health care institutions largely employ audiologists.

**SOC 29-1121**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Each audiology applicant, until December 31, 2006, shall hold not less than a master's degree, or its equivalent, with a major emphasis in audiology from an accredited academic institution offering a graduate program in audiology. After December 31, 2006, each audiology applicant shall hold not less than a post-baccalaureate residential professional doctor of audiology degree (Au.D.) from a regionally accredited academic institution, a post-masters distance education professional doctor of audiology degree (Au.D.) from a regionally accredited academic institution, a Doctor of Philosophy degree (Ph.D.) with emphasis in audiology from a regionally accredited academic institution, or its equivalent as determined by the Board.
- Submit evidence of the completion of 75 semester hours of academic credit (constituting a well-integrated program in this field of study) from one or more accredited colleges or universities
- Submit evidence of the completion of 350 clock hours of directly supervised clinical practice with cases representative of a wide spectrum of ages and communication disorders; the experience must be obtained within the accredited academic institution or in one of its cooperating programs
- Submit evidence of no less than nine months of full-time paid clinical experience in the area for which a license is requested, obtained under the supervision of one or more licensed speech pathologists or audiologists. "Full-time" is defined as at least 30 hours per week; the nine months of full-time paid experience must be obtained within a period of 24 consecutive months. This requirement may also be fulfilled by 18 months of half time paid experience of at least 15 hours per week, which must be completed within a period of 36 consecutive months.
- Internship is required for Oklahoma licensure unless national certification is obtained prior to application for license.

### **Continuing Education**

- Twenty clock hours per two-year interval

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Passing score – National Examination for Speech-Language Pathologists & Audiology (ETS)
- Successful completion of supervised clinical experience year
- Minimum of three references from licensed audiologists/speech-language pathologists

### **Restrictions**

- None

### **License Duration**

- One year

## **Audiologist**

### **Licensing Fees**

- \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Examination for Speech-Language Pathology & Audiology (ETS)

### **Description**

- 150 multiple-choice examination – 2 hour time limit
- Possible examination areas include physiology, anatomy, and testing; industrial audiology; calibrations and measurement; hearing aid and amplification testing and fitting; and aural rehabilitation.

### **Examination Fee**

- \$45

### **Dates**

- May, July, and November

### **Passing Criteria**

- 600

### **Reexamination**

- Upon payment of examination fee

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$15.75 - \$48.18

## **ADDITIONAL INFORMATION**

Please note that the information listed becomes permanent as of April 2005. The new education requirements will be effective beginning January 1, 2007. For further detail, please contact the State Board of Examination for Speech-Language Pathology and Audiology.

## **LICENSING AGENCY**

### **State Board of Examination for Speech-Language Pathology and Audiology**

#### **Physical Address**

1140 N.W. 63<sup>rd</sup>, Ste. 305  
Oklahoma City, OK 73116  
Phone: (405) 840-2774  
Fax: (405) 843-3489

#### **Mailing Address**

P.O. Box 53592  
Oklahoma City, OK 73152

# **Bail Bondsman**

## **JOB DESCRIPTION**

A bail bondsman investigates an arrested person to determine bondability based upon character and financial status. If approved for bond, the bondsman furnishes bond for fee upon determining the intention of the accused to appear in court. The bondsman posts and signs appearance bond with court clerk to obtain release of client and pays the court the face amount of the bond in the event of a forfeiture. A surety bondsman must be appointed by either an insurance company approved to write bail in the state of Oklahoma or a professional bondsman.

**SOC 23-2099**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Sixteen hours of pre-license education sponsored by the Oklahoma Bondsman Association
- Possible areas of study include subjects pertinent to duties, responsibilities, and bail law.

### **Continuing Education**

- Eight hours annually
- The Oklahoma Bondsman Association provides continuing education requirements.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Citizen of United States
- 21 years of age
- One year state residence required
- High school diploma or its equivalent

### **Restrictions**

- Not previously convicted of, or pled guilty or nolo contendere (no contest) to any felony, or to a misdemeanor involving moral turpitude or dishonesty

### **License Duration**

- One year

### **Licensing Fees**

- Application Fee - \$450 (includes application, investigation, and examination fee)
- Renewal Fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Bail Bond License Examination

# **Bail Bondsman**

## **Description**

- Both written and practical
- Possible examination areas include procedures, duties, responsibilities, and bail bond law.
- Possible areas of emphasis for practical application exam include definitions, open and ongoing investigative files, licensing required, expiration date, contents of application fee, cash bondsman, examination fees, renewal licenses, violations and penalties, notice of violation, appeals, monthly reports, persons prohibited as bondsmen, signing of bonds, insurers to list bondsmen-appointments, discontinuance of writing bonds-notice, registration of license, affidavit of undertaking, property bonds, procedures for surrender of defendants, procedures for forfeitures, enforcement of liability, bail on personal recognizance, penalty for incurring forfeiture to comply with personal recognizance penalties for violations, bail bondsmen's fund, use of telephone, access to jails, and persons excluded.

## **Examination Fee**

- \$100

## **Dates**

- As scheduled. Applications are valid for six months after submission.

## **Passing Criteria**

- 70%

## **Reexamination**

- Three months must intervene between examinations. After third and subsequent examination failures, applicant may not apply and be examined for at least one year after the last examination failure.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **State of Oklahoma Insurance Department Bailbond Division**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107-2407  
Phone: (405) 521-6610  
Fax: (405) 522-6905

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St.  
Oklahoma City, OK 73107-2407

# **Barber**

## **JOB DESCRIPTION**

A barber, barber instructor, graduate apprentice barber, or an apprentice barber cuts, shampoos, or styles hair according to customer instructions. Barbers may also provide hair and scalp treatments, shaves, and facial massages. Barbers are responsible for maintaining their hair styling equipment and work area, and often for selling cosmetic products. Most barbers work in barbershops and beauty salons, but some find employment in department stores, hotels, and hospitals.

**SOC 39-5011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Graduate of a nine-month barber college or completion of 18 months (3,000 clock hours) as a barber apprentice
- Possible areas of study include chemistry of hair, sanitation of equipment, hair cutting, scalp care, shampooing, tinting, dyeing, bleaches, and permanent waves.

### **Continuing Education**

- None

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age
- Reading ability
- Good moral character
- Must demonstrate competence in cutting, dyeing, and shampooing hair as well as giving permanents and facials

### **Restrictions**

- None

### **License Duration**

- One year (expires June 30 each year)

### **Licensing Fees**

- License Fee - \$25
- Renewal Fee - \$25
- Instructor License Fee - \$50
- Instructor Renewal Fee - \$50
- Barber College Renewal Fee - \$200
- Barber Apprentice Fee - \$10
- Graduate Apprentice Fee - \$10

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Barber's License Examination
- Instructor's License Examination

# **Barber**

## **Description**

- Both written and practical
- Written examination on curriculum in format of 100 multiple-choice questions
- Possible practical examination areas include giving a tapered haircut to a male model and a layered haircut to a female model.

## **Examination Fee**

- Barber - \$35
- Instructor - \$50

## **Dates**

- Barber – Every other month (6 times a year)
- Instructor – Every other month (6 times a year)

## **Passing Criteria**

- Barber – 70% on each part (3 part exam)
- Instructor – 70% written exam only

## **Reexamination**

- 60-day intervention between examination attempts
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.63 - \$10.01

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299



# **Blaster, Surface**

## **JOB DESCRIPTION**

A surface blaster determines the type and amount of explosives required to separate or fracture stone or minerals from solid formations. The blaster is in charge of or responsible for all phases of explosives used, materials, and blasting agents. This may include storage, transportation, and charging of blast holes. A surface blaster is employed in the mining industry and normally works at rock quarries, coal mines, or at the location of other mineral deposits.

**SOC 47-5031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of a weeklong course at the Mining Institute
- Possible areas of study relate to Oklahoma State Mining rules and regulations.

### **Continuing Education**

- An eight-hour refresher course is required every two years.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- One year of experience under a certified blaster

### **Restrictions**

- Conviction of a felony

### **Certificate Duration**

- Two years

### **Certification Fees**

- Certification fee - \$10

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Surface Blasting Certification Exam

### **Description**

- Written
- Possible examination areas relate to the Oklahoma State Mining Requirements Title 30 CFR.

### **Examination Fee**

- Included in certification Fee

### **Dates**

- Monthly

### **Passing Criteria**

- 76%

## **Blaster, Surface**

### **Reexamination**

- Unlimited reexaminations

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$11.91 - \$16.22

### **LICENSING AGENCY**

#### **Oklahoma Department of Mines**

##### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 521-3859

##### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105

# **Broker-Dealer Agent**

## **JOB DESCRIPTION**

A broker-dealer agent is a securities sales representative who buys and sells securities for investors. In addition, a broker's responsibilities may include offering financial counseling and educating clients in trading practices. Brokers may serve a variety of clients such as private investors or institutional investors. A broker working with institutional investors may choose to specialize in a specific financial product such as stocks, bonds, options, annuities, or commodity futures. Broker agents are employed by broker-dealers and normally operate from brokerage firms.

**SOC 41-3031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include the Uniform State Securities Law and general securities knowledge.

### **Continuing Education**

- As required by the National Association of Securities Dealers, Inc.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Conviction of a felony
- Violation of securities laws

### **License Duration**

- One year (expires annually on December 31)

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examinations**

- Request examination packets from the Oklahoma Department of Securities.

### **Description**

- Written
- Possible examination areas include the Uniform State Securities Law and general securities knowledge.

### **Examination Fee**

- Available in examination packet

## **Broker-Dealer Agent**

### **Dates**

- Not available

### **Passing Criteria**

- 70% on each exam taken

### **Reexamination**

- Candidates who fail exams, make less than 70%, may retake exam after a given waiting period.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$13.78 - \$43.92

## **LICENSING AGENCY**

### **Oklahoma Department of Securities Licensing Division**

#### **Physical Address**

First National Center  
120 N. Robinson, Ste. 860  
Oklahoma City, OK 73102  
Phone: (405) 280-7700

#### **Mailing Address**

First National Center  
120 N. Robinson, Ste. 860  
Oklahoma City, OK 73102  
Phone: (405) 280-7700

# **Building Inspector**

## **JOB DESCRIPTION**

A building inspector inspects new and existing residential, commercial, or industrial buildings to determine compliance of building plans, building specifications and standards, and zoning laws. Building inspectors are consulted during and after construction to inspect various construction components such as footings, framing, building materials, and the structural and environmental appropriateness of the site and structure. Building inspectors are employed largely by local and state governments or in the private construction industry.

**SOC 47-4011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include understanding of Model Building Codes.

### **Continuing Education**

- Five hours of continuing education per year
- Continuing education includes state-approved courses in the building trade.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Building inspectors employed by cities with populations greater than 10,000 must obtain a state license.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- License fee - \$35
- Renewal fee - \$35 plus \$35 late charge after expiration date

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- There is no state exam. The applicant must submit certification by a National Code organization such as International Code Council (ICC), which requires the ICC examination.

### **Description**

- Written
- Possible examination areas include calculations and construction requirements found in International Building Code and International Residential Code.

# **Building Inspector**

## **Examination Fee**

- \$75-\$105 (Varies by organization)

## **Dates**

- Monday – Friday

## **Passing Criteria**

- 75%

## **Reexamination**

- Reexaminations may be taken each time the exam is offered.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.64 - \$19.62

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431  
Phone: (405) 271-5217  
Fax: (405) 271-5254  
Website: [www.health.state.ok.us/cib](http://www.health.state.ok.us/cib)

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431

# **Burglar Alarm Service and Installation Company Manager**

## **JOB DESCRIPTION**

A burglar alarm service and installation company manager directs the design and application of burglar alarm system sales, service, repair, or installation. Although management skills vary according to the industry, many managers are responsible for employee relations, record keeping, and office/industry operations. Licensed burglar alarm companies employ burglar alarm service and installation managers.

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include design, operation, installation, and service of components and burglar alarm systems.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- 4 years or 8,000 hours experience in alarm industry

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$200
- Renewal fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Burglar Alarm Manager Examination

### **Description**

- Written
- Possible examination areas include the technical aspect of design, operation, installation, and service of components as well as complete systems in the burglar alarm industry.

### **Examination Fee**

- Free – first attempt

### **Dates**

- Contact agency for examination dates

# **Burglar Alarm Service and Installation Company Manager**

## **Passing Criteria**

- 70%

## **Reexamination**

- \$50 for each reexamination. After first attempt, the exam may be retaken after a minimum of 30 days. After second and subsequent attempts, there is a 90-day waiting period between exams.
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.25 - \$14.77

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299



# **Burglar Alarm Service and Installation Company Salesman**

## **JOB DESCRIPTION**

A burglar alarm service and installation company salesman presents information to consumers regarding burglar alarm products and services. The salesman explains the cost, operation, and customer responsibilities for burglar alarm equipment and services. A licensed burglar alarm company employs a burglar alarm service and installation company salesman.

**SOC 41-3099**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include components and application of burglar alarm systems and services.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Security verification clearance

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fee**

- Application fee - \$75
- Renewal fee - \$35

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Burglar Alarm Service and Installation Company Salesman Examination
- NTS Level 1 Certified Alarm Technician Certification can be substituted in lieu of taking state examination

### **Description**

- Written
- Possible examination areas include components and application of complete burglar alarm systems and services.

### **Examination Fee**

- Free – First attempt

### **Dates**

- Contact agency for examination dates

# **Burglar Alarm Service and Installation Company Salesman**

## **Passing Criteria**

- 70%

## **Reexamination**

- \$50
- After first attempt, the exam may be retaken after a minimum of 30 days. After second and subsequent attempts, there is a 90-day waiting period between exams.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Burglar Alarm Service and Installation Company Technician**

## **JOB DESCRIPTION**

A burglar alarm service and installation company technician installs, repairs, and services burglar alarm systems. The technician works under the direction of the employer while using hand and power tools for proper service completion. A licensed burglar alarm company employs a burglar alarm service and installation company technician.

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however a working knowledge of the occupation is necessary.
- Possible knowledge areas include the technical aspects of operations, installation, and service of components as well as complete systems of all sources in the burglar alarm systems.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Verified experience in burglar alarm industry
- Security verification clearance

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- Renewal fee - \$35

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Burglar Alarm Service and Installation Company Technician Examination
- NTS Level 1 Certified Alarm Technician Certification can be submitted in lieu of taking state examination.

### **Description**

- Written
- Possible examination areas include the technical aspects of operation, installation, and service of components as well as complete systems of all sources in the burglar alarm industry.

### **Examination Fee**

- Free – First attempt

# **Burglar Alarm Service and Installation Company Technician**

## **Dates**

- Contact agency for examination date

## **Passing Criteria**

- 70%

## **Reexamination**

- \$50 for each reexamination
- After first attempt, the exam may be retaken after a minimum of 30 days. After second and subsequent attempts, there is a 90-day waiting period between exams.
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.25 - \$14.77

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5288  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Burglar Alarm Service and Installation Company Trainee (Technician or Sales)**

## **JOB DESCRIPTION**

A burglar alarm service and installation company technician/sales trainee installs, repairs, and services burglar alarm systems. A technician/sales trainee shall be employed by a licensed Oklahoma burglar alarm company and shall work under the direct supervision of a company manager, burglar alarm technician, or burglar alarm salesman.

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Security verification clearance

### **Restrictions**

- Conviction of a felony
- No more than three technician/salesman trainees per burglar alarm company manager or burglar alarm technician

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- Renewal fee - \$25

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.25 - \$14.77

## **LICENSING AGENCY**

**Oklahoma State Department of Health  
Consumer Health Services**

### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Certified Animal Euthanasia Technician (CAET)**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 29-2056**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma or GED

### **Continuing Education**

- Six hours per year

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Training and passing of state examination

### **Restrictions**

- None

### **Certificate Duration**

- One year

### **Certification Fees**

- Certification fee - \$200

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- CAET Written Exam
- CAET Practical

### **Description**

- Both written and practical

### **Examination Fee**

- \$200

### **Dates**

- As needed

### **Passing Criteria**

- Written – 70%
- Practical – 100%

### **Reexamination**

- Only if applicant does not pass with 70% or better

## **Certified Animal Euthanasia Technician (CAET)**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$7.76 - \$12.19

### **LICENSING AGENCY**

#### **Oklahoma Board of Veterinary Medical Examiners**

##### **Physical Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 1  
Oklahoma City, OK 73105  
Phone: (405) 524-9006  
Fax: (405) 524-9012

##### **Mailing Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 1  
Oklahoma City, OK 73105

# **Chiropractor**

## **JOB DESCRIPTION**

A chiropractic physician examines patients to determine the nature and extent of disorders, using X-ray machines, electrocardiographs, otoscopes, protoscopes, or other instruments. A chiropractic physician treats patients using a holistic view that encourages the use of natural, non-drug and non-surgical health treatments. Depending on the diagnosis, a chiropractor often treats patients through manual manipulation; exercise; light and heat therapy; and the use of vitamins/minerals and food supplements.

**SOC 29-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of 90 pre-chiropractic college hours
- Doctor of Chiropractic degree (four years of nine months each)

### **Continuing Education**

- Sixteen hours per year for in-state doctors. Out-of-state doctors must meet the requirements of the state they practice in for license renewal.
- Continuing education must be Board approved for in-state doctors.
- Doctors must attend seminars in the State of Oklahoma as presented by the Oklahoma State Chiropractic Association, Joint Chiropractic Association and approved by the Board to maintain an active license status in Oklahoma.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Conviction of a felony
- Failure to comply with chiropractic laws in another state resulting in revocation of that license

### **License Duration**

- Annual renewal due by December 31 of each year

### **Licensing Fees**

- Application fee - \$150
- Renewal fee - \$125 for in-state practicing doctors, \$125 for out-of-state doctors, \$50 for in-state retired doctors

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- The Oklahoma State Board of Chiropractic Examiners requires the successful completion of the National Board exams, which include part I, II, and physical therapy, prior to licensure.
- The Oklahoma State Board Chiropractic Examination includes a written, practical, X-ray, and oral exam in addition to the National exams.



# **Chiropractor**

## **Description**

- Both written and practical
- Possible written examination areas include chiropractic principles, anatomy, histology, physiology, symptomatology, orthopedic, chemistry, spinography, diagnosis, sanitation and hygiene, pathology, public health service and adjustology, X-ray practical, diagnostic laboratory procedures, physiological therapeutics, and subjects taught by the chiropractic colleges approved by the Council on Chiropractic Education.
- Possible practical examination areas including X-ray practical, a clinical competency practical that includes a physical exam, and an oral practical.

## **Examination Fee**

- Application fee - \$150
- Examination fee - \$150

## **Dates**

- January and July of each year

## **Passing Criteria**

- 75% overall average with a minimum of 60% on X-ray

## **Reexamination**

- Reexamination is offered three consecutive times, after which the applicant must return to Chiropractic College to strengthen weak points of examination
- Application must be updated before each exam

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$20.19 - \$68.17

## **LICENSING AGENCY**

### **Oklahoma State Board of Chiropractic Examiners**

#### **Physical Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 3  
Oklahoma City, OK 73105  
Phone: (405) 524-6223  
Fax: (405) 524-9542

#### **Mailing Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 3  
Oklahoma City, OK 73105

# **Cosmetician**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 39-5012**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Eighth-grade education or equivalent
- 600 hours of training in an approved cosmetology school

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age to enroll in course
- 17 years of age or high school graduate for license
- Mentally competent with the ability to profit from instruction

### **Restrictions**

- None

### **Certificate Duration**

- One year

### **Certification Fees**

- \$15

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Cosmetician Test administered by the Oklahoma State Board of Cosmetology

### **Description**

- Areas of study include make-up application (lipstick, eye shadow, eyeliner, mascara, and rouge), dry hair arranging (includes arranging of the hair using curling irons, hot rollers, combs, brushes, and products), sanitation and sterilization, business management, Oklahoma Cosmetology Law, and Board Rules and Regulations.

### **Examination Fee**

- \$15

### **Dates**

- Contact licensing agency for dates

### **Passing Criteria**

- 75%

## **Cosmetician**

### **Reexamination**

- No information provided – contact licensing agency

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$6.68 - \$10.61

### **LICENSING AGENCY**

#### **Oklahoma State Board of Cosmetology**

##### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107  
Phone: (405) 521-2441  
Fax: (405) 521-2440

##### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107

# **Cosmetologist**

## **JOB DESCRIPTION**

A cosmetologist/hairdresser/hairstylist shampoos, cuts, and styles hair. The cosmetologist also analyzes the condition of hair and advises patrons on proper hair care. Some cosmetologists give manicures and scalp and facial treatments, provide makeup analysis for women, and clean and style wigs and hairpieces. The employer assigns additional responsibilities such as client scheduling. Most cosmetologists work in beauty salons, barbershops, department stores, and for products companies.

**SOC 39-5012**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Eighth-grade education or equivalent
- 1,500 hours of training in an approved beauty school or an apprenticeship of 3,000 hours
- Possible areas of study include theory and practical training in hairstyling (cutting), finger waving, thermal, perms, and chemical hair relaxing; manicuring and pedicuring; scalp treatments; skin care, makeup; personality; shop management; beard grooming; and Oklahoma cosmetology law and board rules and regulations.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age to enroll in cosmetology course
- 17 years of age or a high school graduate for license
- Mentally competent with the ability to profit from instruction

### **Restrictions**

- Must practice in a salon licensed by the Oklahoma State Board of Cosmetology

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$15
- Renewal fee - \$15

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Cosmetology Test (administered by the Oklahoma State Board of Cosmetology)

# Cosmetologist

## Description

- Both written and practical
- Possible written examination areas include scientific concepts, chemical services, physical services, and hair design (includes hair chemistry and electrical treatment information as applicable to listed categories).
- Possible practical examination areas include haircutting procedures, scalp massage, manicuring, basic set and comb-out, hair coloring treatment, finger waving, facial cleansing and massage, and permanent waving.

## Examination Fee

- \$15

## Dates

- Monday – Thursday; first three weeks of the month

## Passing Criteria

- 75% on both the written and practical exam

## Reexamination

- Registration is required at least 30 days prior to reexamination.
- After second failure, work permit is not issued; after four failures, review hours are required before registering.
- If registered within six months of initial examination, only reexamination of the failed portion of exam is necessary.

## OKLAHOMA WAGE

### Average Hourly Range

- \$6.68 - \$10.61

## LICENSING AGENCY

### Oklahoma State Board of Cosmetology

#### Physical Address

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107  
Phone: (405) 521-2441  
Fax: (405) 521-2440

#### Mailing Address

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107

# Cosmetology Instructor

## **JOB DESCRIPTION**

A cosmetology instructor conducts educational programs to introduce the fundamentals of cosmetology. These include cutting, styling, and coloring hair as well as skin and nail care practices. Cosmetology instructors are responsible for planning and presenting lessons, student evaluation, and monitoring students' practical experience with clients. Cosmetology instructors can also practice cosmetology in licensed salons. Private schools, vocational schools, and some public schools also employ cosmetology instructors.

**SOC 25-1194**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school graduate
- 1,000 hours of instructor courses at licensed school of cosmetology plus 1,500 hours training in basic cosmetology courses
- Possible areas of study include cosmetology training curricula; introduction to teaching; course outlining and development; lesson planning; teaching techniques; aids and developing, administering and scoring of examinations; cosmetology law, board rules and regulations; and practice teaching in both theory and practical practices.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 17 years of age
- Hold a current cosmetologist license at time of application

### **Restrictions**

- Must practice in a salon or school licensed by the Oklahoma State Board of Cosmetology

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$20
- Renewal fee - \$20

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Cosmetology Teachers Test (administered by the Oklahoma State Board of Cosmetology)

# Cosmetology Instructor

## Description

- Both written and practical
- Possible written examination areas include the professional teacher; student motivation and learning; methods, management, and materials; and testing and evaluation (includes classroom management and appropriate teaching materials).
- Possible practical examination areas include a presentation of a class (on a subject randomly selected), preparation of a lesson outline, completion of a board-approved attendance record (using information given a specific problem), and a question and answer session.

## Examination Fee

- \$15

## Dates

- Monday – Thursday; first three weeks of the month

## Passing Criteria

- 85% on written exam

## Reexamination

- Registration is required at least 30 days prior to reexamination.
- If registered within six months of initial examination, only reexamination of the failed portion of exam is necessary.
- After second failure, work permit is not issued upon registration (as with first two registrations); after four failures, review hours are required before registering.

## OKLAHOMA WAGE

### Average Hourly Range

- \$12.85 - \$21.89

## LICENSING AGENCY

### Oklahoma State Board of Cosmetology

#### Physical Address

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107  
Phone: (405) 521-2441  
Fax: (405) 521-2440

#### Mailing Address

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107

# **Counselor, Licensed Professional**

## **JOB DESCRIPTION**

Professional counselors assist individuals or groups through a counseling relationship to develop an understanding of personal problems, define goals, and plan actions based upon interests, abilities, aptitudes, and needs of the clients. Counseling is often related to personal or social concerns, educational progress, and occupation or career choices. Licensed professional counselors also may consult with individuals, groups, or organizations, make referral to other specialists, and conduct research. Depending on their area of expertise, professional counselors may be employed in a variety of areas such as school or college counseling, career counseling, rehabilitation, or mental health counseling.

## **SOC 21-1019**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Minimum of 60 hours in a counseling-related course of study
- Areas of study include human growth and development, abnormal human behavior, appraisal/assessment techniques, counseling theories, counseling techniques, research, and professional orientation/ethics
- Internship consisting of 300 clock hours under university supervision in a counseling setting

### **Continuing Education**

- 20 clock hours for each 12 months preceding renewal
- Continuing education must relate to academic areas of human growth and development, abnormal human behavior, appraisal/assessment techniques, counseling theories, counseling techniques, research, and professional orientation/ethics. Continuing education must be targeted toward a professional audience and must be presented by a licensed or certified presenter.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Good moral character
- Work experience includes three years of 3,000 clock hours of full-time, on-the-job experience in a counseling setting under the supervision of a licensed professional counselor.

### **Restrictions**

- Each complaint evaluated individually by LPC Advisory Board

### **License Duration**

- The first licensing period lasts for two years; licenses must be renewed annually thereafter.

### **Licensing Fees**

- Application fee - \$145
- License fee - \$90
- Renewal fee - \$80



# **Counselor, Licensed Professional**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Counselor Examination
- Oklahoma Legal and Ethical Responsibilities Examination

### **Description**

- Written national exam
- Written Oklahoma exam covering Oklahoma Law and Regulation

### **Examination Fee**

- NCE - \$100

### **Dates**

- Spring and Fall of every year

### **Passing Criteria**

- Average of all tests taken each test date

### **Reexamination**

- Six-month interval after first examination attempt

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Professional Counselor Licensing**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-6030  
Fax: (405) 271-1918

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Customer Service Representative**

## **JOB DESCRIPTION**

A customer service representative sells insurance policies inside the office setting for the line/lines of the operating agent. The customer service representative's operation is restricted to the facility of the agent.

**SOC 41-9099**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- No specific requirements
- General knowledge of such areas of the insurance occupation as life, accident and health, property/casualty, fraternal, and titles insurance is beneficial.

### **Continuing Education**

- 12 hours biennially including two hours on ethics and if licensed for Life & Health has to have 1 hour of health care reform, and 1 hour of long term care

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age

### **Restrictions**

- Conviction, plea of guilty, or nolo contendere (no contest) to a felony or a misdemeanor involving moral turpitude
- Appointed by the sponsoring insurance agent
- Restricted to working in the office of the sponsoring agent only
- Cannot receive commissions

### **License Duration**

- Two years

### **Licensing Fees**

- License - \$40
- Property and casualty - \$40
- VA - \$40
- Renewal fee - \$40 or \$80 if it has VA

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Insurance Agent Exam

### **Description**

- Computerized

### **Examination Fee**

- \$48

## **Customer Service Representative**

### **Dates**

- Oklahoma City and Tulsa: Tuesday - Saturday

### **Passing Criteria**

- 70%

### **Reexamination**

- \$48

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.24 - \$17.95

## **LICENSING AGENCY**

### **State of Oklahoma Insurance Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107  
Phone: (405) 522-4628  
Fax: (405) 522-3642

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107

# Dental Hygienist

## **JOB DESCRIPTION**

Dental hygienists work under the supervision of a dentist to provide direct patient care. Dental hygienists remove deposits and stains from patients' teeth, expose and develop dental X-ray film, and perform various other preventatives and therapeutic services. They also help people develop and maintain good oral health by instructing individuals and groups in proper oral hygiene. Most dental hygienists work in private dental offices. Other places of employment include public health agencies, school systems, business firms, hospitals or clinics, and schools of dental hygiene.

**SOC 29-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Graduate of a two or four year accredited dental hygiene school
- Possible areas of study include general and dental anatomy, histology, pathology, radiology, chemistry, and nutrition.
- Dental Hygiene Program must be accredited by the Commission on Dental Accreditation of the American Dental Association.

### **Continuing Education**

- 30 hours over a three-year reporting period

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must have passed a theoretical exam such as the National Boards
- A clinical examination substantially equivalent to requirements recognized by Oklahoma

### **Restrictions**

- Convicted of a crime involving moral turpitude
- Guilty of dishonorable or unprofessional conduct
- Menace to the public health by reason of a communicable disease or by reason of unsanitary offices, practices, or techniques
- Convicted of violating, or has willfully violated, the federal or state narcotic barbiturate laws or has been committed for treatment for drug addiction to an institution
- For additional restrictions, see State Dental Act.

### **Certification Duration**

- One year

### **Certification Fees**

- Application fee - \$100
- Renewal fee - \$65

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Written and Clinical

# Dental Hygienist

## Description

- National Boards – Written
- Western Regional Examining Board (WREB) – Clinical
- Central Regional Dental Testing Services (CRDTS) – Clinical

## Examination Fee

- \$100

## Dates

- Vary annually

## Passing Criteria

- 75%

## Reexamination

- Not available

## OKLAHOMA WAGE

### Average Hourly Range

- \$21.17 - \$26.43

## LICENSING AGENCY

### Oklahoma Board of Dentistry

#### Physical Address

201 N.E. 38<sup>th</sup> Terrace, Ste. 2  
Oklahoma City, OK 73105  
Phone: (405) 524-9037  
Fax: (405) 524-2223

#### Mailing Address

201 N.E. 38<sup>th</sup> Terrace, Ste. 2  
Oklahoma City, OK 73105

# **Dentist**

## **JOB DESCRIPTION**

A dentist examines teeth and tissues of the mouth to diagnose and treat diseases or abnormalities. Dentists take X-rays, place protective plastic shields on children's teeth, fill cavities, straighten or repair teeth, treat gum disease, and perform corrective surgery of the gums and supporting bones. Dentists may be general practitioners, or they may specialize in one of the areas recognized by the American Dental Association such as pediatrics, dentistry, orthodontics (straightening teeth), and prosthodontics (making artificial teeth or dentures). The majority of dentists operate a private or group practice, but some are employed at schools of dentistry.

### **SOC 29-1021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Applicant must be a graduate with a D.D.S. or D.M.D. degree from a school accredited by the Commission on Dental Accreditation of the American Dental Association.
- Curriculum varies depending on the area of specialization.

### **Continuing Education**

- 60 hours every three years or during reporting period
- Continuing education relates to patient care.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must have passed a theoretical exam such as the National Boards.

### **Restrictions**

- Convicted of a crime involving turpitude
- Guilty of dishonorable or unprofessional conduct
- Menace to the public health by reason of a communicable disease or by reason of unsanitary offices, practices, or techniques
- Convicted of violating, or has willfully violated, the federal or state narcotic or barbiturate laws or has been committed for treatment for drug addiction to an institution
- For additional restrictions, see State Dental Act.

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$200
- Renewal fee - \$125

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Written and Clinical

# **Dentist**

## **Description**

- National Boards – Written
- Western Regional Examining Board (WREB) – Clinical
- Central Regional Dental Testing Service (CRDTS) – Clinical

## **Examination Fee**

- \$200

## **Dates**

- Vary annually

## **Passing Criteria**

- 75%

## **Reexamination**

- Maximum of three times

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$29.66 – greater than \$70

## **LICENSING AGENCY**

### **Oklahoma Board of Dentistry**

#### **Physical Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 2  
Oklahoma City, OK 73105  
Phone: (405) 524-9037  
Fax: (405) 524-2223

#### **Mailing Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 2  
Oklahoma City, OK 73105

## **Dietitian, Licensed**

### **JOB DESCRIPTION**

A dietitian provides nutritional care to individuals and groups by applying the principles of good nutrition to food preparation and selection. A dietitian assesses individual nutritional needs, develops nutritional programs, and evaluates the client's response to the program. Many community dietitians promote sound health. Dietitians may direct food service operations of hotels, hospitals, nursing homes, and institutions such as schools, prisons, and hospitals.

### **SOC 29-1031**

### **EDUCATIONAL REQUIREMENTS**

#### **Education Level**

- Baccalaureate degree
- Area of specialization 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.
- Internship normally lasts 9 to 22 months and is combined with clinical experience under the supervision of a qualified dietitian with some classroom work. Must be accredited by ADA.

#### **Continuing Education**

- A total of 75 hours must be completed within five years – preferably 15 hours annually

### **ADDITIONAL REQUIREMENTS**

#### **Qualifications/Experience**

- Three recommendations are required. Two must be from licensed dietitians who can attest to the applicant's practice competence. The third may be from an associate who can affirm the applicant's moral and ethical attributes.

#### **Restrictions**

- None

#### **License Duration**

- Expires annually on October 31

#### **Licensing Fees**

- Application fee - \$100
- Renewal fee - \$75

### **EXAMINATION REQUIREMENTS**

#### **Examination Title**

- Registration Examination for Dietitians



## **Dietitian, Licensed**

### **Description**

- Written
- Nutrition Services – 40% (96 items); Food Service Systems – 26% (62 items); Management – 18% (43 items); Education and Communication – 9% (22 items); and Evaluation and Standards – 7% (17 items).

### **Examination Fee**

- Set by the Commission on Dietetic Registration

### **Dates**

- Computerized – applicant sets up exam time

### **Passing Criteria**

- Scaled score – ranging from 25 to 50

### **Reexamination**

- Unlimited reexamination up to five years. Recent education is required after five years.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.52 - \$21.76

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

## **Dietitian, Provisional Licensed**

### **JOB DESCRIPTION**

A provisional licensed dietitian is responsible for the development, management, and provision of nutritional services under the direct, personal supervision of a licensed dietitian.

**SOC 29-1031**

### **EDUCATIONAL REQUIREMENTS**

#### **Education Level**

- Baccalaureate or post-baccalaureate degree with a major course of study in human nutrition, food and nutrition, dietetics, or food systems management.

#### **Continuing Education**

- Not applicable

### **ADDITIONAL REQUIREMENTS**

#### **Qualifications/Experience**

- Completion of an internship or preplanned professional experience program approved by the Committee

#### **Restrictions**

- None

#### **License Duration**

- Expires annually on October 31 (may only renew twice)

#### **Licensing Fees**

- Application fee - \$20
- Renewal fee - \$75

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$8.52 - \$21.76

### **LICENSING AGENCY**

#### **Oklahoma State Board of Medical Licensure and Supervision**

##### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

##### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# **Driver Education Instructor (Private, Parochial, and Non-Public High School)**

## **JOB DESCRIPTION**

A private, parochial, and non-public high school driver education instructor conducts classes and gives demonstrations on the operation of automobiles to students learning to drive or preparing to take an examination for a driver's license. An instructor prepares and assigns lessons, evaluates students; progress, and accompanies students while practicing skills.

**SOC 25-3021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Valid Oklahoma secondary, elementary-secondary, library media specialist, speech-language pathology, or vocational-technical license/certificate
- Credential in driver and traffic safety education

### **Continuing Education**

- As required to maintain necessary certificates

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Possess a valid Oklahoma driver's license
- At least 21 years of age
- Good moral character
- Driving record must meet approval of the Department of Public Safety

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- None

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Driver License Examination

### **Description**

- Written, skill, and visual
- Written areas relate to motor vehicle traffic laws, road signs, and safe driving practices. Skills test is a standard road test to demonstrate expertise of motor vehicle operation.
- Standard vision test

### **Examination Fee**

- No fee

## **Driver Education Instructor (Private, Parochial, and Non-Public High School)**

### **Dates**

- Appointment is scheduled upon receipt of application

### **Passing Criteria**

- 80%

### **Reexamination**

- After third failure, a three-month waiting period is required.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$7.56 - \$18.18

### **ADDITIONAL INFORMATION**

- The Department of Education did not respond to our requests for updated information. The information shown is from the 2002 edition. Contact the Department of Education for the most up-to-date information.

### **LICENSING AGENCY**

#### **Oklahoma State Department of Education Professional Standards Section**

##### **Physical Address**

2500 N. Lincoln Blvd, Ste. 212  
Oklahoma City, OK 73105  
Phone: (405) 521-3337

##### **Mailing Address**

2500 N. Lincoln Blvd, Ste. 212  
Oklahoma City, OK 73105

# **Driver Training Commercial School Instructor**

## **JOB DESCRIPTION**

Conducts classes and gives demonstrations on the operation of automobiles to students learning to drive or preparing to take an examination for a driver's license. An instructor prepares and assigns lessons, evaluates students' progress, and accompanies students while practicing skills.

**SOC 25-3021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma
- Minimum of six hours of Driver Education I and Driver Education II, and minimum of three semester hours of General Safety Education at an accredited college or university, or an equivalent course approved by the Department of Public Safety and offered by a nationally recognized commercial driver instructor.

### **Continuing Education**

- Not required

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Valid Oklahoma driver's license
- At least 21 years of age
- Good moral character
- Driving record must meet approval of the Department of Public Safety
- No felony convictions

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$5

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Driver's License Examination

### **Description**

- Written, skills, and visual
- Written areas relate to motor vehicle traffic laws, road signs, and safe driving practices. Skills test is a standard road test to demonstrate expertise of motor vehicle operation.
- Standard visual test

### **Examination Fee**

- No fee

# **Driver Training Commercial School Instructor**

## **Dates**

- Appointment scheduled upon receipt of application

## **Passing Criteria**

- 80%

## **Reexamination**

- After third failure, a three-month waiting period is required.
- Unlimited number of exams after the waiting period.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.56 - \$18.18

## **LICENSING AGENCY**

### **Oklahoma Department of Public Safety Driver License Examining Division**

#### **Physical Address**

3600 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 425-7745  
Fax: (405) 425-7747

#### **Mailing Address**

3600 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136

# **Electrical Contractor (Residential)**

## **JOB DESCRIPTION**

An electrical contractor may operate as an individual, a firm, a partnership, or a corporation to engage in the electrical business or in the business of contracting for the construction of electrical facilities. Electrical contractors are responsible for furnishing labor and/or materials for the installation, repair, maintenance, or renovation of electrical facilities, according to the requirements of the Electrical License Law. Residential electrical contractors are limited to wiring buildings as defined in NFPA, 70A, Electrical code for one- and two-family dwellings.

**SOC 11-9021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include the National Electrical Code and electrical theory.

### **Continuing Education**

- Six hours within one year after each code change

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- 4,000 hours work experience
- Passed the Oklahoma Residential or Unlimited Journeyman Examination
- Have an additional 4,000 hours as a residential or unlimited journeyman electrician under the employment and supervision of an electrical contractor
- A person licensed as an electrical contractor must meet specific requirements in order to use the license, such as bond, insurance company name and address, tax number on file, etc. The license may be used as a journeyman license if above requirements are not met.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- Application fee - \$25
- License fee - \$200
- Renewal fee - \$150 plus \$150 late fee after 30-day grace period

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Residential Contractors Electrician Examination

## **Electrical Contractor (Residential)**

### **Description**

- Computer based examination by testing agency
- The exam will include 75 questions on NEC, 10 problems on the use of NEC tables and 20 questions on business and law.

### **Examination Fee**

- \$100

### **Dates**

- Monday - Friday

### **Passing Criteria**

- 70%

### **Reexamination**

- 30-day interval between first and second examination attempts
- 90-day interval for each subsequent examination attempt
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$16.13 - \$31.77

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107  
Phone: (405) 521-5217  
Fax: (405) 521-5254  
Website: [www.health.state.ok.us/cib](http://www.health.state.ok.us/cib)

#### **Mailing Address**

2401 N. W. 23<sup>rd</sup> St., Ste.5  
Oklahoma City, OK 73107



# **Electrical Contractor (Unlimited)**

## **JOB DESCRIPTION**

An electrical contractor may operate as an individual, a firm, a partnership, or a corporation to engage in the electrical business of contracting for the construction of electrical facilities. Electrical contractors may also furnish labor and/or labor and materials for the installation, repair, maintenance, or renovation of electrical facilities, according to the requirements of the Electrical License Law. Due to the widespread need for electrical services, electrical contractors are employed in virtually every industry such as factories, offices, and construction.

**SOC 11-9021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include the National Electrical Code and basic electrical theory.

### **Continuing Education**

- Six hours within one year after each code change.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- 12,000 hours experience in electrical construction; 4,000 hours must be experience in commercial/industrial construction
- Two years as a licensed journeyman. A person licensed as an electrical contractor must meet specific requirements in order to use the license, such as bond, insurance, etc. The license may be used as a journeyman license if above requirements are not met.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- Application fee - \$25
- License fee - \$200
- Renewal fee- \$150 plus \$150 late fee after 30-day grace period

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Contractors Electrician Examination

## **Electrical Contractor (Unlimited)**

### **Description**

- Computer based examination by testing agency
- The exam will include 75 questions on NEC, 17 problems on the use of NEC tables and 20 questions on business and law

### **Examination Fee**

- \$100

### **Dates**

- Monday – Friday

### **Passing Criteria**

- 70%

### **Reexaminations**

- 30-day interval between first and second examination attempts
- 90-day interval for each subsequent reexamination attempt
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$16.13 - \$31.77

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste 5  
Oklahoma City, OK 73107  
Phone: (405) 521-5217  
Fax: (405) 521-5254  
Website: [www.health.state.ok.us/cib](http://www.health.state.ok.us/cib)

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107

# **Electrical Inspector**

## **JOB DESCRIPTION**

An electrical inspector inspects the installation of electrical systems to ensure compliance with electrical codes and standards and correct functioning. During construction or remodeling, the inspector visits the site of residential, commercial or industrial structures. The inspector normally reviews electrical plans, examines wiring and circuit capabilities, and advises construction supervisors if a violation exists. The inspector is also responsible for maintaining inspection records. Electrical inspectors are largely employed in local and state governments operating from building departments, with a small number employed in private industry.

**SOC 47-4011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- One possible knowledge area is an understanding of the National Electrical Code.

### **Continuing Education**

- Five hours of continuing education per year
- Continuing education includes state-approved courses in the electrical trade.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Electrical inspectors employed by cities with populations greater than 10,000 must obtain a state license.
- Successful applicants must have three years' practical experience in cities with a population larger than 4,000. Cities with a population greater than 4,000 but less than 30,000 may combine the offices of electrical inspector and plumbing inspector into a single office of electrical and plumbing inspector. If duties are combined then experience requirement is waived when inspector obtains certification as an electrical inspector and a plumbing inspector within two years of initial employment. The inspector must obtain certification as an electrical inspector and a plumbing inspector by a nationally recognized model code organization within two years from the inspector's date of employment.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- License fee - \$35
- Renewal fee - \$35 plus \$35 late charge after expiration date

# **Electrical Inspector**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- There is no state exam. The applicant must submit certification by a National Code organization such as the International Code Council (ICC) which requires the ICC examination or IAEL.

### **Description**

- Written
- Possible examination areas include calculations and rule applications of the National Electrical Code, NFPA 70 (National Fire Protection Association 70) and International Residential Code, to include calculations, and rule applications.

### **Examination Fee**

- \$75 - \$105 (Varies by Organization)

### **Dates**

- Monday – Friday

### **Passing Criteria**

- 75%

### **Reexamination**

- Reexamination may be taken each time the exam is offered.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.64 - \$19.62

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73105  
Phone: (405) 271-5217  
Fax: (405) 271-5254

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73105

# **Electrician Journeyman (Residential)**

## **JOB DESCRIPTION**

A journeyman electrician (residential) engages in or works at the actual installation, alteration, repair, and/or renovation of electrical facilities. The residential electrician is limited to buildings as defined in the NFPA, 70A, Electrical Code, for one- and two-family dwellings. The electrician consults with clients and follows electrical plans for proper installation. The electrician also operates and maintains hand and power tools to connect electrical components and wiring.

**SOC 47-2111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include the National Electrical Code for one- and two-family dwellings.

### **Continuing Education**

- Six hours within one year after each code change

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- 4,000 hours work experience

### **Restrictions**

- License can be used only while licensee is employed by a licensed electrical contractor.

### **License Duration**

- License expires annually on licensee's birth month

### **Licensing Fees**

- Application fee - \$25
- License fee - \$75
- Renewal fee - \$50 plus \$50 late fee after 30-day grace period

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Residential Journeyman Electrician Examination

### **Description**

- Computer based examination by testing agency
- Possible written examination areas include 50 questions on the National Electrical Code and 10 problems on use of NEC tables

### **Examination Fee**

- \$100

## **Electrician Journeyman (Residential)**

### **Dates**

- Monday – Friday

### **Passing criteria**

- 70%

### **Reexamination**

- 30-day intervention between first and second examination attempts
- 90-day intervention for each subsequent examination attempt
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$11.87 - \$20.22

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107  
Phone: (405) 521-5217  
Fax: (405) 521-5254

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107

# **Electrician Journeyman (Unlimited)**

## **JOB DESCRIPTION**

A journeyman electrician (unlimited) engages in the installation, alteration, repair, and/or renovation of electrical facilities. The electrician also consults with clients and follows electrical plans for proper installation. The electrician uses hand and power tools to connect electrical components and wiring. Due to the widespread need for electrical services, electricians are employed in a variety of settings such as industry, offices, and construction.

**SOC 47-2111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include the National Electrical Code.

### **Continuing Education**

- Six hours within one year after each code change

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- 8,000 hours experience; 4,000 hours in commercial/industrial construction

### **Restrictions**

- A journeyman can use the license only while the employee of an active electrical contractor.

### **License Duration**

- License expires annually on licensee's birth month

### **Licensing Fees**

- Application fee - \$25
- License fee - \$75
- Renewal fee- \$50 plus \$50 late fee after 30-day grace period

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Journeyman Electrician Examination

### **Description**

- Computer based examination by testing agency
- Possible written examination areas include 50 questions on the National Electrical Code and 10 problems on use of the NEC tables

### **Examination Fee**

- \$100

## **Electrician Journeyman (Unlimited)**

### **Dates**

- Monday – Friday

### **Passing Criteria**

- 70%

### **Reexamination**

- 30-day intervention between first and second examination attempts
- 90-day intervention for each subsequent examination attempt
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$11.87 - \$20.22

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107  
Phone: (405) 521-5217  
Fax: (405) 521-5254

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107



# **Embalmer**

## **JOB DESCRIPTION**

An embalmer disinfects or preserves dead human remains by using chemical substances, fluids, or gases in the remains, or by introducing the same into the remains by vascular or hypodermic injection, or by direct application into organs or cavities. In addition, the embalmer may dress the deceased, deliver the deceased to the funeral and burial site, and maintain records. Embalmers are normally employed by funeral homes.

**SOC 39-4011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 60 accredited hours of study from an institute of higher education plus graduation from a school mortuary science
- Possible areas of study include embalming technique; chemistry of embalming; color harmony; discoloration and its causes, effects, and treatment; treatment of special cases; restorative art; funeral management; professional ethics; anatomy; organic and inorganic chemistry; pathology; microbiology; sanitation and hygiene; public health regulations; and mortuary law and administration.
- An embalmer is required to complete a one-year apprenticeship under the supervision of a licensed embalmer.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 20 years of age
- Legal resident of Oklahoma
- Citizen of the United States
- Good moral character

### **Restrictions**

- Conviction of a felony
- Conviction of a misdemeanor related to funeral service
- Violation of any rules or regulations of the Board in administering the purpose of the Funeral Services Licensing Act
- Violation of any of the provisions of the Funeral Service Licensing Act or any violation of Sections 201 through 235 of Title 8 of the Oklahoma Statutes

### **License Duration**

- One year

### **Licensing Fee**

- Application fee - \$75
- License fee - \$75
- Renewal fee - \$75

# **Embalmer**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Examination or State Board Examination
- State Law Examination
- Oral examination

### **Description**

- Written
- Examination areas include embalming, anatomy, pathology, microbiology, chemistry, restorative art, and law.

### **Examination Fee**

- State Law Exam - \$100
- State Board Exam - \$200
- National Board Exam - \$350

### **Dates**

- State Law and Board Exam is scheduled during business hours
- National Board Examination – N/A

### **Passing Criteria**

- 75%

### **Reexamination**

- Unavailable

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.13 - \$14.20

## **LICENSING AGENCY**

### **Oklahoma Funeral Board**

#### **Physical Address**

4545 N. Lincoln Blvd., Ste. 175  
Oklahoma City, OK 73105  
Phone: (405) 522-1790  
Fax: (405) 522-1797

#### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 175  
Oklahoma City, OK 73105

# **Emergency Medical Technician, Basic**

## **JOB DESCRIPTION**

An emergency medical technician (EMT) administers stabilization, transportation, and medical care to sick or injured persons, working as a member of an emergency medical team. EMTs provide transportation both in a pre-hospital setting and during interfacility transfers. An EMT is trained to determine the nature and extent of illness or injury, to follow treatment protocols issued by medical control, and to act as an extension of physicians. Depending on the level of training, an EMT may offer from basic to paramedic stages of patient care. EMT jobs are found in licensed ambulance services, hospitals, and other affiliated health care services.

**SOC 29-2041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Approved Department of Transportation curriculum from an approved training institution
- EMT basic training is a minimum of 144 hours (120 hours didactic and 24 hours clinical).
- Possible areas of study include legal responsibilities, anatomy, diagnostic signs, triage, cardiorespiratory system, circulatory system, basic life support, musculoskeletal system, gastrointestinal and genitourinary systems, medical emergencies, childbirth and pediatric problems, mental health problems, environmental injuries, emergency vehicles, equipment and extrication, emergency communications, and patient handling and transportation.

### **Continuing Education**

- 48 hours of continuing education required during a two-year license period
- Continuing education adheres to the topics or subject matter covered during training or additional topics such as air ambulance care, child abuse, rape intervention, industrial accidents, explosion injuries, battered wives, rappelling, protective breathing apparatus, farm machinery extrication, and special rescue, etc.
- In addition to continuing education, EMT Basics are required to complete a 24-hour refresher course during a two-year period.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Approved training within the past two years (state and national application)
- Must maintain CPR certification through the American Heart Association, Red Cross for Professional Rescuers, or National Safety Council

### **Restriction**

- Individual Board review by the Oklahoma State Department of Health, Emergency Medical Service Division (OSDH/EMS) for felony convictions
- Contact OSDH/EMS for additional restrictions

### **License Duration**

- Two years

### **Licensing Fees**

- Application and License fee - \$75 (required prior to examination)
- Renewal fee - \$10

# **Emergency Medical Technician, Basic**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Registry of Medical Technicians – EMT Basic

### **Description**

- Written, practical, and oral
- Possible written examination areas include patient handling and transportation; anatomy and physiology; patient assessment; breathing/resuscitation; cardiac arrest and CPR; medical emergencies; soft tissue injuries; bleeding/shock/MAST; injuries to head, neck, face, chest, abdomen, and genitalia; fractures and dislocations; environmental emergencies; burns and hazardous materials; emergency childbirth; and psychological aspects.
- Possible practical and oral examination areas include patient assessment (4 skills), shock treatment (3 skills), CPR (4 skills), fracture immobilization (3 skills), and general knowledge (oral questions).

### **Examination Fee**

- \$20 grading fee paid on-line when National Registry application is done

### **Dates**

- One written exam is offered every month

### **Passing Criteria**

- Written – 70%
- Practical – competency in all (practical exams are given at the approved training institutions)

### **Reexamination**

- Three reexaminations are offered for the written examination. After EMT Basic refresher, two reexaminations are offered. OSDH/EMS permission is required to retest on the sixth and final time.
- Reexamination for the practical examination is offered one time on the skills failed (if three or less). If four or more skills are failed, the entire examination must be retaken.
- Candidates may attempt the practical examination as many times as necessary.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.06 - \$13.16

# **Emergency Medical Technician, Basic**

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Emergency Medical Services Division**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73152  
Phone: (405) 271-4027

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73152

### **National Registry of Emergency Medical Technicians**

#### **Physical Address**

6610 Busch Blvd.  
Columbus, OH 43229

#### **Mailing Address**

P.O. Box 29233  
Columbus, OH 43229

# **Emergency Medical Technician, Intermediate**

## **JOB DESCRIPTION**

An emergency medical technician (EMT) administers stabilization, transportation, and medical care to sick or injured persons, working as a member of an emergency medical team. EMTs provide transportation both in a pre-hospital setting and during interfacility transfers. An EMT is trained to determine the nature and extent of illness or injury, to follow treatment protocols issued by medical control, and to act as an extension of physicians. Depending on the level of training, an EMT may offer from basic to paramedic stages of patient care. EMT jobs are found in licensed ambulance services, hospitals, and other affiliated health care services.

**SOC 29-2041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Approved Department of Transportation curriculum from an approved training institution
- EMT Intermediate training is a minimum of 197 hours (61 hours didactic and 136 clinical).
- Possible areas of study include requirements of EMT Basic, administration of intravenous fluids and venipuncture, and the placement of advanced airway procedures.

### **Continuing Education**

- 36 hours of continuing education required during the two-year license period
- Continuing education adheres to the topics or subject matter covered during the training or additional topics such as air ambulance care, child abuse, rape intervention, industrial accidents, explosion injuries, battered wives, rappelling, protective breathing apparatus, farm machinery extrication, and special rescue.
- In addition to continuing education, EMT Intermediates are required to complete a 36-hour refresher course during a two-year period.
- Continued competency in specific skills must be verified to the Oklahoma State Department of Health, Emergency Medical Services Division (OSDH/EMS) in writing by a physician. Skills for EMT Intermediate include primary survey, resuscitation, secondary survey and definitive pre-hospital care, esophageal obturator airway insertion, intravenous therapy, and pneumatic anti-shock garment.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Approved training within the past two years (state and national applications)
- Must hold an EMT Basic level license to qualify for candidacy
- Must maintain CPR certification through the American Heart Association, Red Cross for Professional Rescuers, or National Safety Council

### **Restrictions**

- Individual Board review by the OSDH/EMS for felony convictions
- Contact OSDH/EMS for additional restrictions.

### **License Duration**

- Two years

# **Emergency Medical Technician, Intermediate**

## **Licensing Fees**

- Application and license fee - \$150 (required prior to exam)
- Renewal fee - \$15

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Registry of Emergency Medical Technicians – EMT Intermediate

### **Description**

- Both written and practical
- Possible written examination areas include EMT Basic reassessment, roles and responsibilities, EMS systems, medical legal, medical terms, EMS communications, general patient assessment and initial management, airway management and ventilation, and assessment and management of shock.
- Possible practical examination areas include trauma assessment/management (4 skills), IV therapy and ET/EOA (3 skills), CPR (4 skills), and fracture immobilization (3 skills).

### **Examination Fee**

- \$45 grading fee paid on-line when completing National Registry application

### **Dates**

- Written and/or practical exams are offered every other month

### **Passing Criteria**

- Written – 70%
- Practical – Competency in all

### **Reexaminations**

- Three reexaminations are offered for the written examination. After EMT Intermediate refresher, two reexaminations are offered. OSDH/EMS permission is required to retest on the sixth and final time.
- Reexamination for the practical examination is offered one time on the skills failed (if four or less). If five or more skills are failed, then the entire examination must be retaken.
- Candidates may attempt the practical examination a total of three entire tests (retest are not included).

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.06 - \$13.16

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Emergency Medical Services Division**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73152  
Phone: (405) 271-4027

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73152

# **Emergency Medical Technician, Intermediate**

## **The National Registry of Emergency Medical Technicians**

### **Physical Address**

6610 Busch Blvd.  
Columbus, OH 43229

### **Mailing Address**

P.O. Box 29233  
Columbus, OH 43229



# **Emergency Medical Technician, Paramedic**

## **JOB DESCRIPTION**

An emergency medical technician (EMT) administers life support care to sick and injured persons in a pre-hospital setting as authorized and directed by a physician. Duties are as follows: Assess nature and extent of illness or injury to establish and prioritize medical procedures to be followed or need for additional assistance. Restores and stabilizes heart rhythm on pulses, non-breathing patient, using defibrillator, or as directed by physician. Initiates intravenous fluids, performs endotracheal intubation to open airways, and administers injections of medications and drugs. Administers initial treatment at emergency scene and takes and records patient's vital signs. Assists in extricating trapped victims and transports sick and injured persons to treatment center and reports to physician patient's condition and reaction to drugs, treatments, and significant incidents. May drive mobile intensive care unit to emergency scene.

**SOC 29-2041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Approved Department of Transportation curriculum from an approved training institution
- Areas of study should include requirements of EMT Basic and Intermediate, cardiology, pharmacology, expanded pathophysiological aspects, and treatment at all of the EMT Basic topics.

### **Continuing Education**

- 24 hours of continuing education required during the two-year license period
- Continuing education adheres to the topics or subject matter covered during the training or additional topics such as air ambulance care, child abuse, rape intervention, industrial accidents, explosion injuries, battered wives, rappelling, protective breathing apparatus, farm machinery extraction, and special rescue, etc.
- In addition to continuing education, EMT Paramedics are required to complete a 48-hour refresher course during a two-year period.
- Continued competency in specific skills must be verified to the Oklahoma State Department of Health, Emergency Medical Services Division (OSDH/EMS) in writing by a physician. Skills for an EMT Paramedic include history taking, physical examination, CPR (one- and two-rescue), infant resuscitation, esophageal obturator placement and/or endotracheal intubation, bag-valve mask and bag-valve tube ventilation, and interpretation of oscilloscopic and hard copy electrocardiograms.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Approved training within the past two years (state and national applications)
- Must verify to OSDH/EMS proof of completion for the American Heart Association's Advanced Cardiac Life Support
- Must hold an EMT Basic Level license to qualify for candidacy
- Must maintain CPR certification through the American Heart Association, Red Cross for Professional Rescuers, or National Safety Council

### **Restrictions**

- Individual Board review by OSDH/EMS for felony convictions
- Contact OSDH/EMS for additional restrictions

# **Emergency Medical Technician, Paramedic**

## **License Duration**

- Two years

## **Licensing Fees**

- Application and license fee - \$150 (required prior to examination)
- Renewal fee - \$20

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Registry of Emergency Medical Technicians – EMT Paramedic

### **Description**

- Both written and practical
- Possible written examination areas include pre-hospital environment; preparatory; trauma; medical emergencies; cardiovascular; and obstetrics, gynecology, neonatal, and behavioral emergencies.
- Possible practical examination areas include trauma assessment/management (4 skills), static cardiology/medical emergencies (2 skills), cardiac arrest skills (4 skills), CPR (4 skills), and fracture immobilization (3 skills).

### **Examination Fee**

- \$50 grading fee paid to the National Registry on-line at time of application

### **Dates**

- Written and/or practical exams are offered every other month.

### **Passing Criteria**

- Written – 70% overall
- Practical – competency in all

### **Reexamination**

- Three reexaminations are offered for the written examination. After EMT Paramedic refresher, two reexaminations are offered. OSDH/EMS permission is required to retest on the sixth and final time.
- Reexamination for the practical examination is offered one time on the skills failed (if five or less). If six or more skills are failed, the entire exam must be retaken.
- Candidates may attempt the practical examination a total of three entire tests (retest are not included).

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.06 - \$13.16

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Emergency Medical Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73152  
Phone: (405) 271-4027

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73152

# **Emergency Medical Technician, Paramedic**

## **The National Registry of Emergency Medical Technicians**

### **Physical Address**

6610 Busch Blvd.  
Columbus, OH 43229

### **Mailing Address**

P.O. Box 29233  
Columbus, OH 43229

# **Engineer Intern**

## **JOB DESCRIPTION**

An intern engineer works under the supervision of a professional engineer to develop and design efficient and economical machinery, equipment, products, and electrical and waste systems. After a four- or six-year engineering or related college degree, the intern gains experience in planning and coordinating project development. This may include developing detailed drawings, conducting related research, consulting clients, and evaluating ideas and designs. The intern may choose to specialize in one of the 25 major areas of engineering such as civil, structural, or chemical engineering. Employment is based upon area of specialization, and interns are often employed in communication, transportation, and manufacturing industries.

## **SOC 17-2199**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Educational possibilities include four-year or graduate degrees from ABET or non-ABET accredited engineering curriculums or other science related areas.
- Applicants with an acceptable degree may, upon successful completion of the Fundamentals of Engineering, be certified as an Engineer Intern while acquiring the necessary experience to file for professional registration.
- Areas of study relate to an area of specialization.
- Acceptable work experience is evaluated on an individual basis in accordance with requirements of the law.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- Resident of Oklahoma or currently registered in state of residence

### **Restrictions**

- None

### **Registration Duration**

- Two years

### **Registration Fees**

- Application fee - \$25
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Fundamentals of Engineering – 8 hours

# **Engineer Intern**

## **Description**

- Written
- Areas of examination relate to areas of specialization
- Possible examination areas include mathematics, electrical circuits, fluid mechanics, thermodynamics, dynamics, statics, chemistry, mechanics of materials, engineering economics, materials science/structure of matter, engineering mechanics, applied mathematics, electrical circuits, engineering economics, and thermodynamics/fluid mechanics.

## **Examination Fee**

- \$50 *\*subject to change*

## **Dates**

- Twice a year in April and October (Application deadlines are February 15, and September 15)

## **Passing Criteria**

- 70%

## **Reexamination**

- Applicants who score 50 to 69 percent may apply for reexamination at the next scheduled examination. Applicants who score less than 50 percent must wait one year and file a new application with fees.
- Reexamination is permitted on one application, after which a new application must be filed.

## **OKLAHOMA WAGE**

### **Average Hourly Wage**

- \$19.52 - \$38.50

## **LICENSING AGENCY**

### **Oklahoma State Board of Registration for Professional Engineers and Land Surveyors**

#### **Physical Address**

201 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105  
Phone: (405) 521-2874

#### **Mailing Address**

201 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105

# **Engineer, Registered Professional**

## **JOB DESCRIPTION**

A professional engineer designs machinery, equipment, products, and electrical and waste systems for efficient and economic performance. The engineer plans and coordinates the activities surrounding project development. This may include drafting, developing detailed drawings, conducting preliminary research, consulting clients, and evaluating and testing ideas. Most engineers specialize in one of the 25 major areas of engineering such as structural, chemical, or civil engineering. Employment is based on area of specialization, and engineers are often employed in manufacturing, communications, and architectural services.

**SOC 17-2051 Civil Engineer**  
**17-2071 Electrical Engineer**  
**17-2041 Chemical Engineer**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Educational possibilities include four-year or graduate degrees from ABET or non-ABET accredited engineering curriculums or other science-related areas.
- Areas of study relate to area of specialization.
- Applicants with an acceptable degree and experience, upon successful completion of the Fundamentals of Engineering, and Principles and Practice of Engineering examinations are licensed as a professional engineer.

### **Continuing Education**

- Not applicable

## **ADDITIONAL EXAMINATION**

### **Qualifications/Experience**

- Good character
- Resident of Oklahoma or currently registered in state of residence
- Acceptable work experience is evaluated on an individual basis in accordance with requirements of the law.

### **Restrictions**

- None

### **Registration Duration**

- Two years

### **Registration Fees**

- Application fee - \$80
- Renewal fee - \$80

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Principles and Practice of Engineering

# **Engineer, Registered Professional**

## **Description**

- Written
- Areas of examination relate to area of specialization.
- Possible examination areas include chemical, civil/structural I, structural II, electrical, mechanical, agricultural, fire protection, industrial, manufacturing, metallurgical, mining/mineral, nuclear, petroleum, and environmental engineering.

## **Examination Fee**

- \$75 *\*subject to change*

## **Dates**

- Twice a year in April and October (Application deadlines are January 3, and August 3)

## **Passing Criteria**

- 70%

## **Reexamination**

- Applicants who score 50 to 69 percent may apply for reexamination at the next scheduled examination. Applicants who score less than 50 percent must wait one year and file a new application with fees.
- Reexamination is permitted twice on one application, after which a new application must be filed.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Civil Engineer: \$21.92 - \$37.05
- Electrical Engineer: \$20.31 - \$34.83
- Chemical Engineer: \$25.84 - \$41.34

## **LICENSING AGENCY**

### **Oklahoma State Board of Registration for Professional Engineers and Land Surveyors**

#### **Physical Address**

201 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105  
Phone: (405) 521-2874

#### **Mailing Address**

120 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105

# Facialist

## **JOB DESCRIPTION**

A facialist/facial operator performs skin care services, skin analysis consultations; massage, makeup application/facials; limited hair removal services (wax, depilatory and electronic tweezers procedures); and lash/brow tinting and arching. The employer assigns additional responsibilities such as client scheduling. Facialists work primarily in salons, cosmetic studios, at department store cosmetic counters, and for product companies.

**SOC 39-5094**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Eighth-grade education or equivalent
- Possible knowledge areas include structure of skin and diseases; theory and practical training in skin care, makeup, and massage; hygiene, personality, salesmanship, and poise; sanitation and safety; electrical; chemistry and light therapy (pertaining to skin care); and cosmetology law, rules, and regulations.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age to enroll in facialist course
- 17 years of age or a high school graduate for license

### **Restrictions**

- Must practice in a salon licensed by the Oklahoma State Board of Cosmetology

### **License Duration**

- One year (expires last day of birth month)

### **Licensing Fees**

- License fee - \$15
- Renewal fee - \$15

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- The Oklahoma State Board Facialist Examination (administered by the Board)

### **Description**

- Both written and practical
- Possible written examination areas include scientific concepts; physical services; chemistry and light therapy (includes sanitation and safety); diseases and disorders of the skin; anatomy, muscles, bones, nerves, and blood circulation; and skin care purpose and effect, supplies, and products.
- Possible practical application areas include draping/application and removal of cleansing cream and makeup; application of emollient creams, manipulations and removal of cream; complete daytime makeup application with verbal explanation of corrective makeup technique; and sanitary and safety procedures.



## **Facialist**

### **Examination Fee**

- \$15

### **Dates**

- Monday – Friday; first three weeks of every month

### **Passing Criteria**

- 75% on both the written and practical exams

### **Reexamination**

- Registration is required at least 30 days prior to examination.
- If registered within six months of initial examination, only reexamination of failed portion is necessary.
- After two failures, work permit is not issued; after four failures, review hours are required before reregistering

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.47 - \$12.72

## **LICENSING AGENCY**

### **Oklahoma State Board of Cosmetology**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107  
Phone: (405) 521-2441  
Fax: (405) 521-2440

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107

# **Fire Alarm Service and Installation Company Manager**

## **JOB DESCRIPTION**

A fire alarm service and installation company manager directs the design and application of fire alarm system sales, service, repair, or installation. Although management skills vary according to the industry, many managers are responsible for employee relations, record keeping, and office/industry operations. Licensed fire alarm companies employ fire alarm service and installation managers.

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

#### **Limited (restricted to residential only)**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas are the National Fire Code and operations, service, and installation of fire alarm systems.

#### **Unlimited**

- Must be NICET II or NBFAA Level 2A and 2B certified

#### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Four years experience in fire alarm industry
- Security verification clearance

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$200
- Renewal fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

#### **Unlimited**

- Fire Alarm Manager Examination Unlimited (commercial and residential)

#### **Limited**

- Fire Alarm Manager Examination (restricted to residential only)

# **Fire Alarm Service and Installation Company Manager**

## **Description**

- Written
- Possible knowledge areas include the technical aspects of design, operation, installation, and service of components and complete fire alarm systems and the National Fire Codes.

## **Examination Fee**

- First attempt – free
- Reexamination - \$50

## **Passing Criteria**

- 70%

## **Dates**

- Contact agency for test date

## **Reexamination**

- After first attempt, the exam may be retaken after a 30-day waiting period. After second and subsequent attempts, there is a 90-day waiting period between exams.
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.25 - \$14.77

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Fire Alarm Service and Installation Company Salesman**

## **JOB DESCRIPTION**

A fire alarm service and installation company salesman presents information to consumers regarding fire alarm products and services. The salesman explains the cost, operation, and customer responsibilities for fire alarm services and equipment. A licensed fire alarm company employs a fire alarm service and installation company salesman.

**SOC 41-3099**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include components and applications of fire alarm systems and services and the National Fire Codes.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Security verification clearance

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- Renewal fee - \$35

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

#### **Unlimited**

- Unlimited Fire Alarm Service and Installation Company Salesman Examination (commercial and residential – can submit NTS Level 2 Methods and Life Safety in lieu of taking state examination.)

#### **Limited**

- Limited Fire Alarm Service and Installation Company Salesman Examination (restricted to residential only – can submit NTS Level 1 certified alarm technician certification in lieu of taking state examination.)

# **Fire Alarm Service and Installation Company Salesman**

## **Description**

- Written
- Possible examination areas include the components and application of complete fire alarm systems and services and the National Fire Codes.

## **Examination Fee**

- First attempt – free
- Reexamination - \$50

## **Dates**

- Contact agency for test dates

## **Passing Criteria**

- 70%

## **Reexamination**

- After first attempt, the exam may be retaken after a 30-day waiting period. After second and subsequent attempts, there is a 90-day waiting period between exams.
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Fire Alarm Service and Installation Company Technician**

## **JOB DESCRIPTION**

A fire alarm service and installation company technician installs, repairs, and services fire alarm systems. The technician works under the direction of the employer while using hand and power tools for proper service completion. A licensed fire alarm company employs a fire alarm service and installation company technician.

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

#### **Limited (restricted to residential only)**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas are the national Fire Codes and operation, services, and installation of fire alarm systems.

#### **Unlimited**

- Must be NICET II or NBFAA 2A and 2B certified

#### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Verified experience in the fire alarm industry
- Security verification clearance

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- Renewal fee - \$35

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

#### **Unlimited**

- Fire Alarm Technician Examination Unlimited (Commercial and Residential)

#### **Limited**

- Fire Alarm Technician Examination (restricted to residential only) – may submit NTS Level 1 certified Alarm Technician Certification in lieu of taking examination

# **Fire Alarm Service and Installation Company Technician**

## **Description**

- Written
- Possible examination areas include the technical aspects of operation, installation, and service of components and complete systems of all available sources of Fire Alarm Industry and the National Fire Codes.

## **Examination Fee**

- First attempt – free
- Reexamination - \$50

## **Reexaminations**

- After first attempt, the exam may be retaken after a 30-day waiting period. After second and subsequent attempts, there is a 90-day waiting period between exams.
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.25 - \$14.77

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5288  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Fire Alarm Service and Installation Company Trainee (Technician or Sales)**

## **JOB DESCRIPTION**

A fire alarm service and installation company technician/sales trainee installs, repairs, and services fire alarm systems. A technician/sales trainee shall be employed by a licensed Oklahoma fire alarm company and shall work under the direct supervision of a licensed fire alarm company technician or fire alarm company salesman. The trainee shall work only in the category for which the manager is licensed (limited or unlimited).

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Security verification clearance

### **Restrictions**

- Conviction of a felony
- No more than three technician/salesman trainees per fire alarm company manager or fire alarm technician per job site.

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- Renewal fee - \$25

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.25 - \$14.77

## **LICENSING AGENCY**

**Oklahoma Department of Health  
Consumer Health Services**

### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 521-5243  
Fax: (405) 521-5286

### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299



# **Fire Sprinkler Inspector**

## **JOB DESCRIPTION**

A fire sprinkler inspector inspects and tests fire sprinkler systems to determine if the system has been installed properly and is operating according to the appropriate code and standard before certifying the system. The fire sprinkler inspector shall work for a licensed unlimited sprinkler company.

**SOC 47-2152**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- A working knowledge of the occupation is necessary
- A possible knowledge area includes the National Fire Codes
- Possess a current unlimited fire sprinkler manager or technician license or registration as a professional engineer in the state of Oklahoma in the field of fire protections or NICET Level II certification in the sub-field of inspection and testing of water based systems.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Verified experience working in the fire sprinkler industry

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- Renewal fee - \$35

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.48 - \$19.69

## **LICENSING AGENCY**

### **Oklahoma Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 521-5243  
Fax: (405) 521-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Fire Sprinkler Service and Installation Company Manager (Limited and Unlimited)**

## **JOB DESCRIPTION**

A fire sprinkler service and installation company manager is a specialty contractor who directs the design and application of fire sprinkler system sales, service, repair, or installation. Although management skills vary according to the industry, many managers are responsible for employee relations, record keeping, and office/industry operations. Licensed fire sprinkler companies employ fire sprinkler service and installation managers.

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

#### **Unlimited**

- NICET Level III Certification Sub-field of Automatic Sprinkler Systems Layout or registration as a professional engineer in the State of Oklahoma in the field of fire protection.

#### **Limited**

- NICET Level II Certification Sub-field of Automatic Sprinkler Systems Layout or registration as a professional engineer in the state of Oklahoma in the field of fire protection.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$200
- Renewal fee - \$100

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$8.25 - \$14.77

# **Fire Sprinkler Service and Installation Company Manager (Limited and Unlimited)**

## **LICENSING AGENCY**

**Oklahoma Department of Health  
Consumer Health Services**

**Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 521-5243  
Fax: (405) 521-5286

**Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Fire Sprinkler Technician (Limited and Unlimited)**

## **JOB DESCRIPTION**

A fire sprinkler technician installs, repairs, and services fire sprinkler systems. The technician works under the direction of the employer while using hand and power tools for proper service completion. A licensed fire sprinkler company employs a sprinkler technician.

**SOC 49-2098**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- A working knowledge of the occupation is necessary.
- A possible knowledge area includes the National Fire Codes.
- Limited fire sprinkler technician requires certification by NFSA or ASFA in the installation of residential multi-purpose piping systems that serve both domestic water and fire protection needs for residential building and manufactured homes (minimum of 16 hours residential training required).

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Verified experience working in the fire sprinkler industry

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- Renewal fee - \$35

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Fire Sprinkler Technician Examination (required for unlimited only)

### **Description**

- Written
- A possible examination area includes the National Fire Codes

### **Examination Fee**

- First attempt – free
- Reexamination - \$50

### **Dates**

- Contact agency for test dates

## **Fire Sprinkler Technician (Limited and Unlimited)**

### **Passing Criteria**

- 70%

### **Reexamination**

- After first attempt, the exam may be retaken after a 30-day waiting period. After the second and subsequent attempts, there is a 90-day waiting period between exams.
- Unlimited reexaminations

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$8.25 - \$14.77

### **LICENSING AGENCY**

#### **Oklahoma State Department of Health Consumer Health Services**

##### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

##### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Funeral Director**

## **JOB DESCRIPTION**

A funeral director engages in the preparation, direction, and supervision for the burial or disposal of dead human remains. The funeral director further maintains the funeral establishment and sells funeral service merchandise to the public. In addition, funeral directors' responsibilities may include counseling and comforting relatives and friends, casket preparation, and transportation of the deceased for services and burial.

**SOC 11-9061**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Requirements include 60 accredited hours of study from an accredited institute of higher education, plus graduation from a mortuary science program.
- Possible areas of study include mortuary management and administration, business education and business law, legal medicine, toxicology (as it pertains to funeral directing), public relations, psychology, public health, hygiene, and sanitary science.
- A funeral director is required to complete a 12-month apprenticeship under the direction of a licensed funeral director.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 20 years of age
- Legal resident of Oklahoma
- Citizen of the United States
- Good moral character

### **Restrictions**

- Conviction of a felony
- Conviction of a misdemeanor involving funeral service
- Violation of any rules or regulations of the Board in administering the purpose of the Funeral Services Licensing Act
- Violation of any of the provisions of the Funeral Services Licensing Act or any violation of Sections 201 through 235 of Title 8 of the Oklahoma Statutes

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$75
- License fee - \$75
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Board Examination or State Board Examination
- State Law Examination

## **Funeral Director**

### **Description**

- Written
- Possible examination areas include sociology, psychology, accounting, law, and mortuary management.

### **Examination Fee**

- State Law Exam - \$100
- State Board Exam - \$200
- National Board Exam - \$350

### **Dates**

- State and Board exams are scheduled during business hours
- National exam – N/A

### **Passing Criteria**

- 75%

### **Reexamination**

- Information unavailable

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$13.68 - \$24.51

## **LICENSING AGENCY**

### **Oklahoma Funeral Board**

#### **Physical Address**

4545 N. Lincoln Blvd., Ste. 175  
Oklahoma City, OK 73105  
Phone: (405) 522-1790  
Fax: (405) 522-1797

#### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 175  
Oklahoma City, OK 73105

# Groundwater and Observation Water Well Driller

## **JOB DESCRIPTION**

A groundwater and observation water well driller operates a portable drilling rig to drill groundwater wells using geotechnical boring techniques to penetrate the earth's surface. The well driller constructs the well, maintains equipment, and keeps records of the drilling process. The well driller also monitors water quality for contamination. A groundwater and observation groundwater heat pump well driller may be self-employed or employed by private industry or state and local governments.

**SOC 47-5021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma or GED
- Possible areas of study include basic math, physics, and chemistry.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 90-day residency unless reciprocity applies
- Two years experience in water well drilling or one-year experience as a licensed operator.

### **Restrictions**

- None

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$300
- Renewal fee - \$200
- Indemnity fund - \$100
- Each additional operator - \$60
- Test - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Groundwater and Observation Well Drillers Examination

### **Description**

- Written
- Possible examination areas include Oklahoma Water Resources Board Rules and Regulations OAC 785:35 and General Drilling Legal Descriptions.

### **Examination Fee**

- \$50



# **Groundwater and Observation Water Well Driller**

## **Dates**

- Schedule exam time between 8:00 a.m. and 3:00 p.m. daily

## **Passing Criteria**

- 75% including 80% of legal description questions

## **Reexamination**

- 30-day waiting period
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.12 - \$16.60

## **LICENSING AGENCY**

### **Oklahoma Water Resources Board**

#### **Physical Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118  
Phone: (405) 530-8800  
Fax: (405) 530-8900

#### **Mailing Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118

# Groundwater Heat Exchange Well Driller

## **JOB DESCRIPTION**

No description provided. Contact agency for further information.

**SOC 47-5021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma or GED
- Possible areas of study include basic math, physics, and chemistry.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 90-day residency unless reciprocity applies
- Two years experience in water well drilling or one-year experience as a licensed operator.

### **Restrictions**

- None

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$300
- Renewal fee - \$200
- Indemnity fund - \$100
- Each additional operator - \$60
- Test - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Groundwater Heat Exchange Well Driller Examination

### **Description**

- Written
- Possible examination areas include Oklahoma Water Resources Board Rules and Regulations OAC 785:35 and General Drilling Legal Descriptions.

### **Examination Fee**

- \$50

### **Dates**

- Schedule exam time between 8:00 a.m. and 3:00 p.m. daily

# **Groundwater Heat Exchange Well Driller**

## **Passing Criteria**

- 75% including 80% of legal description questions

## **Reexamination**

- 30-day waiting period
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.12 - \$16.60

## **LICENSING AGENCY**

### **Oklahoma Water Resources Board**

#### **Physical Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118  
Phone: (405) 530-8800  
Fax: (405) 530-8900

#### **Mailing Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118

# **Hair Braiding Technician**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 39-5012**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Eighth-grade or equivalent

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age to enroll in cosmetology courses
- 17 years of age or high school graduate for license
- Mentally competent with the ability to profit from instruction

### **Restrictions**

- Must practice under a licensed cosmetologist

### **Certificate Duration**

- One year

### **Certification Fees**

- Certification fee - \$15

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Hair Braiding Technician (administered by the Oklahoma State Board of Cosmetology)

### **Description**

- 600 hours of training in an approved cosmetology school. Areas of study include hair braiding/hair weaving skills (includes purpose and effect, repair, removal of weft), sizing and finishing, extension and maintenance/care of braids/weaves. Sanitation and sterilization, business management, Oklahoma Law and Board Rules and Regulations.

### **Examination Fee**

- \$15

### **Dates**

- Contact licensing agency for test dates

### **Passing Criteria**

- 75%

## **Hair Braiding Technician**

### **Reexamination**

- Unavailable

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$6.68 - \$10.61

### **LICENSING AGENCY**

#### **Oklahoma State Board of Cosmetology**

##### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107  
Phone: (405) 521-2441  
Fax: (405) 521-2440

##### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107

# Hearing Aid Dealer and Fitter

## **JOB DESCRIPTION**

A hearing aid dealer and fitter examines and confers with customers about individual hearing needs and sells customers the appropriate hearing aid. A hearing aid dealer and fitter may also be responsible for demonstrating, repairing, and replacing hearing aids. Ordinarily, they are self-employed and occasionally are required to visit customers in their homes.

**SOC 41-2031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- A high school graduate or the equivalent
- Knowledge of hearing loss measurement and the ability to make ear impressions

### **Continuing Education**

- Ten (10) clock hours each year
- Continuing education relates to the measurement of hearing loss and the proper fitting of hearing aids

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Hearing Aid Fitness Exam

### **Description**

- Both written and practical
- Possible examination areas include troubleshooting, ear impressions, and audiometer.

### **Examination Fee**

- \$95

### **Dates**

- Contact agency for test dates

### **Passing Criteria**

- 70% overall score

## **Hearing Aid Dealer and Fitter**

### **Reexamination**

- Reexaminations may be taken each time the exam is offered.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$6.12 - \$12.25

### **LICENSING AGENCY**

#### **Oklahoma State Department of Health Consumer Health Services**

##### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

##### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Hoisting Engineer, Underground**

## **JOB DESCRIPTION**

A hoisting engineer operates and controls an electrically driven hoist to control the movement of cages, skips (box-like containers), and mine cars. They are also responsible for inspecting and maintaining their equipment, which may require adjustments or minor repairs. Underground hoisting engineers are employed in the mining industry to assist in the removal of minerals such as coal, ore, and copper.

**SOC 53-7041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Knowledge of hoisting techniques and the ability to read is necessary.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- State resident and employment in Oklahoma
- One year of practical hoisting experience

### **Restrictions**

- Conviction of a felony may be cause for revocation of certificate.

### **Certificate Duration**

- Lifetime

### **Certification Fees**

- Certification fee - \$10

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Hoisting Engineer Examination

### **Description**

- Both written and oral
- Written and oral examination areas pertain to the requirements and qualifications of underground miners as determined necessary by the Mining Commission.

### **Examination Fee**

- \$10

### **Dates**

- Third Tuesday of every month



## **Hoisting Engineer, Underground**

### **Passing Criteria**

- \$10

### **Reexamination**

- A 60-day waiting period is required after initial exam before a reexamination can be scheduled.
- Two reexaminations are allowed.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$10.58 - \$18.47

### **LICENSING AGENCY**

#### **State Mining Commission**

##### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 527-3859

##### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105

# Home Inspector

## **JOB DESCRIPTION**

A home inspector may operate as an individual, firm, partnership, or corporation to engage in the business of conducting home inspections which include a visual examination of any or all of the readily accessible physical real property and improvements to real property consisting of four or fewer dwelling units.

**SOC 47-4011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of 50 clock hours of approved home inspection training.

### **Continuing Education**

- Five hours annually prior to renewal of license

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Comprehensive general liability insurance of no less than \$50,000 combined single limit for bodily injury and property damage

### **Restrictions**

- None

### **License Duration**

- Twelve months from date of issuance

### **Licensing Fees**

- Initial application and license fee - \$280
- Renewal fee - \$150

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Home Inspector Examination given by the Examination Board of Professional Home Inspectors

### **Description**

- Written
- Possible examination consists of 175 scored and 25 field test multiple choice questions covering the four major areas of inspection methods, building systems, reporting, and professional practice.

### **Examination Fee**

- \$195

### **Dates**

- Contact agency for information

## **Home Inspector**

### **Passing Criteria**

- Established by examination entity

### **Reexamination**

- 30-day interval between examination attempts

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$12.64 - \$19.62

### **LICENSING AGENCY**

#### **Oklahoma State Department of Health Occupational Licensing Division**

##### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 521-5243  
Fax: (405) 521-5286

##### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# Horse Racing Authorized Agent

## **JOB DESCRIPTION**

A horse racing authorized agent is given the authority to act on the behalf of an owner or trainer by a written, notarized document.

**SOC 27-2023**

## **EDUCATIONAL REQUIREMENT**

### **Education Level**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 18 years of age or older
- Authorized in writing to represent a licensed owner or trainer

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$12,830 - \$20,100

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# **Horse Racing Blacksmith**

## **JOB DESCRIPTION**

A horseracing blacksmith makes, repairs, and/or fits horseshoes for racehorses.

**SOC 39-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 18 years of age or older
- Must provide documentation of credentials
- Must provide three letters of recommendations from licensed trainers

### **Restrictions**

- None

### **License Duration**

- Annual or triennial

### **Licensing Fees**

- License fee - \$50 annual or \$120 triennial
- Renewal fee - \$50 annual or \$120 triennial

## **EXAMINATION REQUIREMENTS**

### **Description**

- The Commission and/or the Stewards may require the applicant to demonstrate his/her knowledge or qualifications for any license.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.10 - \$9.98

# Horse Racing Blacksmith

## LICENSING AGENCY

### Oklahoma Horse Racing Commission

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Bloodstock Agent

## **JOB DESCRIPTION**

A horse racing bloodstock agent is approved by an organization licensee to provide a service that may include but not be limited to the buying, selling, transporting, etc., of horses within the enclosure of a racetrack.

**SOC 45-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 18 years of age or older
- Approval by an organization licensee

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Commission Racing Official

## **JOB DESCRIPTION**

A racing official is employed by the Horse Racing Commission to perform the duties described in the Rules of Racing such as Steward, Official Veterinarian, or Horse Identifier.

**SOC 27-2023**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma or GED equivalent
- Experience and physical capabilities such as eyesight and hearing abilities in accordance with the provisions of the Oklahoma Horse Racing Act

### **Continuing Education**

- National RCI accreditation for Stewards

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 18 years of age or older
- Employed by the Oklahoma Horse Racing Commission

### **Restrictions**

- No racing official may serve in that capacity during any race meeting at which is entered a horse owned by the official or by a member of the official's family or in which the official has any financial interest.
- No person may serve as a Steward in a race where that person is the owner or part owner of the sire or dam of any horse in the race.

### **License Duration**

- One year

### **Licensing Fees**

- None

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$12,830 - \$20,100

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107



# Horse Racing Commission Track Racing Official

## **JOB DESCRIPTION**

The track racing official is employed by a licensed organization to perform the duties described in the Rules of Racing such as placing judge, starter, clerk of scales, or racing secretary.

**SOC 27-2023**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- As determined by the racetrack organization licensee

### **Continuing Education**

- As determined by the racetrack organization licensee

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 18 years of age or older
- Employed by a licensed racetrack

### **Restrictions**

- License restricted to racetrack where employed.
- No track racing official may serve in that capacity during any race meeting where a horse owned by the official or by a member of the official's family is entered or in which the official has any financial interest.

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$12,830 - \$20,100

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Exercise Rider

## **JOB DESCRIPTION**

A horse racing exercise rider may ride a horse in schooling races only. This person must meet the qualifications and requirements of a jockey except for the weight requirement, which may be exceeded if approved by the stewards.

**SOC 39-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 16 years of age or older
- Required proof of a physical within the past 12 months

### **Restrictions**

- Can ride a horse only in schooling races

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$25
- Renewal fee - \$25

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.10 - \$9.98

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Groom/Hotwalker

## **JOB DESCRIPTION**

A horse racing groom/hotwalker is employed by an owner to assist in the care of a horse(s) or maintenance of the stable area.

**SOC 39-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 16 years of age or older
- Employed by a licensed owner or trainer

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$25
- Renewal fee - \$25

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.10 - \$9.98

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Organization Employee

## **JOB DESCRIPTION**

This person is employed by the organization licensee to provide service, including but not limited to clerical, accounting, administrative, food service, housekeeping, security, mutuals, outriders, valets, parking attendants, etc.

**SOC 27-2023**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 16 years of age or older
- Employed by the organization licensee

### **Restrictions**

- License restricted to track where employed

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$25
- Renewal fee - \$25

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$12,830 - \$20,100

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Pony Rider

## **JOB DESCRIPTION**

A horse racing pony rider must have satisfactorily demonstrated before the stewards or their representative(s) the ability to pony racehorses during a race.

**SOC 39-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 16 years of age or older

### **Restrictions**

- Not applicable

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$25
- Renewal fee - \$25

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.10 - \$9.98

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Track Manager

## **JOB DESCRIPTION**

A horse racing track manager is employed by an organization licensee to fill key positions in management, including but not limited to department heads, director of security, director of operations, director of media relations, mutuals manager assistant general manager, and general manager.

**SOC 27-2023**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 18 years of age or older
- Experience as determined by the organization licensee, the Horse Racing Commission, and the Commission's Director of Law Enforcement.

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$12,830 - \$20,100

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Horse Racing Vendor

## JOB DESCRIPTION

A horseracing vendor is the organization's responsible party to provide goods or services to the organization licensee and who has written approval from the organization to conduct business within the racetrack enclosure.

**SOC 41-9091**

## EDUCATIONAL REQUIREMENTS

### **Education Level**

- Not available

## ADDITIONAL REQUIREMENTS

### **Qualifications/Experience**

- Must be 18 years of age or older
- Must have written approval from the organization licensee to conduct business within the racetrack enclosure.

### **Restrictions**

- All vendor licenses are restricted to the track where employed.
- Vendors, by virtue of the types of goods or services provided, have access to restricted areas.

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## OKLAHOMA WAGE

### **Average Hourly Range**

- \$6.25 - \$19.77

## LICENSING AGENCY

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# **Horse Racing Vendor Employee**

## **JOB DESCRIPTION**

A horse racing vendor employee is employed by a licensed vendor to deliver goods or services on behalf of the vendor within the racetrack enclosure and has the written approval of the organization licensee.

**SOC 41-9091**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 16 years of age or older
- Employed by a licensed vendor
- Has written approval of the organization licensee

### **Restrictions**

- Issued to the employees of licensed vendors only

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$25
- Renewal fee - \$25

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.25 - \$19.77

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107



# Horse Racing Veterinarian

## JOB DESCRIPTION

A horseracing veterinarian must provide evidence of an Oklahoma license to practice veterinary medicine.

**SOC 29-1131**

## EDUCATIONAL REQUIREMENTS

### **Education Level**

- Must be licensed by the State of Oklahoma to practice veterinary medicine.

### **Continuing Education**

- Not available

## ADDITIONAL REQUIREMENTS

### **Qualifications/Experience**

- Evidence of Oklahoma license to practice veterinary medicine

### **Restrictions**

- May not be licensed as an Owner or in any other capacity while licensed by the Commission as a practicing Veterinarian.

### **License Duration**

- Annual or triennial

### **Licensing Fees**

- License fee - \$50 annual or \$120 triennial
- Renewal fee - \$50 annual or \$120 triennial

## OKLAHOMA WAGE

### **Average Hourly Range**

- \$14.74 - \$34.55

## LICENSING AGENCY

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# **Insurance Adjuster**

## **JOB DESCRIPTION**

An insurance adjuster investigates claims against insurance companies for personal, casualty, property loss, or damages and attempts to negotiate out-of-court settlement with the claimant. To determine the extent of the company's liability, the insurance adjuster examines claim forms and hospital and police records, and interviews the claimant and/or witnesses. Insurance adjusters can be self-employed, work for independent firms, national firms, or insurance companies.

**SOC 13-1031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include fire and allied lines, casualty, motor vehicle physical damage, workers' compensation, crime and fidelity bonds, and crop hail insurance.
- A one-year trainee registration is available.

### **Continuing Education**

- Twelve clock hours per renewal
- Areas of study relate to coverage for which the adjuster is licensed.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age

### **Restrictions**

- Criminal convictions are reviewed individually.

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$30 for one line and \$50 for two or more lines
- Renewal fee - \$30 for one line and \$50 for two or more lines

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Insurance Adjuster Exam

### **Description**

- Computerized
- Possible examination areas include fire and allied lines, casualty, motor vehicle physical damage, workers' compensation, crime and fidelity bonds, and crop hail insurance.

### **Examination Fee**

- \$48 – one or more lines

# **Insurance Adjuster**

## **Dates**

- Oklahoma City and Tulsa: Tuesday – Saturday

## **Passing Criteria**

- 70%

## **Reexamination**

- Reexamination may be taken within 30 days.
- Reexamination requires duplicate examination fee.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$13.83 - \$25.78

## **LICENSING AGENCY**

### **State of Oklahoma Insurance Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107  
Phone: (405) 521-3916  
Fax: (405) 522-3642

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107

# **Insurance Agent**

## **JOB DESCRIPTION**

An insurance agent sells insurance policies to new and present clients that provide individuals or businesses with financial protection against loss. Insurance agents analyze client needs, recruit clientele, and calculate and quote premium rates for recommended policies. Insurance agents sell life, health, vehicle, or casualty insurance. Most insurance agents work at local company offices, independent agencies, or are self-employed.

**SOC 41-3021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include life, accident and health, property, casualty, fraternal, and title insurance.

### **Continuing Education**

- Sixteen clock hours biennially (including two hours on ethics). Health insurance licenses require one hour of health care reform, and one hour of long term care to be included in the sixteen hours.
- Areas of study are related to lines of insurance for which license is held.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age

### **Restrictions**

- Conviction, plea of guilty, or nolo contendere (no contest) to a felony will be reviewed.

### **License Duration**

- Two years
- A 30 day temporary license is available

### **Licensing Fees**

- Fees range from \$40 to \$120 based upon line of insurance
- Renewal fees range from \$40 to \$120 based upon line of insurance
- \$20 fee for temporary license

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Insurance Agents Exam (Same as license type)

### **Description**

- Computerized
- Possible examination areas include issues related to life, accident and health, property, casualty, vehicle, or title insurance.

## **Insurance Agent**

### **Examination Fee**

- \$48 – one or more lines

### **Dates**

- Oklahoma City and Tulsa: Tuesday – Saturday

### **Passing Criteria**

- 70%

### **Reexamination**

- Reexamination may be taken within 30 days
- Reexamination requires \$48 examination fee

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.10 - \$27.41

## **LICENSING AGENCY**

### **State of Oklahoma Insurance Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107  
Phone: (405) 521-3916  
Fax: (405) 522-3642

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107

# **Insurance Consultant**

## **JOB DESCRIPTION**

An insurance consultant is an individual, partnership, or corporation that offers advice, counseling, opinions, or services related to the benefits, advantages, or disadvantages regarding possible insurance policies. The consultant analyzes the client's present circumstances and provides recommendations for action. An insurance consultant can work independently.

**SOC 41-3021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include life, accident and health, property, casualty, and vehicle insurance.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age

### **Restrictions**

- Conviction, plea of guilty, or nolo contendere (no contest) to a felony or a misdemeanor involving moral turpitude will be reviewed.
- May not hold an agent's license or be affiliated with an agent, agency, or insurance company.

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$100
- Renewal fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Insurance Consultant's Exam

### **Description**

- Written
- Possible examination areas include life, accident, health, casualty, and vehicle insurance.

### **Examination Fee**

- \$48

### **Dates**

- Oklahoma City and Tulsa: Tuesday - Saturday

## **Insurance Consultant**

### **Passing Criteria**

- 70%

### **Reexamination**

- Reexamination may be taken within 30 days
- Reexamination requires original examination fee

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.10 - \$27.41

## **LICENSING AGENCY**

### **State of Oklahoma Insurance Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107  
Phone: (405) 521-3916  
Fax: (405) 522-3642

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107

# **Insurance Representative (Limited)**

## **JOB DESCRIPTION**

A limited insurance representative is an individual, partnership, or corporation that is authorized by the Insurance Commission to solicit or negotiate contracts for a particular line of insurance, such as operating as a ticket-selling agent of a common carrier or engaging in the sale of limited travel accident insurance; credit life, accident, or health insurance; vehicle/auto rental; and/or personal property floater (credit property) insurance with a credit transaction under \$5,000. Limited insurance representatives are largely employed by insurance companies and may be stationed for sales in a variety of settings such as department stores and airports.

### **SOC 13-1031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include credit life/accident and health, travel, prepaid dental, prepaid legal liability, motor club, job loss, credit property, and crop hail insurance.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age

### **Restrictions**

- Conviction, plea of guilty, or nolo contendere (no contest) to a felony will be reviewed.

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$40
- Renewal fee - \$40

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Limited Insurance Representatives Exam

### **Description**

- Computerized
- Possible examination areas include credit life/accident and health, credit property, multi-peril, and crop hail insurance.
- Credit life/accident and health and credit property do not test.

### **Examination Fee**

- \$48



## **Insurance Representative (Limited)**

### **Dates**

- Oklahoma City and Tulsa: Tuesday – Saturday, only crop/hail licenses require an exam

### **Passing Criteria**

- 70%

### **Reexamination**

- Reexamination may be taken within 30 days
- Reexamination requires \$48 examination fee.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$13.83 - \$25.78

## **LICENSING AGENCY**

### **State Of Oklahoma Insurance Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107  
Phone: (405) 521-3916  
Fax: (405) 522-3642

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107

# **Investment Advisor Representative**

## **JOB DESCRIPTION**

An investment adviser representative provides guidance to clients regarding the value of securities such as stocks and bonds. Duties of an investment advisor representative include educating and counseling clients on the sale or purchase of securities. The representative also analyzes and reports securities information to clients personally or through written communication. Investment advisor representatives are employed by business entities holding an investment advisor license. Such firms may be broker-dealers or independent investment advisor firms.

**SOC 13-2052**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Conviction of a felony
- Violation of securities laws

### **License Duration**

- One year – expires annually on December 11

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examinations**

- Request examination packets from the Oklahoma Department of Securities.

### **Description**

- Written

### **Examination Fee**

- Established by the NASD

### **Dates**

- Established by the NASD

## **Investment Adviser Representative**

### **Passing Criteria**

- 70%

### **Reexamination**

- Candidates who fail the exams, make less than 70%, may retake the exam.
- A waiting period is required

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$12.16 - \$42.43

### **LICENSING AGENCY**

#### **Oklahoma Department of Securities Licensing Division**

#### **Physical Address**

First National Center  
120 N. Robinson, Ste. 860  
Oklahoma City, OK 73102  
Phone: (405) 280-7700  
Fax: (405) 280-7742

#### **Mailing Address**

First National Center  
120 N. Robinson, Ste. 860  
Oklahoma City, OK 73102

## **Issuer Agent**

### **JOB DESCRIPTION**

An issuer agent represents private or institutional clients in financial issues. The issuer agent negotiates the purchase or sale of securities, bonds, or other specialized financial products. The issuer agent reviews and analyzes clients' financial portfolios and recommends specific action. This often requires educating and counseling clients in trading practices. An issuer agent works for or represents an issuer of securities.

**SOC 41-3021**

### **EDUCATIONAL REQUIREMENTS**

#### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.

#### **Continuing Education**

- Not applicable

### **ADDITIONAL REQUIREMENTS**

#### **Qualifications/Experience**

- Not applicable

#### **Restrictions**

- Conviction of a felony
- Violation of securities laws

#### **License Duration**

- One year – expires 12 months from the date issued

#### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

### **EXAMINATION REQUIREMENTS**

#### **Examinations**

- Request examination packets from the Oklahoma Department of Securities

#### **Description**

- Written
- Possible examination areas include the Uniform State Securities Law and general securities

#### **Examination Fee**

- Established by NASD

#### **Dates**

- Established by NASD

## Issuer Agent

### Passing Criteria

- 70%

### Reexamination

- Candidates who fail exams, make less than 70%, may retake the exam after a given waiting period.

## OKLAHOMA WAGE

### Average Hourly Range

- \$10.10 - \$27.41

## LICENSING AGENCY

### Oklahoma Department of Securities Licensing Division

#### Physical Address

First National Center  
120 N. Robinson, Ste. 860  
Oklahoma City, OK 73102  
Phone: (405) 280-7700  
Fax: (405) 280-7742

#### Mailing Address

First National Center  
120 N. Robinson, Ste. 860  
Oklahoma City, OK 73102

# **Jockey**

## **JOB DESCRIPTION**

A jockey rides racehorses at the racetrack and confers with training personnel to plan a strategy for the race, based on the ability and peculiarities of their own and other horses in competition. A jockey mounts the horse in the paddock after weighing-in and rides the horse to a specified numbered stall of the starting gate. A jockey races from the starting gate to the finish line and talks to training personnel after the race to analyze the horse's performance.

**SOC 27-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.

### **Continuing Education**

- Not available

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age or older
- Proof of physical examination within the past 12 months
- Weight not to exceed 130 pounds at the time of licensure
- Has ridden more than 40 winners or for a period of more than three years
- Registered with the Board of Stewards

### **Restrictions**

- Individuals on probation for controlled dangerous substances or controlled weapons
- Conviction cases are reviewed individually
- A jockey may not be licensed in any other capacity while holding an Oklahoma Horse Racing Commission jockey license

### **License Duration**

- Annual or triennial

### **Licensing Fees**

- License fee - \$50 annual or \$120 triennial
- Renewal fee - \$50 annual or \$120 triennial

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$16,170 - \$48,370

# **Jockey**

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# **Jockey Agent**

## **JOB DESCRIPTION**

A jockey agent represents riders of racehorses in negotiations with owners to arrange for riding engagements at racetracks. A jockey agent contacts riders to ascertain races and dates they are available for hire, confers with owners of horses scheduled to race to inform them of riders available, and negotiates with owners for riding fees. A jockey agent records the name of the owner, horse, date, and the number of the race in an engagements book. A jockey agent notifies riders of contracted engagements and terms agreed on. Notifies riders to report to the owner for the briefing on the horse's temperament and behavior and other riding instruction, and collects hiring fees from riders.

**SOC 13-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must be 18 years of age or older
- Authorized by a licensed jockey
- Must register with the steward as a jockey agent
- May require written jockey agent examination

### **Restrictions**

- No jockey agent shall represent more than two jockeys and one apprentice jockey at the same time.
- A jockey agent shall not give to anyone, directly or indirectly, any information or advice pertaining to a race or engage in the practice commonly known as "touting" for purpose of influencing any person or do anything that would tend to do so in the making of a wager on the result of any race.

### **License Duration**

- Annual

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available



## **Jockey Agent**

### **LICENSING AGENCY**

#### **Oklahoma Horse Racing Commission**

##### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

##### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# **Jockey, Apprentice**

## **JOB DESCRIPTION**

A person who has met the qualifications of a jockey and who (1) has ridden less than 40 winners or (2) has ridden for a period of less than three years since first having been licensed in any racing jurisdiction.

**SOC 27-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age or older
- Proof of physical examination within the past 12 months
- Has ridden less than 40 winners or less than three years since first having been licensed in any racing jurisdiction.

### **Restrictions**

- None

### **License Duration**

- Annual or Triennial

### **Licensing Fees**

- License fee - \$50 annual or \$120 triennial
- Renewal fee- \$50 annual or \$120 triennial

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$16,170 - \$48,370

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Land Surveyor, Intern

## **JOB DESCRIPTION**

A land surveyor intern works under the supervision of a land surveyor to determine official land and water boundaries by establishing measurement points, elevation lines, areas, and land contours. The intern also plans fieldwork for survey parties, researches survey documents, and prepares charts and reports for clients. The intern has many of the same responsibilities of the land surveyor; however, an intern is unable to sign or seal plates and specifications. Most intern land surveyors are employed by engineering, architectural, and survey firms or by public utility companies.

**SOC 17-1022**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Educational possibilities include land-surveying degrees from land surveying curriculums, ABET-accredited, and civil engineering degrees.
- Registration may also be based on experience and examination.
- Possible areas of study relate to degrees selected.
- Applicants with an acceptable degree may, upon successful completion of the Fundamentals of Land Surveying, be certified as a land surveyor intern while acquiring the necessary experience to file for professional registration.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good character
- Resident of Oklahoma or currently registered in state of residence.
- Acceptable work experience evaluated on an individual basis in accordance with requirements of the law

### **Restrictions**

- None

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$25
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Fundamentals of Land Surveying – 8 hours

## **Land Surveyor, Intern**

### **Description**

- Written
- Possible examination areas include trigonometry, algebra, optics, definitions of terms, economics, surveying (instruments, orientation, horizontal-vertical-angular measurements, triangulation, note keeping, route surveying, etc.), and plane coordinate calculations.

### **Examination Fee**

- \$65 *\*subject to change*

### **Dates**

- Twice a year – in April and October (Application deadlines are Feb. 15, and Sep. 15)

### **Passing Criteria**

- 70 points

### **Reexamination**

- Applicants who make 50 to 69 percent may apply for reexamination at the next scheduled examination. Applicants who make less than 50 percent must wait one year and file a new application.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.31 - \$24.77

## **LICENSING AGENCY**

### **Oklahoma State Board of Registration for Professional Engineers and Land Surveyors**

#### **Physical Address**

201 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105  
Phone: (405) 521-2874

#### **Mailing Address**

201 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105

# **Land Surveyor, Registered**

## **JOB DESCRIPTION**

Land surveyors establish official land and water boundaries; write descriptions of land for deeds, leases, and other legal documents; and measure construction and mineral sites. They plan the fieldwork, select survey reference points, and determine the precise location of natural and constructed features of the survey project area. Land surveyors also record results of the survey and verify accuracy of the data through research and often prepare plans, maps, charts, and reports for legal documents. Engineering, architectural and surveying firms, state and local agencies, or public utility companies employ most land surveyors.

**SOC 17-1022**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Educational possibilities include land surveying degrees from land surveying curriculums and ABET-accredited civil engineering degrees.
- Registration may also be based on experience and examination or on long-established practice and examination.
- Possible areas of study relate to educational selection.
- Applicant with an acceptable degree may, upon successful completion of the Fundamentals of Land Surveying, be certified as a land surveyor intern while acquiring the necessary experience to file for professional registration.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good character
- Resident of Oklahoma or currently registered in state of residence
- Work experience is evaluated on an individual basis in accordance with requirements of the law

### **Restrictions**

- None

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$50
- Renewal fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Fundamentals of Land Surveying – 8 hours
- Principles of Land Surveying and Public Domain – 7 hours
- Oklahoma Examination – 1 hour

## **Land Surveyor, Registered**

### **Description**

- Written
- Possible examination areas covered on the Fundamentals of Land Surveying exam include trigonometry, algebra, optics, definition of terms, economics, surveying (instruments, orientation, horizontal-vertical-angular measurements, triangulation, note keeping, route surveying, etc.), and plane coordination calculations.
- Possible examination areas covered on the Principles of Land Surveying and Public Domain exam include professional principles, property survey descriptions, and subdivision planning and design.

### **Examination Fee**

- Fundamentals of Land Surveying - \$65 *\*subject to change*
- Principles of Land Surveying and Public Domain - \$110 *\*subject to change*
- Oklahoma Examination - \$30 *\*subject to change*

### **Dates**

- Twice a year – in April and October (Application deadlines are Jan. 3 and Aug. 3)

### **Passing Criteria**

- 70 points

### **Reexamination**

- Applicants who make 50 to 69 percent may apply for reexamination at the next scheduled examination. Applicants who make less than 50 percent must wait one year and file a new application with fees.
- Reexamination is permitted twice on one application, after which a new application must be filed.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.31 - \$24.77

## **LICENSING AGENCY**

### **Oklahoma State Board of Registration for Professional Engineers and Land Surveyors**

#### **Physical Address**

201 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105  
Phone: (405) 521-2874

#### **Mailing Address**

201 N.E. 27<sup>th</sup> St., Ste. 120  
Oklahoma City, OK 73105

# **Landscape Architect**

## **JOB DESCRIPTION**

A landscape architect plans and designs the development of land areas such as residential and recreational areas, parks, and public facilities. A landscape architect strives to develop land areas that are attractive, functional, and environmentally appropriate for the site. The landscape architect analyzes the natural elements such as climate, drainage, soil, and vegetation to develop a detailed proposal for clients. The landscape architect draws or constructs a three-dimensional plan indicating new topography, vegetation, walkways, and landscape amenities. Various types of firms such as private landscape architect firms, construction contractors, and municipalities employ landscape architects.

## **SOC 17-1012**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Applicants graduating after July 1, 1989 must have an accredited degree in landscape architecture and three years of approved training. If the candidate met statutory requirements prior to July 1, 1986, a degree is not required, but three years of approved training are required.
- Major areas of study include the history and theory of landscape architecture, horticulture, agriculture, engineering, etc.
- An internship of three years of training under the responsible control of a landscape architect is required. Partial credit may be earned under an architect, engineer, land surveyor, or planner.
- Three years completion of I.D. P. (Intern Development Program)

### **Continuing Education**

- 24 hours every two years in health, safety, welfare

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- 21 years of age
- Legal resident of Oklahoma (if applying for initial registration)

### **Restrictions**

- Fraud, deception, or misrepresentation in applying for a certificate of registration, certificate of authority, or in taking the examinations.
- Noncompliance with statutory, rule, and regulation requirements for qualifying for licensure.
- Violating the State Architectural Act or any rule, regulation, or order issued by the Board
- Conviction of a felony
- Mentally impaired
- Gross incompetence
- For additional grounds for denial, revocation, suspension, refusal to renew, orders, injunctions, civil and/or criminal penalties, see the Oklahoma Administrative Code, Title 55, of the Board of Governors of the Licensed Architects and Landscape Architects of Oklahoma.

### **License Duration**

- All licenses expire June 30 and are renewed every two years.

# **Landscape Architect**

## **Licensing Fees**

- Application fee - \$100 for reciprocal license
- License fee - \$200
- Renewal fee - \$200

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Landscape Architectural Registration Exam (L.A.R.E.)

### **Description**

- Both written and practical
- Written examination areas include legal and administrative aspects of practice, analytical aspects of practice, conceptualization and communication, structural consideration and materials, methods of construction, grading and drainage, and storm water management, as well as state exam components – Oklahoma Plant Materials, Art and Rules Exam.
- Possible practical examination areas include conceptualization and communication, design synthesis, integration of technical and design requirements, and grading and drainage sections that require graphic presentations of exam questions and problems.

### **Examination Fee**

- \$835 plus \$75 administration fee (2004) *\*subject to change*
- \$90 State Plant Exam *\*subject to change*

### **Dates**

- Once a year in mid-June; Graphic sections in December

### **Passing Criteria**

- 75% on each section

### **Reexamination**

- Candidate must pass all sections in six attempts or all credits are forfeited and the candidate must take the complete examination over.
- If a candidate fails to set for exams for six consecutive years, replication is necessary.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.70 - \$22.69

## **LICENSING AGENCY**

### **Board of Governors of the Licensed Architects and Landscape Architects of Oklahoma**

#### **Physical Address**

3555 N.W. 58<sup>th</sup>, Ste. 640  
Oklahoma City, OK 73112  
Phone: (405) 949-2383  
Fax: (405) 949-1690

#### **Mailing Address**

P.O. Box 53430  
Oklahoma City, OK 73152



# **Lead-Based Paint Abatement Worker**

## **JOB DESCRIPTION**

A lead-based paint abatement worker conducts abatement in accordance with the procedures and requirements of the pre-abatement plan.

**SOC 47-4041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successful completion of a DEQ accredited Lead-Based Paint Abatement Worker training course.

### **Continuing Education**

- Successful completion of an annual DEQ accredited Lead-Based Paint Abatement Worker Refresher training course.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- None

### **Certificate Duration**

- Certifications are valid from date of authorization until May 31 immediately following the authorization.

### **Certification Fee**

- Certificate fee - \$30
- Renewal fee - \$15

## **EXAMINATION REQUIREMENTS**

### **Examination**

- No exam required

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.81 - \$13.82

## **LICENSING AGENCY**

**Department of Environmental Quality  
Air Quality Division**

### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101  
Phone: (405) 702-4100  
Fax: (405) 702-4101

### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# **Lead-Based Paint Inspector**

## **JOB DESCRIPTION**

A lead-based paint inspector measures the concentration of lead in paint through a surface-by-surface investigation. The inspector determines the exact locations of lead-based paint and performs clearance testing.

**SOC 13-1041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successful completion of an annual DEQ accredited Lead-Based Paint Inspector training course.

### **Continuing Education**

- Successful completion of an annual DEQ accredited Lead-Based Paint Inspector Refresher training course.
- Successful completion of a Lead-Based Paint Inspector Exam is required every three years.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- No additional experience requirements are necessary

### **Certificate Duration**

- Certifications are valid from the date of authorization until May 31 immediately following the authorization.

### **Certification Fees**

- Certificate fee - \$200
- Renewal fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Lead-Based Paint Inspector Certification Exam

### **Description**

- 100 multiple choice questions

### **Examination Fee**

- \$50 per certification exam per individual

### **Reexamination**

- No re-exam required, amended 2004.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$11.13 - \$23.32

# **Lead-Based Paint Inspector**

## **LICENSING AGENCY**

**Department of Environment Quality  
Air Quality Division**

### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101  
Phone: (405) 702-4100  
Fax: (405) 702-4101

### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# Lead-Based Paint Inspector/Risk Assessor

## **JOB DESCRIPTION**

A lead-based paint inspector measures the concentration of lead in paint through a surface-by-surface investigation. Determines exact locations of lead-based paint. Focuses on deteriorated lead-based paint. Identifies lead-based paint hazards. Considers resident and owner use patterns. Considers management and maintenance practices that will affect the paint. Identifies existence, nature, severity, source, and location of hazards. Recommends options to control hazards. May take dust and soil samples.

**SOC 13-1041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successful completion of a DEQ accredited Lead-Based Paint Inspector training course and a DEQ accredited Lead-Based Paint Risk Assessor training course.

### **Continuing Education**

- Successful completion of an annual DEQ accredited Lead-Based Paint Inspector/Risk Assessor Refresher training course.
- Successful completion of a Lead-Based Inspector/Risk Assessor Exam is required every three years.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Bachelor's degree and one year of experience in a related field (e.g., lead, asbestos, environmental remediation work, or construction), or
- Associate's degree and two years of experience in a related field (e.g., lead, asbestos, environmental remediation work, or construction), or
- Certification as an industrial hygienist, professional engineer, registered architect and/or certification in a related engineering/health/environmental health field (e.g. safety professional, environmental scientist), or
- A high school diploma (or equivalent), and at least three years of experience in a related field (e.g., lead, asbestos, environmental remediation work, or construction)

### **Certificate Duration**

- Certifications are valid from the date of authorization until May 31 immediately following the authorization.

### **Certification Fees**

- Certificate fee - \$300
- Renewal fee - \$150

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Lead-Based Paint Inspector/Risk Assessor Certification Exam

### **Description**

- 110 multiple choice questions

## **Lead-Based Paint Inspector/Risk Assessor**

### **Examination Fee**

- \$50 per certification exam per individual

### **Passing Criteria**

- 70%

### **Reexamination**

- No re-exam required, amended 2004

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$11.13 - \$23.32

## **LICENSING AGENCY**

### **Department of Environmental Quality Air Quality Division**

#### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101  
Phone: (405) 702-4100  
Fax: (405) 702-4101

#### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# **Lead-Based Paint Project Designer**

## **JOB DESCRIPTION**

A lead-based paint project designer designs abatement projects for target housing buildings with 10 or more units and all projects in public buildings. Prepares a pre-abatement plan for all designed projects. For large-scale abatement projects: develops and implements an occupant protection plan; develops lead-based paint abatement and lead-based paint hazard reduction methods, including restricted practices; develops interior dust abatement/cleanup or lead hazard control and reduction methods; develops clearance standards and testing; and formulates the integration of lead-based paint abatement methods with modernization and rehabilitation projects.

**SOC 47-4041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successful completion of a DEQ accredited Lead-Based Paint Supervisor training course and a DEQ accredited Lead-Based Paint Project Designer training course.

### **Continuing Education**

- Successful completion of an annual DEQ accredited Lead-Based Paint Project Design Refresher course.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Bachelor's degree in engineering, architecture, or a related profession, and one year of experience in building construction and design or a related field; or
- Four years experience in building construction and design or a related field.

### **Certificate Duration**

- Certifications are valid from the date of authorization until May 31 immediately following the authorization.

### **Certification Fees**

- Certificate fee - \$500
- Renewal fee - \$250

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.81 - \$13.82

## **LICENSING AGENCY**

**Department of Environmental Quality  
Air Quality Division**

### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101  
Phone: (405) 702-4100  
Fax: (405) 702-4101  
Last updated December 2004

### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# **Lead-Based Paint Supervisor**

## **JOB DESCRIPTION**

A lead-based supervisor ensures that abatement activities are conducted in accordance with regulatory requirements. In projects involving the abatement of less than 10 units, develops a written pre-abatement planned abatement report for each assigned unit. Maintains accessibility at all times when abatement activities are being conducted. Ensures completion of all abatement activities according to applicable standards. Develops and implements an occupant protection plan.

**SOC 47-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successful completion of a DEQ accredited Lead-Based Paint Supervisor Training course.

### **Continuing Education**

- Successful completion of an annual DEQ accredited Lead-Based Paint Supervisor Refresher training course.
- Successful completion of the Lead-Based Paint Supervisor Exam is required every three years

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- One year of experience as a certified lead-based paint abatement worker, or
- At least two years of experience in a related field (e.g., lead, asbestos, environmental remediation work, or construction) or in the building trades.

### **Certificate Duration**

- Certifications are valid from the date of authorization until May 31 immediately following authorization.

### **Certification Fees**

- Initial certification - \$150
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Lead-Based paint Supervisor Certification Exam

### **Description**

- 100 multiple choice questions

### **Examination Fee**

- \$50 per certification per individual

### **Passing Criteria**

- 70%

### **Reexamination**

- No reexamination required, amended 2004

## **Lead-Based Paint Supervisor**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$14.04 - \$25.40

### **LICENSING AGENCY**

#### **Department of Environmental Quality Air Quality Division**

##### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101  
Phone: (405) 702-4130  
Fax: (405) 702-4101

##### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101



# **Licensed Behavioral Practitioner**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 19-3039**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Master's degree from a program in psychology. Minimum of 45 graduate hours of behavioral science-related course work.
- Areas of study include assessment and diagnosis, intervention, experimental foundations, psychopathology, personality and social psychology, professional orientation/ethics, and biological bases of behavior.
- Practicum/internship consisting of 300 clock hours under university supervision in a behavioral health service setting.

### **Continuing Education**

- 10 clock hours for each 12 months preceding renewal
- Continuing education must be earned from courses on empirically validated procedures, taught by instructors certified by the North American Association of Masters in Psychology, its designees or successors.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Good moral character
- Work experience includes 3,000 clock hours of full-time, on-the-job experience, which is supervised by an approved LBP supervisor.

### **Restrictions**

- Each complaint evaluated individually by the LBP advisory Board.

### **License Duration**

- The first licensing period is for two years; licenses must be renewed annually thereafter.

### **Licensing Fees**

- Application fee - \$275
- License fee – none
- Renewal fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Practitioner's Examination of Psychological Knowledge
- Oklahoma State Standards Test

### **Description**

- Written national exam
- Written Oklahoma exam covering Oklahoma Law and Regulations

## **Licensed Behavioral Practitioner**

### **Examination Fee**

- \$75 (PEPK)

### **Dates**

- Spring and fall of every year

### **Passing Criteria**

- 70%

### **Reexamination**

- Six-month interval after first examination attempt.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Professional Counselor Licensing**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-6030  
Fax: (405) 271-1918

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# **Licensed Remediation Consultant**

## **JOB DESCRIPTION**

Firms, corporations, and individuals doing business in Oklahoma as a Licensed Remediation Consultant should have a Licensed Remediation Consultant on staff and in supervisory control of job sites during UST sampling, sampling at UST closure, investigations and remediations or other activities directed by the Oklahoma Corporation Commission for any work performed after January 1, 1994.

**SOC 19-4091**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Four-year degree from accredited college or university in a physical, natural, biological science or engineering field.

### **Continuing Education**

- Must have completed the 40-hour OSHA training course (Hazwoper) (2910.120) and any eight-hour refresher course.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Three years of total environmental experience with two years at regulated UST facilities for degreed personnel
- Seven years of experience with two years at a regulated UST facility for personnel without a degree
- Provide proof of attending an ORBCA (Oklahoma Risk-Based Corrective Action) School.

### **Restrictions**

- If a person is a registered PE, only two years of experience at a regulated UST facility will be required.

### **Certificate Duration**

- Two years

### **Certification Fees**

- Application fee - \$25
- Two-year license - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Exam for Licensed Remediation Consultant

### **Description**

- Questions covering health and safety, investigations, regulatory issues, remediation, and hydrology

### **Examination Fee**

- \$25

### **Dates**

- Daily

## **Licensed Remediation Consultant**

### **Passing Criteria**

- 80%

### **Reexamination**

- Once every six months - \$25 additional for each reexamination

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$11.86 - \$18.47

### **ADDITIONAL INFORMATION**

- Must apply on special state-supplied application form. References must be listed and will be contacted by mail with a questionnaire.

### **LICENSING AGENCY**

#### **Oklahoma Corporation Commission**

##### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101  
Phone: (405) 521-4683  
Fax: (405) 521-4101

##### **Mailing Address**

P.O. Box 52000  
Oklahoma City, OK 73152-2000

# **Manicurist**

## **JOB DESCRIPTION**

A manicurist cleans and shapes fingernails and toenails using appropriate remover and swabs, scissors, files, and emery boards. Also, a manicurist softens cuticles with cosmetic preparations such as water and oil and polishes fingernails and toenails using powdered polish and buffer. Manicurists are often responsible for cleaning and maintaining their equipment, organization of their work area, and client recruitment and scheduling. Most manicurists work in beauty salons, barbershops, and department stores. Many manicurists also practice cosmetology.

**SOC 39-5092**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Eighth-grade education or equivalent
- 600 clock hours at an approved beauty school or 1200 clock hours covering beauty school curriculum
- Possible areas of study include nail structure, composition and diseases, hygiene, personality, salesmanship, poise, and sanitation and safety procedures specific to manicuring and pedicuring. Theory and clinic practice includes artificial nail application and care, cosmetology law, and board rules and regulations.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 16 years of age to enroll in manicurist course
- 17 years of age or a high school graduate for license

### **Restrictions**

- Must practice in a salon licensed by the Oklahoma State Board of Cosmetology

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$15
- Renewal fee - \$15

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Manicuring and Sculptured Nail Test (administered by the Oklahoma State Board of Cosmetology)

# **Manicurist**

## **Description**

- Both written and practical
- Possible written examination areas include scientific concepts, manicuring skills, and artificial nails (includes sanitation, nail structure, and growth; irregularities and nail disease, skin, muscles, bones, nerves, and blood circulation; manicuring purposes and effect, supplies, and products; and varied procedures.)
- Possible practical applications include arrangement of table (implements, sanitation, and sterilization); removal of polish, filing, and shaping of nails; treatment of cuticle; proper use of implements; application of emollient cream and hand and arm massage; and application of two sculptured nails and polish.

## **Examination Fee**

- \$15

## **Dates**

- Monday – Thursday; First three weeks of the month

## **Passing Criteria**

- 75% on both the written and practical exam

## **Reexamination**

- Registration is required at least 30 days prior to reexamination
- If registered within six months of initial examination, only reexamination of the failed portion of exam is necessary (written or practical)
- After second failure, work permit is not issued; after four failures, review hours are required before registering

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.17 - \$10.44

## **LICENSING AGENCY**

### **Oklahoma State Board of Cosmetology**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107  
Phone: (405) 521-2441  
Fax: (405) 521-2440

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 84  
Oklahoma City, OK 73107

# **Marital and Family Therapist, Licensed**

## **JOB DESCRIPTION**

Marital and family therapy means the treatment of disorders, whether cognitive, affective, or behavioral, within the context of marital and family systems. Marital and family therapy involves the professional application of family systems theories and techniques in the delivery of services to individuals, marital pairs, and families for the purpose of treating such disorders. Such services are offered to the general public directly or through public and private organizations, for a fee, monetary or otherwise.

## **SOC 21-1013**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Minimum of a master's degree in marital and family therapy or equivalent. Areas of study include theoretical foundations, assessment and treatment, human development, abnormal human behavior, ethics and professional studies, and research. Internship consisting of 300 clock hours under university supervision in a counseling setting.

### **Continuing Education**

- 20 clock hours for each 12 months preceding renewal which includes 3 hours of mental health ethics. Continuing education must relate to academic areas of theoretical foundations, assessment and treatment, ethics and professional studies, human development and research. Continuing education must be targeted toward a professional audience and must be presented by a licensed or certified presenter.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Good moral character
- Work experience includes two years of full-time marital and family therapy under the supervision of an approved supervisor.

### **Restrictions**

- Each complaint evaluated individually by the Licensed Marital and Family Therapy Advisory Board

### **License Duration**

- The first licensing period is for two years; licenses must be renewed annually thereafter.

### **Licensing Duration**

- Application fee - \$200
- License fee - \$100
- Renewal fee - \$100

# **Marital and Family Therapist, Licensed**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Examination in Marital and Family Therapy

### **Description**

- Written national exam
- Oral exam covering Oklahoma Licensed Marital and Family Therapy Law and Regulations and psychopathology.

### **Examination Fee**

- National Exam - \$195

### **Dates**

- Three testing windows: mid January – mid February, mid May – mid June, and mid September – mid October

### **Passing Criteria**

- 64%

### **Reexamination**

- Three-month interval after first examination attempt
- After second examination attempt, applicant must wait two years before reapplying to take exam.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$14.00 - \$20.81

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Professional Counselor Licensing**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-6030  
Fax: (405) 271-1918

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299



# **Mechanical Contractor**

## **JOB DESCRIPTION**

A mechanical contractor works on the installation, assembly, or repair of heating and air conditioning, gas piping, sheet metal, or refrigeration systems. Mechanical contractors supervise and manage activities or personnel, supply material, and solicit mechanical contracts. A mechanical contractor may operate as an individual, firm, partnership, or corporation installing mechanical equipment in residential, commercial, and industrial buildings.

**SOC 11-9021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the profession is necessary.
- Possible knowledge areas include heating, air conditioning, sheet metal, refrigeration, and natural gas piping.

### **Continuing Education**

- Six (6) hours of continuing education per code cycle is required. All six hours may consist of code updates from any of the three codes adopted by the Construction Industries Board; however, not more than two hours may consist of manufacturer installation education. Prior to enrolling in a class, verify with the sponsor that the Construction Industries Board has approved the class.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 19 years of age
- Four years experience in the field
- Two years experience may be substituted for approved classroom training.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- Application fee - \$25
- License fee - \$200
- Renewal fee - \$150 plus \$150 late fee after 30-day grace period

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Contractor Mechanical Exam
- Business Law Exam

# **Mechanical Contractor**

## **Description**

- Computer based examination by testing agency
- Computer based examination areas relate to the International Mechanical Code, including heating requirements, air conditioning requirements, sheet metal requirements, refrigeration requirements, natural gas piping requirements, process piping requirements, business laws and regulations.

## **Examination Fee**

- \$100

## **Dates**

- Monday – Friday

## **Passing Criteria**

- 70%

## **Reexamination**

- 30-day waiting period between first and second exams; 90-day waiting period between all subsequent exams.
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$14.00 - \$23.60

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431  
Phone: (405) 271-5217  
Fax: (405) 271-5254

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431

# **Mechanical Inspector**

## **JOB DESCRIPTION**

A mechanical inspector specializes in the inspection of heating and air conditioning, gas piping, sheet metal, or refrigeration systems. The inspector examines and operates installed mechanical equipment, appliances, and devices to determine proper functioning and compliance with construction standards and codes. Generally, the inspector inspects the condition and position of assembled parts, quality of workmanship, and the compliance of assembly plants. Local and state governments often employ mechanical inspectors.

**SOC 51-9061**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- One possible knowledge area is an understanding of the International Mechanical Codes

### **Continuing Education**

- Five hours of continuing education annually.
- Continuing education includes state-approved courses in the mechanical trade.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Mechanical Inspectors employed by cities with populations greater than 10,000 must obtain a state license.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- License fee - \$35
- Renewal fee - \$35 plus \$35 late charge after expiration date

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- There is no state exam. The applicant must submit certification by a National Code organization, such as the International Code Council (ICC), which requires the ICC examination

### **Description**

- Written
- Possible examination areas include calculations and rule applications of the Model Mechanical Code, International Fuel Gas Code and International Residential Code, gas requirements; venting of appliances; and installation of refrigeration, heating and air conditioning.

## **Mechanical Inspector**

### **Examination Fee**

- \$75 - \$105; Varies by organization

### **Dates**

- Monday – Friday

### **Passing Criteria**

- 75%

### **Reexamination**

- Reexaminations may be taken each time the exam is offered.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.01 - \$18.26

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431  
Phone: (405) 271-5217  
Fax: (405) 271-5254

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431

# **Mechanical Journeyman**

## **JOB DESCRIPTION**

A mechanical journeyman specializes in the installation, alteration, and repair of heating and air conditioning, gas piping, sheet metal, or refrigeration systems. The mechanical journeyman uses hand and power tools to connect and assemble mechanical components. Mechanical journeyman also follows design and assembly plans and test mechanical functioning. Mechanical journeymen must be employed by a mechanical contractor and may work on residential, commercial, and industrial installations.

**SOC 11-9021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include heating, air conditioning, sheet metal, refrigeration, natural gas piping and process piping.

### **Continuing Education**

- Six (6) hours of continuing education per code cycle is required. All six hours may consist of code updates from any of the three codes adopted by the Construction Industries Board; however, not more than two hours may consist of manufacturer installation education. Prior to enrolling in a class, verify with the sponsor that the Construction Industries Board has approved the class.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Three years experience in the field
- Two years experience may be substituted for approved classroom training

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- Application fee - \$25
- License fee - \$50
- Renewal fee - \$50 plus \$50 late fee after 30-day grace period

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Journeyman Mechanical Exam

### **Description**

- Computer based examination by testing agency
- Computer based examination areas include heating, air conditioning, sheet metal, refrigeration, natural gas piping, process piping

# **Mechanical Journeyman**

## **Examination Fee**

- \$100

## **Dates**

- Monday – Friday

## **Passing Criteria**

- 70%

## **Reexamination**

- 30-day waiting period between first and second exams; 90-day waiting period between all subsequent exams.
- Unlimited reexaminations.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$14.00 - \$23.60

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431  
Phone: (405) 271-5217  
Fax: (405) 271-5254

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431

# **Mine Fire Boss (Underground)**

## **JOB DESCRIPTION**

A fire boss inspects underground mines, work sites, intake/return air passageways, and travel ways before each work shift to ensure that there is no collection of mine gases. The fire boss also must make daily reports on all findings. A fire boss works in the mining industry in a variety of underground mines such as coal and copper mines.

**SOC 17-2151**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting, general mining, and first aid to the injured.
- Students who have completed an accredited two-year or four-year mining program are credited one year of experience toward a fire boss.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- State resident and employment in Oklahoma
- Must hold a first-aid certificate issued within one year prior to the date of the examination by an organization recognized by the State Mining Commission.
- Two years of practical underground experience

### **Restrictions**

- Conviction of a felony may be cause for revocation of certificate
- Violation of restrictions on the handling of explosives as per BATF P4500.7.

### **Certificate Duration**

- Lifetime

### **Certification Fees**

- Certification fee - \$10

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Fire Boss Examination

## **Mine Fire Boss (Underground)**

### **Description**

- Both written and oral
- Written and oral examinations pertain to the requirements and qualifications of Underground Miners.
- Possible examination areas include mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting, general mining, first aid to the injured, Code of Federal Regulation-30 (CFR-30), and Title 45 Oklahoma Mining Statutes.

### **Examination Fee**

- \$10

### **Dates**

- Third Tuesday of every month

### **Passing Criteria**

- 76%

### **Reexamination**

- A 60-day waiting period is required after initial exam before a reexamination can be scheduled.
- Two reexaminations are permitted.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$20.80 - \$45.95

## **LICENSING AGENCY**

### **Oklahoma Department of Mines**

#### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 521-3859

#### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105



# **Mine Foreman (Underground)**

## **JOB DESCRIPTION**

A mine foreman coordinates the activities of personnel, inspects mines, and instructs supervisors to take necessary measures to improve production and working conditions. A mine foreman also directs the opening of new underground rooms and passageways and the construction and installation of equipment as designated by the mine superintendent. Mine foremen in the mining industry often concentrate on one area such as coal, copper, or metallic ore mining.

## **SOC 47-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting, general mining, and first aid application.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Resident of the state of Oklahoma and employed in Oklahoma
- Must hold a first-aid certificate issued within one year prior to the date of the examination by an organization recognized by the State Mining Commission
- A student who has completed an accredited two-year or four-year mining program shall be credited one year of experience.
- Three years of practical underground experience

### **Restrictions**

- Conviction of a felony may be cause for revocation of certificate
- Violations of restrictions on the handling of explosives as per BATF P4500.7

### **Certificate Duration**

- Lifetime

### **Certification Fees**

- Certification fee - \$15

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Mine Foreman Certificate of Competency

## **Mine Foreman (Underground)**

### **Description**

- Both written and oral
- Examination areas relate to requirements and qualifications of Underground Miners covering areas such as mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting, general mining, first aid, Code of Federal Regulation-30 (CFR-30), and Title 45 Oklahoma Mining Statutes.

### **Examination Fee**

- \$15

### **Dates**

- Third Tuesday of every month

### **Passing Criteria**

- 76%

### **Reexamination**

- A 60-day waiting period is required after initial exam before a reexamination can be scheduled.
- Two reexaminations are allowed.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$14.04 - \$25.40

## **LICENSING AGENCY**

### **Oklahoma Department of Mines**

#### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 521-3859

#### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105

# **Mine Shot Firer (Underground)**

## **JOB DESCRIPTION**

A mine shot firer determines strength and pattern of blast required, then charges and detonates explosives to fracture or separate stone or minerals from solid formations. The mine shot firer must prepare the work site for the explosion, including determining the appropriate location, installing explosives, and ensuring all safety laws are followed. An underground mine shot firer works in underground mines, pits, or quarries.

**SOC 47-5031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary
- Knowledge areas are related to requirements and qualifications of underground miners.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Must hold a first-aid certificate issued within one year prior to the date of the examination by an organization recognized by the State Mining Commission
- One year of practical underground experience

### **Restrictions**

- Conviction of a felony
- Violations of restrictions on the handling of explosives as per BATF P4500.7.

### **Certificate Duration**

- Lifetime

### **Certification Fees**

- Certification fee - \$10

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Shot Firer Examination

### **Description**

- Both written and oral
- Examination areas are related to the requirements and qualifications of Underground Miners.

### **Examination Fee**

- \$10

## **Mine Shot Firer (Underground)**

### **Dates**

- Third Tuesday of every month

### **Passing Criteria**

- 76%

### **Reexamination**

- A 60-day waiting period is required after initial exam before a reexamination can be scheduled.
- Two reexaminations are allowed.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$11.91 - \$16.22

## **LICENSING AGENCY**

### **Oklahoma Department of Mines**

#### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 521-3859

#### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105

# **Mine Superintendent (Underground)**

## **JOB DESCRIPTION**

A mine superintendent plans and coordinates activities of mining personnel. The superintendent studies survey data and confers with engineers and mining personnel to determine the excavation and operation plans for the development of the mine. Monitoring the observance of mining laws, safety procedures, and excavation is also the responsibility of the underground superintendent. Underground superintendents are normally employed in the mining industry and supervise the excavation of minerals such as coal, ore, or rock.

**SOC 11-1021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting, general mining, and first-aid application.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Resident of the state of Oklahoma and employed in Oklahoma
- Must hold a first-aid certificate issued within one year prior to the date of examination by an organization recognized by the State Mining Commission.
- A student who has completed an accredited two-year or four-year mining program shall be credited one year of experience.
- Five years of practical underground experience.

### **Restrictions**

- Conviction of a felony may be cause for revocation of certificate.
- Violations of restriction on the handling of explosives as per BATF P4500.7.

### **Certificate Duration**

- Lifetime

### **Certification Fees**

- Certification fee - \$20

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Superintendent Examination

## **Mine Superintendent (Underground)**

### **Description**

- Both written and oral
- Examination questions relate to requirements and qualifications of Underground Miners and cover such areas as mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting, general mining, first aid, Code of Federal Regulation-30 (CFR-30), and Title 45 Oklahoma Mining Statutes.

### **Examination Fee**

- \$20

### **Dates**

- Third Tuesday of every month

### **Passing Criteria**

- 76%

### **Reexamination**

- A 60-day waiting period is required after initial exam before a reexamination can be scheduled.
- Two reexaminations are allowed.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$14.21 - \$39.46

## **LICENSING AGENCY**

### **Oklahoma Department of Mines**

#### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 521-3859

#### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105

# Mine Surface Supervisor

## **JOB DESCRIPTION**

A surface supervisor coordinates the activities of mine or quarry workers operating equipment used to move personnel, machinery, and supplies to various levels at a mine. The supervisor is responsible for personnel management, monitoring of machinery maintenance, and enforcement of safety procedures and practices. Surface supervisors work in the mining industry and often concentrate on the extraction of rock.

**SOC 47-1011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include foreman responsibilities, ground control and fire prevention, explosives and drilling, transportation and travel ways, electricity, equipment operation, personal protection, auger mining general rules, first aid, mine gases, principles of mine rescue, and reclamation.

### **Continuing Education**

- Refresher classes are given annually for supervisors.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must hold a first-aid certificate issued within one year prior to the date of the examination by an organization recognized by the State Mining Commission.
- One year experience working in the mining industry.

### **Restrictions**

- Conviction of a felony may be cause for revocation of certificates.

### **Certificate Duration**

- Coal – one year
- Non-coal – two years

### **Certification Fees**

- Certification fee - \$5

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Surface Supervisor Certification Examination

### **Description**

- Written
- A possible examination area is Title 45, Mining Statutes (Oklahoma)

# **Mine Surface Supervisor**

## **Examination Fee**

- \$5

## **Dates**

- Monthly as required at the Oklahoma Miner Training Institute and at the request of mine companies.

## **Passing Criteria**

- 75%

## **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$20.80 - \$45.95

## **LICENSING AGENCY**

### **Oklahoma Department of Mines**

#### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 521-3859

#### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105



# **Miner, Practical (Underground)**

## **JOB DESCRIPTION**

A practical miner extracts minerals from underground mines. The miner uses hand or power tools and explosives to expose the minerals, then secures the area by installing supportive wall structures. The practical miner also makes it possible to accommodate equipment by laying mining tracks. A practical miner is employed in the mining industry and may specialize in the extraction of one mineral such as ore, coal, or rock.

**SOC 47-5081**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting , general mining, and first-aid application.
- One year of practical experience as an underground miner.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Resident of the state of Oklahoma and employed in Oklahoma
- Must hold a first-aid certificate issued within one year prior to the date of examination by an organization recognized by the State Mining Commission
- One year of practical experience as a miner or equivalent experience as defined by the Mining Commission.

### **Restrictions**

- Conviction of a felony may be cause for revocation of certificate
- Violations of handling of explosives as per BATF P4500.7

### **Certificate Duration**

- Lifetime

### **Certification Fees**

- Certification fee - \$5

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Practical Miner Certificate of Competency

## **Miner, Practical (Underground)**

### **Description**

- Both written and oral
- Examination questions relate to requirements and qualifications of Underground Miners, covering such areas as mine gases, ventilation, apparatus and instruments, electricity as applied to mining, mine explosions and fires, explosives and blasting, general mining, first aid, Code of Federal Regulation-30 (CFR-30), and Title 45 Oklahoma Mining Statutes.

### **Examination Fee**

- \$5

### **Dates**

- Third Tuesday of every month

### **Passing Criteria**

- 76%

### **Reexamination**

- A 60-day waiting period is required after initial exam before a reexamination can be scheduled.
- Two reexaminations are allowed.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.92 - \$14.71

## **LICENSING AGENCY**

### **Oklahoma Department of Mines**

#### **Physical Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105  
Phone: (405) 521-3859

#### **Mailing Address**

4040 N. Lincoln Blvd., Ste. 107  
Oklahoma City, OK 73105

# Monitoring Well and Geotechnical Boring Driller

## **JOB DESCRIPTION**

A monitoring well and geotechnical boring driller operates a portable drilling rig to drill wells using geotechnical boring techniques to penetrate the earth's surface. The well driller deals with construction of the well, equipment maintenance, record keeping of the drilling process, and geological data. The well driller also monitors water quality for contamination by collecting and inspecting core samples for pollutants. A monitoring well driller may be self-employed or employed by private industry or state and local governments.

**SOC 47-5021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, knowledge of math, physics, science, and safety is necessary.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 90-day residency unless reciprocity applies.
- Two years experience in monitoring well drilling or one year experience as a licensed operator.

### **Restrictions**

- None

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$300
- Renewal fee - \$200
- Indemnity Fund fee - \$100
- Test - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Monitoring Well and Geotechnical Boring Drillers Examination

### **Description**

- Written
- Possible examination areas include Oklahoma Water Resources Board rules and regulations, general drilling knowledge, monitoring well drilling, and legal descriptions.

### **Examination Fee**

- \$50

# **Monitoring Well and Geotechnical Boring Driller**

## **Dates**

- Schedule appointment between 8:00 a.m. and 3:00 p.m.

## **Passing Criteria**

- 75%
- 80% of legal description questions

## **Reexamination**

- 30-day waiting period
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.12 - \$16.60

## **LICENSING AGENCY**

### **Oklahoma Water Resources Board**

#### **Physical Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118  
Phone: (405) 530-8800

#### **Mailing Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118

# **Motorcycle Training School Instructor, Commercial**

## **JOB DESCRIPTION**

A motorcycle training school instructor conducts classes and demonstrates the operation of motorcycles for new or experienced riders so they can obtain a license and/or become safer riders. An instructor prepares and assigns lessons, evaluates student progress, and observes students practicing skills.

**SOC 25-3021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma or equivalent
- Instructor's certificate issued by the Motorcycle Safety Foundation

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Valid Oklahoma driver's license with motorcycle endorsement
- At least 21 years of age
- Good moral character
- Driver record must meet approval of the Department of Public Safety

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$5

## **EXAMINATION REQUIREMENTS**

### **Description**

- Written vision and driving test every two years

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.56 - \$18.18

# **Motorcycle Training School Instructor, Commercial**

## **LICENSING AGENCY**

**Oklahoma Department of Public Safety  
Driver License Examining Division**

### **Physical Address**

3600 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 521-6223

### **Mailing Address**

3600 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136

# **Nurse Anesthetist, Certified Registered**

## **JOB DESCRIPTION**

A certified registered nurse anesthetist (CRNA) is a registered nurse qualified to administer intravenous, spinal, and other anesthetics to prevent pain during surgical operations, deliveries, or other medical and dental procedures. The CRNA must administer prescribed anesthetic in accordance with own authority or a doctor's prescription and monitor patient's preoperative, operative, and postoperative condition. A CRNA also informs the physician of the patient's condition. CRNAs are normally employed in hospitals, health care centers, offices of dentistry, and surgery centers.

**SOC 29-1111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of an educational program of a school of nurse anesthetists accredited by the American Association of Nurse Anesthetists
- Possible areas of study include anatomy, physiology, microbiology, chemistry, nutrition, psychology, and behavioral science.
- Supervised clinical experience in health facilities
- Completion of licensing requirements for a registered nurse

### **Continuing Education**

- As required by national certifying body
- To maintain prescriptive authority (optional), 15 units in administration of anesthesia (for initial application), 8 units for renewal, approved by ANA

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Current Oklahoma license to practice registered nursing
- Current certificate of recognition from Oklahoma Board of Nursing

### **Restrictions**

- Individual Board review for Board violations

### **National Certificate Duration**

- Two years

### **National Certification Fees**

- Renewal fee for national certification established by the American Association of Nurse Anesthetists Council on Certification/Re-certification

### **Certificate of Recognition Fees**

- Certification of recognition - \$60
- Renewal - \$30
- Optional prescriptive authority - \$75
- Renewal of prescriptive authority - \$30

# **Nurse Anesthetist, Certified Registered**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Certifying Exam for Nurse Anesthetist

### **Description**

- Computerized
- Possible examination areas include anatomy, physiology, chemistry, psychology, pharmacology, and principles of professional practice.

### **Examination Fee**

- Not available

### **Dates**

- As scheduled with testing center

### **Passing Criteria**

- Determined by the American Association of Nurse Anesthetists Council on Certification

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$15.27 - \$23.11

## **LICENSING AGENCY**

### **Oklahoma Board of Nursing**

#### **Physical Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106  
Phone: (405) 962-1800  
Fax: (405) 962-1821

#### **Mailing Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106



# **Nurse Practitioner, Advanced Registered**

## **JOB DESCRIPTION**

An advanced registered nurse practitioner (ARNP) is a registered nurse with advanced educational preparation that is qualified to perform in an expanded nursing role. An advanced registered nurse practitioner often performs physical examinations and orders and interprets diagnostic tests, records findings, and discusses these with physicians. The ARNP usually specializes in one of several areas: primary care, family practice, pediatric care, adult health care, or gerontological care. The ARNP normally treats patients in facilities such as public or private clinics, health centers and agencies, and private practices.

**SOC 29-1111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of a formal educational nurse practitioner program as part of a master's level preparation in nursing
- Possible knowledge areas include communication, interviewing, basic physical exam, pathophysiology, health maintenance, management of chronic illness, and health teaching and counseling.
- A preceptorship under the tutorship of another practitioner or physician is required.

### **Continuing Education**

- As required by national certifying body
- To maintain prescriptive authority (optional), 45 contact hours or equivalent of pharmacotherapeutics for initial application, 15 contact hours for renewal

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Current license to practice registered nursing in Oklahoma
- Current certificate of recognition by the Oklahoma Board of Nursing

### **Certificate of Recognition Fees**

- Application fee - \$60 (must maintain Oklahoma RN licensure)
- Renewal fee - \$30 every two years
- Prescriptive authority initial application fee - \$75
- Prescriptive authority renewal fee - \$30 every two years

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Varies depending on national certifying Body

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$15.27 - \$23.11

# **Nurse Practitioner, Advanced Registered**

## **LICENSING AGENCY**

### **Oklahoma Board of Nursing**

#### **Physical Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106  
Phone: (405) 962-1800  
Fax: (405) 962-1821

#### **Mailing Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106

# **Nurse Specialist, Clinical**

## **JOB DESCRIPTION**

A Clinical Nurse Specialist is a registered nurse with a master's degree in nursing who provides direct nursing care to a selected population of patients and manages the care of patients with complicated nursing problems. The CNS has clinical specialization preparation to function in an expanded role as an expert clinician in a variety of patient care settings.

**SOC 29-1111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Master's Degree in Nursing with clinical specialization preparation
- Specialty certification by a national certifying body

### **Continuing Education**

- As required by national certifying body
- To maintain prescriptive authority (optional), 45 contact hours or equivalent of pharmacotherapeutics for initial application, 15 hours for renewal

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Current license to practice registered nursing in Oklahoma
- Current certificate of recognition from the Oklahoma Board of Nursing

### **Licensing Fees**

- Initial recognition fee - \$60
- Renewal fee - \$30 every two years
- Prescriptive authority initial fee - \$75
- Prescriptive authority renewal fee - \$30 every two years
- RN licensure renewal - \$60 every two years
- Certificate of recognition initial fee - \$60
- Certificate of recognition renewal fee - \$30 every two years

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Certifications required – varies according to specialty

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$15.27 - \$23.11

## **Nurse Specialist, Clinical**

### **LICENSING AGENCY**

#### **Oklahoma Board of Nursing**

##### **Physical Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106  
Phone: (405) 962-1800  
Fax: (405) 962-1821

##### **Mailing Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106

# **Nurse, Licensed Practical**

## **JOB DESCRIPTION**

A licensed practical nurse (LPN) cares for ill, injured, convalescent, and/or handicapped patients under the direction of physicians, dentists, or registered nurses. LPNs contribute to the patient's assessment and implementation of the plan of care. An LPN may also be required to assist with patient care by dressing wounds, bathing, or administering prescribed medications. Licensed practical nurses are employed in hospitals, clinics, private homes, long-term care facilities, and home health agencies.

**SOC 29-2061**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of a state-approved practical nurse program
- Areas of study include nursing courses, body structure and function, basic nutrition, and personal/vocational relationships.
- Supervised clinical experience.

### **Continuing Education**

- As required by employer to maintain competency in practice.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- High school diploma, GED equivalent, or meet criteria for an adult high school diploma

### **Restrictions**

- After felony conviction, ineligible to apply for licensure for five years after sentence completion.
- Individual Board review for previous history of other arrests or disciplinary action on any other health care license

### **License Duration**

- Two years

### **Licensing Fees**

- Application and license fee - \$75
- Renewal fee - \$60

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Council Licensing Examination for Practical Nurses

### **Description**

- Computerized
- Examination areas include nursing, body structure and function, medications, and basic nutrition.

### **Examination Fee**

- Testing Service - \$200
- Application - \$75

# **Nurse, Licensed Practical**

## **Dates**

- Individually scheduled

## **Passing Criteria**

- Pass/Fail

## **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.18 - \$14.63

## **LICENSING AGENCY**

### **Oklahoma Board of Nursing**

#### **Physical Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106  
Phone: (405) 962-1800  
Fax: (405) 962-1821

#### **Mailing Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106

# **Nurse, Registered**

## **JOB DESCRIPTION**

A registered nurse (RN) provides services for purposes of nursing diagnosis and treatment of human responses to actual or potential health problems consistent with education preparation. Knowledge and skill are the basis for assessment, analysis, planning, intervention, and evaluation used in the promotion and maintenance of health and nursing management of illness, injury, infirmity, restoration or optimal function, or death with dignity. Registered nurses may work in hospitals, nursing homes, clinics, schools, retirement communities, health maintenance organizations, industry, private homes, home health or any other setting which may require nursing knowledge.

**SOC 29-1111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Associate or Bachelor's Degree in nursing from a state-approved nursing education program
- Possible areas of study include biological and physical sciences, social and behavioral sciences, in addition to nursing courses.
- Supervised clinical experience

### **Continuing Education**

- As required by employer to maintain competency in practice

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- After felony conviction, ineligible to apply for licensure for five years after sentence completion.
- Individual Board review of other arrests or previous disciplinary action on any other health care license

### **License Duration**

- Two years

### **Licensing Fees**

- Application and license fee - \$75
- Renewal fee - \$60

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Council Licensing Examination for Registered Nurses

### **Description**

- Computerized
- Possible examination areas include mental health, pharmacology, nutrition, body structure and function, pathophysiology, asepsis, growth and development, documentation, communication, and teaching in addition to all areas of nursing.

## **Nurse, Registered**

### **Examination Fee**

- Testing Service - \$200
- Application - \$75

### **Dates**

- Individually scheduled

### **Passing Criteria**

- Pass/Fail

### **Reexamination**

- Unlimited reexamination

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$15.27 - \$23.11

## **LICENSING AGENCY**

### **Oklahoma Board of Nursing**

#### **Physical Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106  
Phone: (405) 962-1800  
Fax: (405) 962-1821

#### **Mailing Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106



# **Nurse-Midwife, Certified**

## **JOB DESCRIPTION**

A nurse-midwife is a registered nurse who has successfully completed a recognized program of study and clinical experience in obstetrics and is qualified to provide care for expectant mothers whose pregnancies are apparently normal. The nurse-midwife furnishes professional medical care during the pregnancy, labor, delivery, and after-birth phases for both the mother and newborn infant. Midwives normally operate out of specialized health care facilities or work independently.

**SOC 29-1111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of a program of nurse midwifery accredited by the American College of Nurse-Midwives
- Possible areas of study include anatomy, physiology, chemistry, labor and delivery, family planning and gynecology, postpartum, and newborn and professional issues.
- Completion of licensing requirements for a registered nurse.
- Certification by a national certifying body

### **Continuing Education**

- As required by national certifying body
- To maintain prescriptive authority (optional), 45 contact hours in pharmacotherapeutics for initial application, 15 hours for renewal

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Current licensed to practice nursing in Oklahoma
- Currently certificate of recognition from the Oklahoma Board of Nursing

### **Restrictions**

- Individual Board review for Board violations

### **National Certificate Duration**

- Lifetime with maintenance requirements

### **National Certification Fees**

- Application fee - \$60 (must maintain Oklahoma RN Licensure)
- Renewal fee - \$30 every two years
- Prescriptive authority initial application fee - \$75
- Prescriptive authority renewal fee - \$30 every two years

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- American College of Nurse-Midwives Certification Exam

### **Description**

- Written
- Possible examination areas include prenatal, postnatal, labor and delivery, family planning and gynecology, newborn, and professional issues.

## **Nurse-Midwife, Certified**

### **Examination Fee**

- Not available

### **Dates**

- Once a year

### **Passing Criteria**

- Based on individual review, standard scale

### **Reexamination**

- Three reexaminations are offered within six months of notification

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$15.27 - \$23.11

## **LICENSING AGENCY**

### **Oklahoma Board of Nursing**

#### **Physical Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106  
Phone: (405) 962-1800  
Fax: (405) 962-1821

#### **Mailing Address**

2915 N. Classen Blvd., Ste. 524  
Oklahoma City, OK 73106

# **Nursing Home Administrator**

## **JOB DESCRIPTION**

A nursing home administrator directs the medical, nursing, and administrative activities of a nursing home to ensure that patients receive quality care and staff has the facilities, equipment, and support necessary to meet that goal. An administrator is responsible for developing policies and procedures for nursing home activities, establishing and following budgeting guidelines, and personnel management. The majority of nursing home administrators are employed at private nursing homes.

**SOC 11-9111**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- College degree
- Possible areas of study include community health and related resource programs/relationships; nursing home law; nursing home economics and finance; the physical, psychological, and social aspects of aging; personnel management and group dynamics; nursing home administration; special health studies and health care delivery; and inter-professional relationships.
- 560 hours of Administrator In-Training

### **Continuing Education**

- 18 hours a year
- Oklahoma State Board of Examiners must approve continuing education hours for Nursing Home Administrators or by NAB.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Sound physical and mental health
- Passing the National Association of Board (NAB) and State Standards Test

### **Restrictions**

- Obtaining or attempting to obtain a license by fraud or deceit
- Habitual indulgence in the use of narcotic drugs or alcohol
- Judicial determination of incompetence
- Gross negligence, fraud, dishonesty, malfeasance, or cheating in the management of a nursing home
- Suffering from an illness or injury for which the Health Department prohibits engagement in practice of Nursing Home Administration as approved by the Board

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$200
- License fee - \$175
- Renewal fee - \$175
- Original license - \$200

# **Nursing Home Administrator**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Association of Nursing Home Administrators Examination and State Standards Examination

### **Description**

- Possible examination areas include patient care, personnel management, financial management, marketing, public relations, physical resource management and law, and Codes Governing Board.

### **Examination Fee**

- NAB Exam - \$250
- State Standards Exam - \$100
- State Standards Review - \$100

### **Dates**

- Available four times a year

### **Passing Criteria**

- 75% on both exams

### **Reexamination**

- Available four times a year

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$18.41 - \$36.20

## **LICENSING AGENCY**

### **Oklahoma State Board of Examiners for Nursing Home Administrators**

#### **Physical Address**

3033 N. Walnut, Ste. 100E  
Oklahoma City, OK 73105  
Phone: (405) 521-0991  
Fax: (405) 528-3483

#### **Mailing Address**

3033 N. Walnut, Ste. 100E  
Oklahoma City, OK 73105

# **Occupational Therapist**

## **JOB DESCRIPTION**

An occupational therapist is a registered health professional who plans, organizes, and provides a program of services to individuals whose lives have been impaired by physical, psychological, or developmental problems. The therapist usually works as part of a medical team to analyze patients' needs and to select appropriate activities designed to help patients develop independence, return to work, restore basic functions, and adjust to disabilities. Occupational therapists are employed largely in hospitals, schools, nursing homes, community health centers, and residential care facilities.

**SOC 29-1122**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successful completion of an educational program in occupational therapy accredited by the Committee on Allied Health Education/American Medical Association in collaboration with the American Occupational Therapy Certification Board.
- Possible areas of study include physical, biological, and behavioral sciences and the application of occupational therapy theory and skills.
- Six months of supervised fieldwork.

### **Continuing Education**

- Twenty contact hours every two years

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Three recommendations are required. Two must be from licensed occupational therapists that can attest to the applicant's practical competence; the third must be from an associate who can affirm the applicant's moral and ethical attributes.

### **Restrictions**

- Policy violations are reviewed individually by the American Occupational Therapy Certifying Board.

### **License Duration**

- Expires annually on October 31

### **Licensing Fees**

- Application fee - \$100
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Certified Occupational Therapist Examination

### **Description**

- Written
- Possible examination components include sensory motor components, cognitive component, psychosocial components, independent living-daily living skills, and program support.

# **Occupational Therapist**

## **Examination Fee**

- Set by NBCOT

## **Dates**

- Computerized: applicants set up exam time

## **Passing Criteria**

- Score of 450 or higher

## **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.87 - \$30.49

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# **Occupational Therapist Assistant**

## **JOB DESCRIPTION**

An occupational therapist assistant works under the direction of a professional occupational therapist in carrying out rehabilitation programs. The assistant helps the therapist plan and carry out educational, vocational, and recreational activities aimed at helping patients regain use of those capacities impaired. Occupational therapy assistants are employed largely in hospitals, schools, nursing homes, community health centers, and residential care facilities.

**SOC 31-2011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Successful completion of a program in occupational therapy approved by the American Occupational Therapy Association, verified by a photocopy of American Occupational Therapy Certification Board card.
- Possible areas of study include physical, biological, and behavioral sciences and application of occupational therapy theory and skills.
- Two months of supervised fieldwork.

### **Continuing Education**

- Twenty contact hours every two years

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Three recommendations are required. Two must be from licensed occupational therapists that can attest to the applicant's practical competence; the third must be from an associate who can affirm the applicant's moral and ethical attributes.

### **Restrictions**

- Policy violations are reviewed individually by the American Occupational Therapy Certifying Board.

### **License Duration**

- Expires annually on October 31

### **Licensing Fees**

- Application fee - \$100
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Certified Occupational Therapy Assistant Examination

### **Description**

- Written
- Possible examination components include independent living-daily living; physical, psychological, and emotional independent living-daily living; independent living-daily living; work; independent living-daily living; play-leisure; sensory motor components; psychosocial components; cognitive components; and program support.

# **Occupational Therapist Assistant**

## **Examination Fee**

- Set by NBCOT

## **Dates**

- Computerized: applicants set up exam time

## **Passing Criteria**

- Score of 450 or higher

## **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.60 - \$18.69

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118



# Operation and Maintenance (O&M) Contractor

## **JOB DESCRIPTION**

A special, restricted contractor's license may be issued to a facility owner for the purpose of asbestos abatement for operation and maintenance purposes only. Any such asbestos abatement activity performed under an operation and maintenance license shall be limited to the scope of work described, in a site-specific operations and maintenance program, approved by, and at the discretion of the Commissioner.

**SOC 47-4041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- The responsible party, designated by the applicant, must have successfully completed and have documentation provided for an asbestos abatement supervisor course supplied by providers accredited by the EPA and all subsequent refresher training.

### **Continuing Education**

- Responsible parties must complete required refresher training.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Contractor must have a respirator program meeting all requirements of the OSHA (Occupational Safety and Health Administration) of the United State Department of Labor and of the DOL (Oklahoma State Department of Labor).
- Must have an approved operations and maintenance program

### **Restrictions**

- The applicant shall designate one responsible party to be named on the license.
- Responsible parties shall be issued, at no charge, a DOL identification card, which must be available at the job site for inspection by the Department of Labor

### **License Duration**

- One year. No asbestos abatement will be permitted after the expiration of a contractor's O&M license.

### **Licensing Fees**

- Responsible parties may be changed or added to the license at any time by paying a fee of \$50 per change and addition.

## **EXAMINATION REQUIREMENTS**

(For responsible parties)

### **Examination Title**

- Asbestos Abatement Supervisor's Exam

### **Description**

- Varies depending upon school

### **Examination Fee**

- Included in course fee

## **Operation and Maintenance (O&M) Contractor**

### **Dates**

- Last day of course instruction

### **Passing Criteria**

- 70%

### **Reexamination**

- Upon completion of annual refresher course

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.81 - \$13.82

## **LICENSING AGENCY**

### **Department of Labor Asbestos Division**

#### **Physical Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105  
Phone: (405) 528-1500  
Fax: (405) 524-6793

#### **Mailing Address**

4001 N. Lincoln Blvd.  
Oklahoma City, OK 73105

# Optometrist

## **JOB DESCRIPTION**

An optometrist examines, diagnoses, and treats conditions of the visual system. Optometrists prescribe corrective procedures to improve and correct vision, utilizing vision therapy and training, corrective lenses, and control of the visual environment. Optometrists also examine patients for visual pathology or ocular manifestations of systematic disease and refer those pathological conditions to a medical practitioner or appropriate specialist. Optometrists normally work in groups or in private practice, vision care centers, or elect to teach at schools of optometry.

### **SOC 29-1041**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Doctor of Optometry degree from a COE accredited school of optometry
- Possible areas of study include general and ocular pharmacology, anatomy of the eyes, use of the ophthalmoscope, retinoscope and the use of trial lenses, general anatomy, physiology, physics, chemistry, biology, bacteriology, ocular pathology, ocular neurology, ocular mycology, psychology, physiological optics, optometrical mechanics, clinical optometry, visual field charting and orthoptics, general laws of optics and refraction, and CPR. Optometrists desiring to use ocular topical pharmaceutical agents shall have satisfactorily completed course in general and ocular pharmacology.

### **Continuing Education**

- Any three-day or more course in an optometry college accredited by the American Optometric Council on Education, or
- Any three or more day educational course sponsored by the American Optometric Association, or an affiliate of the American Optometric Association, or
- Up to eight hours annually of any course given by Vision Educational Foundation Eye Center(s) of Oklahoma
  - Annual convention of the American Optometric Association
  - Annual convention of the Oklahoma Association of Optometric Physicians
  - Session of a regional congress of an Optometric Extension Program
  - State seminar of the graduate Clinic Foundation of O.E.P.
  - Post-graduate course of any class A college or university teaching optometry
  - Annual convention of any of the various State Optometric Associations of the U.S.
  - Post-graduate course sponsored by the American Academy of Optometrists
  - Southwest Council of Optometry
  - Southwest Contact Lens Society
  - Hear of America Contact Lens and Primary Care Congress
  - The Council on Optometric Practitioner Education (COPE) approved courses

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Good moral character

### **Restrictions**

- The Board shall have the power to revoke or suspend any certificate granted by it pursuant to the provisions of the Board for fraud, conviction of crime, unprofessional and unethical conduct, habitual drunkenness, exorbitant charges, false representation of goods, gross incompetence, contagious disease, or any violation of any rule or regulation promulgated by the Board.

# **Optometrist**

## **Certificate Duration**

- One year

## **Certification Fees**

- License fee - \$150
- Renewal fee - \$150

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Examination required by Board of Examiners in Optometry

### **Description**

- Written
- Possible examination areas include general and ocular pharmacology; anatomy of the eyes; use of the ophthalmoscope, retinoscope, and trial lenses; general and ocular pharmacology; general anatomy; physiology; physics, chemistry, biology; bacteriology; ocular pathology; ocular neurology; ocular mycology, psychology; physiological optics, optometrical mechanics, clinical optometry, visual field charting and orthoptics, the general laws of optics and refraction and CPR.

### **Examination Fee**

- \$150

### **Dates**

- Third weekend in July for examination, Fourth weekend in January for reexamination

### **Passing Criteria**

- 75%

### **Reexamination**

- Reexamination is offered on the subjects failed at the January Board meeting for a fee of \$150
- If passing grades are not made on the second examination, a new application for the entire examination is required with an examination fee of \$150

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$23.04 - \$53.67

## **LICENSING AGENCY**

### **Board of Examiners in Optometry**

#### **Physical Address**

6912 E. Reno, Ste. 302  
Midwest City, OK 73110  
Phone: (405) 733-7836  
Fax: (405) 741-3060

#### **Mailing Address**

6912 E. Reno, Ste. 302  
Midwest City, OK 73110

# **Osteopathic Physician (D.O.)**

## **JOB DESCRIPTION**

Osteopathic physicians diagnose and treat disorders of the human body. Osteopathic medicine holds that the body is capable of making its own remedies against disease and other toxic conditions when it is in normal structural relationship and has favorable environmental conditions and adequate nutrition. Osteopathic physicians use generally accepted physical, pharmacological, and surgical methods of diagnosis and therapy while placing strong emphasis on the importance of body mechanics and manipulative methods to detect and correct faulty structure and functions.

**SOC 29-1069**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Doctor of Osteopathic Medicine degree (D.O.)
- The curriculum includes all subjects commonly and generally taught by an accredited college of osteopathic medicine.
- A one-year, AOA-approved rotating internship or the equivalent thereof is also required.

### **Continuing Education**

- Sixteen hours of American Osteopathic Association category 1 continuing medical education is required annually.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Good moral character
- Postgraduate training

### **Restrictions**

- None

### **License Duration**

- Permanent with annual renewal

### **Licensing Fees**

- Application/license fee - \$400
- License renewal fee for in-state practice - \$200
- License renewal fee for out-of-state practice - \$130

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- COMLEX-USA (National Board of Osteopathic Medical Examiners)

### **Description**

- Three-part comprehensive examination addressing basic sciences, clinical science, and clinical competence.

## **Osteopathic Physician (D.O.)**

### **Examination Fee**

- Not available

### **Dates**

- Not available

### **Passing Criteria**

- 75%

### **Reexamination**

- Not available

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$18.60 - \$68.82

## **LICENSING AGENCY**

### **Oklahoma Board of Osteopathic Examiners**

#### **Physical Address**

4848 N. Lincoln Blvd., Ste. 100  
Oklahoma City, OK 73105-3321  
Phone: (405) 528-8625  
Fax: (405) 557-0653

#### **Mailing Address**

4848 N. Lincoln Blvd., Ste. 100  
Oklahoma City, OK 73105-3321

# Peace Officer

## **JOB DESCRIPTION**

A peace officer is defined as an appointed or elected officer whose duties are to preserve the public peace, protect life and property, prevent crime, serve warrants, and enforce laws and ordinances of the state or any political subdivision thereof.

**SOC 33-3051**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma or GED
- Some law enforcement agencies within the state required a minimum number of college hours or a degree from employment.

### **Continuing Education**

- Active, full-time peace officers must attend fifteen hours of continuing education approved by CLEET and one hour of mental health training annually.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Psychological examination
- All trainees shall be capable of full participation in all Basic Academy Activities.
- Any trainee unable to physically or academically participate in all aspects of the Basic Academy shall not be able to satisfactorily complete the requirements for basic peace officer certification

### **Restrictions**

- Conviction of a felony or crime involving moral turpitude would disqualify participant.
- Individuals must be employed as a peace officer to attend the state-conducted academy
- Conviction of domestic violence misdemeanor restricts the carrying of firearms.

### **Certificate Duration**

- Not available

### **Certification Fees**

- None

## **EXAMINATION REQUIREMENTS**

**(Two examinations)**

### **Examination Title I**

- Oklahoma Basic Peace Officer Certification Examination

### **Description**

- This examination is a final comprehensive examination administered to each trainee who otherwise successfully completes all phases of the Basic Academy. No person shall receive peace officer certification until satisfactorily passing such examination

## **Peace Officer**

### **Examination Fee**

- No fee

### **Dates**

- Upon successful completion of the unit

### **Passing Criteria**

- 70%

### **Reexamination**

- Trainees who fail the certification examination will be permitted to retake the examination within 10 working days. If a trainee fails the certification examination a second time, the trainee's agency head must petition the director in writing to request a third attempt.

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### **Examination Title II**

- Basic Peace Officer Examination

### **Description**

- Each topic of instruction is taught as a separate unit within the functional area and a test method will be administered at designated intervals during the academy to determine the trainee's achievement of objectives.

### **Examination Fee**

- No fee

### **Dates**

- Upon successful completion of the unit

### **Passing Criteria**

- First Aid – 80%
- Other examinations and Proficiency Tests - 70%

### **Reexamination**

- Any trainee who fails a specific block examination will be permitted to retake the block examination a second time within five days of the first examination. If the trainee fails the block examination a second time, the trainee will be required to repeat the entire block of instruction and the block examination. If the trainee fails the block examination a third time, the trainee's agency head must petition the director stating the reasons why the trainee should be permitted to take the block examination a fourth time or repeat the block of instruction a third time.

## **ADDITIONAL INFORMATION**

- Effective July 1, 1994, a new program known as the Collegiate Officer Program (COP) was implemented. This program is designed to provide an alternative route to peace officer certification through COP courses, which are sponsored by interested colleges and universities. By participating in Collegiate Officer Programs, criminal justice/police science students will have an opportunity to complete mandatory peace officer training prior to being commissioned by a municipal, county, or state entity of government.



## **Peace Officer**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$9.82 - \$19.66

### **LICENSING AGENCY**

#### **Council on Law Enforcement Education and Training**

##### **Physical Address**

3530 N. Martin Luther King Blvd.

Oklahoma City, OK 73136

Phone: (405) 425-2771

Fax: (405) 425-7314

##### **Mailing Address**

P.O. Box 11476

Oklahoma City, OK 73136-0476

# **Perfusionist, Licensed**

## **JOB DESCRIPTION**

A licensed perfusionist is involved in the functions necessary for the support, treatment, measurement, and supplementation of the cardiovascular system, circulatory, and respiratory systems to ensure the safe management of physiologic functions by monitoring the parameters of the system under the supervision of a physician.

**SOC 29-2031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of a perfusion education program approved by the Board.

### **Continuing Education**

- Re-certification by American Board of Cardiovascular Perfusionists or evidence equivalent thereto

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- None

### **License Duration**

- Renewed annually

### **Licensing Fees**

- License fee - \$400
- Renewal - \$200

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Certification of examination given by the American Board of Cardiovascular Perfusionist

### **Description**

- Not available

### **Examination Fee**

- The American Board of Cardiovascular Perfusionists assesses the cost of the examination.

### **Reexamination**

- Not available

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.03 - \$16.95

## **Perfusionist, Licensed**

### **LICENSING AGENCY**

#### **State Board of Examiners of Perfusionists**

##### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

##### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# **Pesticide Applicator, Commercial (Certified)**

## **JOB DESCRIPTION**

A certified pesticide applicator applies pesticide or herbicide to kill pests that infest buildings or weeds in surrounding areas, and agricultural settings. The pesticide applicator applies the pesticide or herbicide through chemical spraying, dusting, or spreading granular materials. The pesticide applicator may also clean areas that harbor pests, select appropriate extermination methods and chemicals, and counsel clients on prevention and control of pests. A pesticide applicator certified to work the commercial sector travels to commercial properties such as restaurants, office buildings, educational institutions, or agricultural settings. A pesticide applicator may be self-employed or operate from an established firm.

**SOC 37-3012**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary for examination.
- Applicant must pass both the written and practical examinations.
- Possible areas of study include pesticide laws, rules, safety, use, disposal, worker protection, ground water, and endangered species.

### **Continuing Education**

- Continuing education varies as to category of pest control (from 5 to 20 hours for each certification period)
- Areas of study for continuing education should relate to laws and regulations, pesticides, application equipment, pests, handling and storage, ground water, endangered species, worker protection and identification of hazardous areas.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Applicants are required to hold a certified applicator license.

### **Restrictions**

- Violation of state law or of regulations or standards prescribed by the Board.

### **Certificate Duration**

- One year. Renewable December 31 each year.

### **Certification Fees**

- License/Certification/Registration fee - \$100 per category not more than \$500
- Renewal fee - \$100 per category not more than \$500

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- General Certification Exam and “Category” Exam

## **Pesticide Applicator, Commercial (Certified)**

### **Description**

- Both written and practical
- Possible examination areas include pesticide laws, rules, safety, use, disposal, worker protection, ground water and endangered species.
- Some areas of certification require actual hands-on demonstration of skills and on-the-job observation.

### **Examination Fee**

- \$50

### **Dates**

- Contact Department of Agriculture

### **Passing Criteria**

- 70%

### **Reexamination**

- Must wait 30 days before reexamination

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.29 - \$13.57

## **LICENSING AGENCY**

### **Oklahoma Department of Agriculture**

#### **Physical Address**

2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105-4298  
Phone: (405) 522-5979  
Fax: (405) 522-4584

#### **Mailing Address**

2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105-4298

# **Pesticide Applicator, Non-Commercial (Certified)**

## **JOB DESCRIPTION**

A certified pesticide applicator applies pesticide or herbicide to kill pests that infest buildings or weeds in surrounding areas. The pesticide applicator applies the pesticide or herbicide through chemical spraying, dusting, or spreading granular materials. The pesticide applicator may also clean areas that harbor pests, select appropriate extermination methods and chemicals, and counsel clients on prevention and control of pests. A pesticide applicator certified to work non-commercially may utilize pesticides only in residences and other specified areas. A pesticide applicator may be self-employed or operate from an established firm.

## **SOC 37-3012**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible areas of study include pesticide laws, rules, safety, pesticide use, disposal, worker protection, ground water, and endangered species.

### **Continuing Education**

- Continuing education varies as to category of pest control (from 5 to 20 hours for each re-certification period)
- Areas of study for continuing education should relate to laws and regulations, pesticides, application equipment, pests, handling and storage, ground water, endangered species, worker protection, and identification of hazardous areas.

## **ADDITIONAL REQUIREMENT**

### **Qualifications/Experience**

- Applicants are required to hold a certified applicator license

### **Restrictions**

- Violation of state law or of regulations or standards prescribed by the Board

### **Certificate Duration**

- One year

### **Certification Fees**

- Certification fee - \$50 per category not more than \$250
- Renewal fee - \$50 per category not more than \$250

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- General Certification Exam and "Category" Exam

## **Pesticide Applicator, Non-Commercial (Certified)**

### **Description**

- Both written and practical
- Possible examination areas include pesticide laws, rules, safety, use, disposal, worker protection, ground water, and endangered species.
- Some areas of certification require actual hands-on demonstration of skills and on-the-job observation.

### **Examination Fee**

- \$50

### **Dates**

- Contact Department of Agriculture

### **Passing Criteria**

- 70%

### **Reexamination**

- Must wait 30 days before reexamination

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.29 - \$13.57

## **LICENSING AGENCY**

### **Oklahoma Department of Agriculture**

#### **Physical Address**

2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105-4298  
Phone: (405) 522-5979  
Fax: (405) 522-4584

#### **Mailing Address**

2800 N. Lincoln Blvd.  
Oklahoma City, OK 73105-4298

# Pharmacist

## **JOB DESCRIPTION**

A pharmacist interprets prescriptions, compounds medications, and dispenses medications ordered by physicians, dentists, or other authorized prescribers to customers. A pharmacist may be asked to advise customers on the therapeutic values, contents, and uses of drugs and related devices. A pharmacist is also responsible for maintenance and review of the customer's prescription records and the storing and preservation of medications. The majority of pharmacists practice in community pharmacies, which are independently or nationally owned. Others choose to work in hospitals or are self-employed.

### **SOC 29-1051**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Requirements include a bachelor's degree in pharmacy or PharmD degree in pharmacy from an accredited and approved school or college of pharmacy and 1,500 hours of Board approved experience.

### **Continuing Education**

- Fifteen clock hours of continuing education must be obtained through the satisfactory completion of an accredited program of continuing professional education for annual renewal.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- Non-impaired (e.g., alcohol or drugs)

### **Restrictions**

- Any drug or alcohol related convictions under any federal, state, or local law.
- Suspension or revocation or other disciplinary action by federal, state, or local government of any license for the distribution of any drugs including CDS
- False or fraudulent material made to the Board

### **License Duration**

- Renew annually on or before July 1, converting to renewal annually by birth date beginning January, 2005

### **Licensing Fees**

- Licensure by Examination - \$150 plus purchase price of the exam
- Licensure by Reciprocity - \$200
- Licensure by score transfer - \$200
- Annual Renewal of Pharmacist License - \$75
- Inactive Renewal Certificate (RPH) (cannot practice in Oklahoma) - \$75
- Senior, inactive (over 65 years) annual renewal of Pharmacist (cannot practice in Oklahoma) - \$20
- Intern License - \$50



# **Pharmacist**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- NAPLEX (North American Pharmacist Licensure Exam)
- Oklahoma Pharmacy Law Examination

### **Description**

- Computer administered
- Examination areas relate to curriculum

### **Examination Fee**

- \$150 plus price of examination

### **Dates**

- Year round

### **Passing Criteria**

- 75 minimum passing score

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$22.76 - \$37.83

## **LICENSING AGENCY**

### **Oklahoma State Board of Pharmacy**

#### **Physical Address**

4545 N. Lincoln Blvd., Ste. 112  
Oklahoma City, OK 73105-3488  
Phone: (405) 521-3815  
Fax: (405) 521-3758  
Website: [www.pharmacy.state.ok.us](http://www.pharmacy.state.ok.us)

#### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 112  
Oklahoma City, OK 73105-3488

# Pharmacy Technician

## **JOB DESCRIPTION**

A pharmacy technician performs any combination of the following nonjudgmental duties to assist a pharmacist in a hospital or retail establishment: (1) fill bottles with prescribed tablets and capsules, and type labels for bottles, (2) assists the pharmacist to dispense medication, (3) receives and stores incoming supplies, (4) counts stock and enters data in the computer to maintain inventory records, (5) process records of medication and equipment dispensed to hospital patients, computes charges, and enters data in computer, (6) prepackages (e.g. unit doses) and properly labels medication, (7) reconstitutes medication (e.g. liquid antibiotics), (8) limited bulk compounding, and (9) limited functions in preparation of parental products while using sterile technique.

**SOC 29-2052**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school graduate or GED
- Complete Phase I of the Board-approved on-the-job training program prior to receiving technician permit
- Complete Phase II of the Board-approved pharmacy technician on-the-job training (OJT) program within 90 days after receipt of the pharmacy technician permit to be fully permitted.

### **Continuing Education**

- Participates in continuous on-the-job training.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Good moral character
- Non-impaired (e.g. alcohol or drugs)
- Compliance with permitting requirements under previously granted permits, if any
- Adequate education to perform assigned duties
- Verification from pharmacist, pharmacy manager, or designated pharmacist of satisfactorily completing Phase I of a Board-approved pharmacy technician OJT program meeting the minimum standards set out by the Board in the "Pharmacy Technician Training Guidelines"

### **Restrictions**

- Any drug or alcohol-related convictions under any federal, state, or local laws
- Suspension or revocation by federal, state, or local government of any license currently or previously held by the applicant for the distribution of any drugs, including controlled substances.
- False or fraudulent material in any application made to the Board.
- The Board shall have the right to deny a permit to an applicant if it determines that the granting of such a permit would not be consistent with the public health and safety.

### **Permit Duration**

- Renew annually on or before February 1, converting to renewal annually by birth date by January, 2006

### **Permit Fee**

- Permit fee - \$40

## **Pharmacy Technician**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$7.65 - \$10.87

### **LICENSING AGENCY**

#### **Oklahoma State Board of Pharmacy**

##### **Physical Address**

4545 N. Lincoln Blvd., Ste. 112  
Oklahoma City, OK 73105-3488  
Phone: (405) 521-3815  
Fax: (405) 521-3758  
Website: [www.pharmacy.state.ok.us](http://www.pharmacy.state.ok.us)

##### **Mailing Address**

4545 N. Lincoln Blvd, Ste. 112  
Oklahoma City, OK 73105-3488

# Physical Therapist

## **JOB DESCRIPTION**

A physical therapist is a professional health-care practitioner who plans, monitors, and administers physical therapy for patients to restore bodily functions, relieve pain, and prevent disability due to disease, injury, or other disabilities. After physician referral, the therapist reviews and evaluates a patient's medical record and often consults with the patient's physician in determining treatment. A variety of methods are used by the therapist in treatment such as exercise, massage, or the application of electrical impulses or ultraviolet rays. Physical therapists work at hospitals, rehabilitation centers, nursing homes, home-health agencies, or in private practices.

## **SOC 29-1123**

## **EDUCATIONAL REQUIREMENTS**

### **Educational Level**

- Graduation from a school of physical therapy approved by a national accrediting body recognized by the Board
- Possible areas of study include anatomy, physiology, neuroanatomy, and neurophysiology along with specialized courses such as biomechanics, human growth and development, manifestations of disease and trauma, and therapeutic procedures.
- Students receive supervised clinical experience in hospitals and other treatment centers

### **Continuing Education**

- Forty hours ever two years

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- Three recommendations are required: two from licensed physical therapists who can attest to the applicant's clinical competence and the third from an associate who can affirm the applicant's moral and ethical attributes

### **Restrictions**

- Individual Board review of license violations

### **License Duration**

- Expires annually on January 31

### **Licensing Fees**

- Application fee - \$125
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Physical Therapy Examination (NPTE)

### **Description**

- Written
- Examination areas relate to curriculum

## **Physical Therapist**

### **Examination Fee**

- Set by FSBPT

### **Dates**

- Computerized: application set-up exam time

### **Passing Criteria**

- Criteria Reference: 600 out of 800

### **Reexamination**

- The applicant must re-apply and meet additional standards to take the test two more times

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$20.77 - \$31.45

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# **Physical Therapy Assistant**

## **JOB DESCRIPTION**

A physical therapy assistant is a skilled practitioner who administers physical therapy under the direction of a qualified physical therapist to patients in treatment programs. The assistant helps patients with exercise therapy and applies massage and/or electrical or ultraviolet ray treatment to a patient's afflicted area. The assistant may also monitor and report the patient's progress to the therapist or physician. Physical therapy assistants work in hospitals, rehabilitation centers, nursing homes, and home-health agencies.

**SOC 31-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Graduation from an approved program for physical therapy assistants consisting of at least a two-year program approved by a national accrediting body recognized by the Board.
- Possible areas of study include anatomy, physiology, neuroanatomy, and neurophysiology along with specialized courses such as biomechanics, human growth and development, manifestations of disease and trauma, and therapeutic procedures.
- Students receive supervised clinical experience in hospitals and other treatment centers.

### **Continuing Education**

- Thirty hours every two years

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Three recommendations are required: two from licensed physical therapists who can attest to the applicant's clinical competence and the third from an associate who can affirm the applicant's moral and ethical attributes.

### **Restrictions**

- Individual Board review of license violations

### **License Duration**

- Application fee - \$125
- Renewal fee - \$50

### **Licensing Fees**

- Application fee - \$125
- Renewal fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Physical Therapy Examination (NPTE)

### **Description**

- Written
- Examination areas relate to curriculum

# **Physical Therapy Assistant**

## **Examination Fee**

- Set by FSBPT

## **Dates**

- Computerized: applicants set up exam time

## **Passing Criteria**

- Criterion Reference: 600 out of 800

## **Reexamination**

- The applicant must re-apply and meet additional standards to take the exam more than two times.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.54 - \$18.53

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841 ext. 104  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# Physician Assistant

## **JOB DESCRIPTION**

A physician assistant provides health care services in any patient setting at the direction and under the supervision of a physician or group of physicians.

**SOC 29-1071**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Graduation from an accredited physician assistant program recognized by the State Board of Medical Licensing and Supervision.

### **Continuing Education**

- 20 hours of Category I CME hours must be earned each calendar year.
- At least one hour of Category I CME related to the recognition and treatment of the chemically dependent person must be earned each calendar year.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- Graduation from accredited program. Passing score on examination

### **Restrictions**

- None

### **License Duration**

- Expires annually on March 31

### **Licensing Fees**

- Application fee - \$100
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Physician Assistant National Certifying Examination administered by the National Commission on the Certification of Physician Assistants (NCCPA)

### **Description**

- General multiple-choice component – 250 questions
- Clinical skill problems component – one-hour assessment on the basis of selecting and performing the appropriate physical examination steps.
- At least one extended core component: Extended Core – Primary Care component – 180 multiple-choice questions and/or Extended Core – Surgery Component – 180 multiple-choice questions.

### **Examination Fee**

- Non-refundable application fee - \$95
- Examination fee - \$250
- Additional extended core component - \$80



## **Physician Assistant**

### **Dates**

- Not available

### **Passing Criteria**

- Evaluated annually

### **Reexamination**

- Candidates may apply for reexamination at the time of the next administration and must retake all required components.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.28 - \$31.79

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# Physician/Surgeon (M.D.)

## **JOB DESCRIPTION**

A physician diagnoses and treats disease and disorders of the human body. A physician examines patients and uses medical equipment, instruments, and tests following standard medical procedures. Following the diagnosis, the physician also prescribes and administers medications as needed. Physicians specializing in surgery perform surgery to correct deformities, repair injuries, prevent diseases, and to improve the patient's functioning. A physician/surgeon may specialize in a particular surgical area. Generally, physicians/surgeons work in group or private medical practices, health clinics, maintenance organizations, and hospitals.

**SOC 29-1069**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Doctor of Medicine Degree
- Although the areas of study may vary according to the school, many programs include anatomy, biochemistry, physiology, pharmacology, microbiology, and pathology.
- Students receive one year of supervised clinical experience in hospitals and other treatment centers.
- Post-graduate training

### **Continuing Education**

- Continuing education requirements include 60 hours of category 1 within the preceding three years.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Good moral character
- Mentally and physically capable of practicing medicine
- Licensure in another state of the U.S. or its territories or Canada is acceptable as a basis for licensure if a license exam acceptable by the Oklahoma Board has been passed.

### **Restrictions**

- Individual board review of Board violations

### **License Duration**

- License expires annually on the first of the month in which the license was issued.

### **Licensing Fees**

- Application fee - \$400
- Renewal fee - \$150

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- United States Medical Licensing Examination (U.S.M.L.E.)
- State Jurisprudence

### **Description**

- Computerized
- Examination areas related to medical science curriculum

## **Physician/Surgeon (M.D.)**

### **Examination Fee**

- Set by the Federation of State Medical Boards

### **Dates**

- As scheduled

### **Passing Criteria**

- 75%

### **Reexamination**

- Applicant must not have failed any part of a licensing examination three times to be eligible for licensure.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$18.60 - \$68.82

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841 ext. 104  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# Plumber, Journeyman

## **JOB DESCRIPTION**

A journeyman plumber installs, alters, and repairs pipes, fittings, and fixture for supplying water, heating water, and disposing of sewage in structures. The journeyman plumber must follow building plans and instructions from supervisors, and work with hand and power tools. Journeyman plumbers work for plumbing contractors engaged in residential, commercial, or industrial work.

**SOC 47-2152**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.
- Possible knowledge areas include materials, sizing, plumbing system design, and installation requirements outlined in the International Plumbing Code and International Fuel Gas Code.
- A three-year internship as a plumber's apprentice. Classroom training in a recognized plumbing program may be substituted for half of the required internship.

### **Continuing Education**

- Six (6) hours of continuing education per code cycle is required. All six hours may consist of code updates from any of the three codes adopted by Construction Industries Board; however, not more than two hours may consist of manufacturer installation education. Prior to enrolling in a class, verify with the sponsor that the Construction Industries Board has approved the class.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- A plumbing contractor must employ a journeyman plumber. He can work without supervision after passing the state Journeyman Plumbing Examination.
- Must have three years of experience in the plumbing trade.
- 1 ½ years experience may be substituted for approved classroom training.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- License fee - \$50
- Renewal fee - \$50 plus \$50 late fee after expiration

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Journeyman Plumber Examination

# Plumber, Journeyman

## Description

- Computer based examination by testing agency
- Examination areas are related to the International Plumbing Code and the International Fuel Gas Code.
- Possible examination areas include plumbing design, names of fittings, materials, sizing, laws, regulations and installation requirements.

## Examination Fee

- \$100

## Dates

- Monday – Friday

## Passing Criteria

- 70%

## Reexamination

- 30-day intervention between first and second examination attempts
- 90-day intervention for each subsequent examination attempt
- Unlimited number of reexaminations

## OKLAHOMA WAGE

### Average Hourly Range

- \$10.48 - \$19.69

## LICENSING AGENCY

### Construction Industries Board

#### Physical Address

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431  
Phone: (405) 271-5217  
Fax: (405) 271-5286  
Website: [www.health.state.ok.us/cib](http://www.health.state.ok.us/cib)

#### Mailing Address

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431

# Plumbing Contractor

## **JOB DESCRIPTION**

A plumbing contractor installs, repairs, maintains, and/or renovates plumbing systems. This requires the plumbing contractor to plan and organize all activities for completion, including furnishing material and/or labor. The plumbing contractor also consults with clients and plans personnel development. A plumbing contractor may operate as an individual, firm, partnership, or corporation and work in a variety of settings such as residential, commercial, and industrial construction.

**SOC 47-2152**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation and the ability to calculate plumbing costs is necessary.

### **Continuing Education**

- Six (6) hours of continuing education per code cycle is required. All six hours may consist of code updates from any of the three codes adopted by Construction Industries Board; however, not more than two hours may consist of manufacturer installation education. Prior to enrolling in a class, verify with the sponsor that the Construction Industries Board has approved the class.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Must have four years experience in the plumbing trade
- Two years experience may be substituted for approved classroom training.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- License fee - \$150
- Renewal fee - \$150 plus \$150 late fee after 30-day grace period

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Plumbing Contractor and Gas
- Business and Law

### **Description**

- Computer based examination by testing agency
- Possible examination areas include law, regulations, designing plumbing systems (water supply and drainage, waste and vent, and natural gas piping), identifying fittings, and questions on the International Plumbing Code and the International Fuel Gas Code.

# **Plumbing Contractor**

## **Examination**

- \$100 (per exam)

## **Dates**

- Monday – Friday

## **Passing Criteria**

- 70%

## **Reexamination**

- 30-day intervention between first and second examination attempts
- 90-day intervention for each subsequent examination attempt
- Unlimited number of reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.48 - \$19.69

## **LICENSING AGENCY**

### **Construction Industries Board**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431  
Phone: (405) 271-5217  
Fax: (405) 271-5286

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431

# Plumbing Inspector

## **JOB DESCRIPTION**

A plumbing inspector inspects plumbing installations for conformance to governmental codes, sanitation standards, and construction specifications. Inspects commercial and industrial plumbing systems for conformance to the plumbing laws and codes and approved plans and specifications. Inspect water-supply systems, drainage and sewer systems, water heater installations, and air and gas piping systems for approved materials, specified pipe sizes and connections, required grade and fitting, approved back-flow prevention devices, required bracing, ventilation, and air-and-water tightness. Inspects building sites for soil type to determine fill conditions, water table level, site layout, seepage rate, and other conditions. Interviews plumbers (construction) working in jurisdiction to determine possession of valid occupational licenses. Reviews plumbing permit applications and verifies payment of fees. Reviews complaints concerning alleged violations of the plumbing code, gathers evidence, and appears in court as a witness. Keeps records of inspections performed, actions taken, and corrections recommended and secured.

**SOC 47-4011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary.

### **Continuing Education**

- Five hours of continuing education per year
- Continuing education includes state-approved courses in the plumbing trade.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Plumbing inspectors working in cities with populations greater than 10,000 must obtain a state license
- Successful applicants must have three years practical experience in cities with a population larger than 4,000, or cities with a population greater than 4,000 but less than 30,000 may combine the offices of plumbing inspector and electrical inspector into a single office of plumbing and electrical inspector. If duties are combined then the experience requirement is waived when the inspector obtains certification as an electrical inspector and a plumbing inspector within two years of initial employment. The inspector must obtain certification as a plumbing inspector and an electrical inspector by a nationally recognized model code organization within two years from the inspector's date of employment.

### **Restrictions**

- None

### **License Duration**

- Expires annually on licensee's birth month

### **Licensing Fees**

- License fee - \$35
- Renewal fee – \$35 plus \$35 late charge after expiration date



# Plumbing Inspector

## EXAMINATION REQUIREMENTS

### Examination Title

- There is no state exam. The applicant must submit certification by a National Code organization such as International Code Council (ICC), which requires the ICC examination.

### Description

- Written
- Possible examination areas include the International Plumbing Code and International Residential Code, requirements for water supply, waste, venting, special requirements, calculations, and rule applications.

### Examination Fee

- \$75 - \$105 varies by organization

### Dates

- Monday – Friday

### Passing Criteria

- 75%

### Reexamination

- Reexaminations may be taken each time the exam is offered.

## OKLAHOMA WAGE

### Average Hourly Range

- \$12.64 - \$19.62

## LICENSING AGENCY

### Construction Industries Board

#### Physical Address

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431  
Phone: (405) 271-5217  
Fax: (405) 271-5286  
Website: [www.health.state.ok.us/cib](http://www.health.state.ok.us/cib)

#### Mailing Address

2401 N.W. 23<sup>rd</sup> St., Ste. 5  
Oklahoma City, OK 73107-2431

# **Podiatrist**

## **JOB DESCRIPTION**

Podiatric medicine is that profession of the health science concerned with the diagnosis and treatment of conditions affecting the human foot and ankle, including the local manifestations of systematic conditions by all appropriate systems and means.

**SOC 29-1081**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Doctor of Podiatric Medicine Degree
- Podiatric Surgical Residency of not less than 365 days

### **Continuing Education**

- 30 hours of continuing education is required annually
- 15 of the required hours should be obtained in Oklahoma in a field related to podiatry
- Continuing education credit hours must be obtained in the 12-month period immediately preceding the year the license is to be renewed.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Must not have been finally convicted of a crime involving moral turpitude or of any felony.
- 21 years of age
- Good moral character
- Free of infectious or contagious disease

### **Restrictions**

- Individual Board review of license violations

### **License Duration**

- Expires annually on June 30

### **Licensing Fees**

- Application fee - \$200
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma State Exam and Podiatry National Board Examination

### **Description**

- Both written and oral
- The written and oral examinations relate to podiatry curriculum

### **Examination Fee**

- \$200 (included in license fee)

## **Podiatrist**

### **Dates**

- Every March

### **Passing Criteria**

- 75% on written and 75% on orals

### **Reexamination**

- Reexaminations available

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$46.74 – greater than \$70

## **LICENSING AGENCY**

### **Oklahoma State Board of Podiatry**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. 5  
Oklahoma City, OK 73118

# **Polygraph Examiner**

## **JOB DESCRIPTION**

A polygraph examiner gathers information used for questioning and evaluates individual responses to key questions recorded on the graph. Once the examination is complete, the polygraph examiner is responsible for preparing reports and keeping records on the polygraph examinations. Some examiners instruct classes in polygraph interrogation techniques and methods; others are employed by law enforcement agencies.

**SOC 19-4092**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor's degree or high school diploma and five years of consecutive investigative experience
- Possible areas of study relate to investigative procedures; interviewing and interrogations, psychology, physiology, test construction, instrumentation, Oklahoma Licensing Law, and test formulation.
- Six-month internship program.

### **Continuing Education**

- Six hours per calendar year
- Continuing education areas relate to conducting polygraph and examinations

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Resident of Oklahoma
- 21 years of age
- Investigative experience
- Five years experience in investigative law enforcement

### **Restrictions**

- Conviction of a felony or a misdemeanor involving moral turpitude

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- State of Oklahoma Board of Polygraph Examiners Exam

### **Description**

- Written
- Examination areas relate to investigative procedures: interviewing and interrogations, psychology, physiology, test construction, instrumentation, Oklahoma Licensing Law, and test formulation.
- Must submit charts for Board review and approval.

# **Polygraph Examiner**

## **Examination Fee**

- \$50

## **Dates**

- Upon request

## **Passing Criteria**

- 70%

## **Reexamination**

- The exam may be taken three times, each with a 60-day waiting period between examinations. A one-year waiting period is required after the third attempt.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.93 - \$21.35

## **LICENSING AGENCY**

### **State of Oklahoma Board of Polygraph Examiners**

#### **Physical Address**

3500 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 425-2778  
Fax: (405) 425-7314

#### **Mailing Address**

P.O. Box 11476 Cimarron Station  
Oklahoma City, OK 73136-0476

# **Polygraph Intern**

## **JOB DESCRIPTION**

A polygraph intern is a person who is studying polygraph examination under the personal supervision and control of a polygraph examiner in accordance with a course of study prescribed by the Board. A polygraph intern may assist the examiner in gathering information for interrogation and evaluating responses. Most polygraph internships are conducted at law enforcement agencies.

**SOC 19-4092**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- A bachelor's degree or a high school diploma from an accredited high school plus five years of consecutive investigative experience.
- Possible areas of study relate to investigative procedures, interviewing interrogations, psychology, physiology, and test construction, instrumentation, Oklahoma Licensing Law, and test formulation.
- There is a six-month internship program.

### **Continuing Education**

- Six hours annually
- Continuing education areas of study should relate to polygraph and examinations.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Resident of Oklahoma
- 21 years of age
- No felony record or convictions
- Investigative experience

### **Restrictions**

- Conviction of a felony or a misdemeanor involving moral turpitude

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$100

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- State of Oklahoma Board of Polygraph Examiners Exam

### **Description**

- Written
- Possible examination areas relate to investigative procedures: interviewing and interrogations, psychology, physiology, test construction, instrumentation, Oklahoma Licensing Law, and test formulation.
- Must submit charts for Board review and approval.

## **Polygraph Intern**

### **Examination Fee**

- \$50

### **Dates**

- Upon request

### **Passing Criteria**

- 70%

### **Reexamination**

- Three reexaminations are offered, each with a 60-day waiting period between exams. A one-year waiting period is required after the third attempt.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.93 - \$21.35

## **LICENSING AGENCY**

### **State of Oklahoma Board of Polygraph Examiners**

#### **Physical Address**

3530 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 425-2778  
Fax: (405) 425-7314

#### **Mailing Address**

P.O. Box 11476 Cimarron Station  
Oklahoma City, OK 73136-0476

# **Private Investigator**

## **JOB DESCRIPTION**

A private investigator conducts investigations that provide clients with information related to the location of missing persons, divorce or domestic investigation, or potential or pending civil or criminal litigation. During an investigation, a private investigator may conduct surveillance of suspects, examine background information, and analyze evidence. The investigator then reports his/her findings to the client in written and/or verbal form. A private investigator may be self-employed or either contracted with or employed by an investigation agency.

**SOC 33-9021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific requirements; however, candidates must be able to read and write.

### **Continuing Education**

- Private investigators must complete eight hours of continuing education from an approved source each year to maintain their license.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Unarmed private investigator – 18 years of age
- Armed private investigator – 21 years of age
- Good character and reputation
- Successful completion of state mandated training; 55 hours unarmed, plus additional 32 hours if armed.

### **Restrictions**

- Convicted felons restricted from carrying firearms
- Convictions for crimes of moral turpitude
- Conviction of domestic violence misdemeanor restricts the carrying of firearms.

### **License Duration**

- Two years

### **Licensing Fees**

- License fee - \$66 unarmed and \$116 armed
- Renewal fee - \$25 unarmed and \$75 armed

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma State Licensing Examination for Private Investigators



# Private Investigator

## Description

- Both written and practical
- Possible examination areas for the unarmed private investigator includes interpretation of the Oklahoma Security Guard and Private Investigator Act, administration of first aid, operation of a fire extinguisher, writing field notes, writing reports, interpretation of legal powers and limitations, public relations, post duties, patrolling, and investigation.
- Possible examination areas for the armed private investigator include understanding responsibilities to clients, interpreting laws of private investigations, understanding the Fair Credit Reporting Act, techniques of investigation and surveillance, securing and relaying information, safety revolver/semi-auto nomenclature and maintenance, inspection of revolver/semi-auto and holsters, fundamentals of revolver/semi-auto shooting, legal issues and deadly force, and range procedures and tower commands.
- Armed private investigators require shooting demonstration of a qualifying score of 70%

## Examination Fee

- No fee

## Dates

- Tests offered every Tuesday. Test sites alternate between Oklahoma City and Broken Arrow.

## Passing Criteria

- Curriculum exams – 85%
- Licensing exams – 70%

## Reexamination

- Curriculum reexaminations are set by individual school policies.

## OKLAHOMA WAGE

### Average Hourly Range

- \$9.96 - \$18.51

## LICENSING AGENCY

### Council on Law Enforcement Education and Training

#### Physical Address

3530 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 425-2771  
Fax: (405) 425-7314

#### Mailing Address

P.O. Box 11476  
Oklahoma City, OK 73136-0476

# Psychologist

## **JOB DESCRIPTION**

A psychologist studies individual and group behaviors or mental processes in order to gain an understanding and explanation about behavior to assist in positive change. To guide this study, a psychologist often interviews and evaluates individuals, conducts research and experiments, and counsels clients. Depending on interest, a psychologist may choose to specialize in areas such as developmental, clinical, educational, or experimental psychology. Psychologists are normally employed in hospitals, mental health clinics, university faculty positions, or in private practice.

## **SOC 19-3039**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Psychology doctoral degree from a regionally accredited university
- Possible areas of study include 42 hours of course work that is psychological in nature. Twenty-four hours must be from at least five areas of psychology, such as experimental, developmental, individual differences, tests and measurements, social statistics, history and systems, experimental design, personality theory, learning physiological, abnormal, comparative, motivation, and perception.
- One year full-time internship with three supervisors in area of doctoral training.
- As of July 1, 1997, doctoral program must be APA approved.

### **Continuing Education**

- Twenty hours per year
- Continuing education relates to areas that would be helpful to the individual psychologist, including course work, symposiums, teaching, etc.
- Three of required twenty hours must be in ethics.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- Good moral character

### **Restrictions**

- Individual application review. (A candidate is judged at the time of application)

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$400
- Renewal fee - \$300

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Examination for the Professional Practice in Psychology (EPPP), an oral exam, and a Jurisprudence Exam.

# **Psychologist**

## **Description**

- Both written and practical
- Possible written examination areas include problem definition/diagnosis, design, implementation, assessment of intervention; research and measurement, professional/ethical/legal issues, and application to social systems.
- Possible practical examination areas include oral examination and case study discussion.

## **Examination**

- Included in application and licensure fee

## **Dates**

- EPPP – computerized – offered anytime
- Jurisprudence Exam – offered quarterly

## **Passing Criteria**

- EPPP Exam – 70% - 500 scaled score
- Jurisprudence – 70%

## **Reexamination**

- Reexamination is offered every six months

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **State Board of Examiners of Psychologists**

#### **Physical Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 3  
Oklahoma City, OK 73105  
Phone: (405) 524-9094  
Fax: (405) 524-9427

#### **Mailing Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 3  
Oklahoma City, OK 73105

# **Pump Installer**

## **JOB DESCRIPTION**

A water well pump installer installs and adjusts groundwater well pumps to regulate water pressure for private residences and industrial/commercial properties. The installer uses hand and electric tools to cut threads and pipes, adjust pump level, and connect duets and couplings. The installer is often requested for repair work and may be required to order parts and equipment needed for adjustments to improve operations. The pump installer may be self-employed or employed in private industry.

**SOC 47-5021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however a working knowledge of the occupation is necessary.
- Possible knowledge areas include basic math, science, plumbing, electricity, and sanitation.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- A 90-day residency is required unless reciprocity applies.
- Qualifications include two years experience in pump installation or one year as a licensed operator or equivalent knowledge.
- Related education can substitute for one year of experience.

### **Restrictions**

- None

### **License Duration**

- Two years

### **Licensing Fees**

- Application and license fee - \$300
- Renewal fee - \$200
- Indemnity Fund fee - \$100
- Testing fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Pump Installer Examination

### **Description**

- Written
- Possible examination areas include rules and regulations, general pump installation, and legal description.

## **Pump Installer**

### **Examination Fee**

- \$50

### **Dates**

- Set appointment between 9:00 a.m. and 3:00 p.m.

### **Passing Criteria**

- 75%

### **Reexamination**

- 30-day waiting period
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.12 - \$16.60

## **LICENSING AGENCY**

### **Oklahoma Water Resources Board**

#### **Physical Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118  
Phone: (405) 530-8800

#### **Mailing Address**

3800 N. Classen Blvd.  
Oklahoma City, OK 73118

## **Racehorse Owner**

### **JOB DESCRIPTION**

A racehorse owner is a person who is sole or part owner of record or lessee of a properly registered racehorse, which the person intends to race in Oklahoma and is in the care of a licensed trainer. Both lessee and lessor must be licensed horse owners when a lease is involved.

**SOC 27-2021**

### **EDUCATIONAL REQUIREMENTS**

#### **Education Level**

- Not applicable

### **ADDITIONAL REQUIREMENTS**

#### **Qualifications/Experience**

- Must be 16 years of age or older
- Good standing in all racing jurisdictions

#### **Restrictions**

- No commissioner, commission employee, or person licensed by the commission as a jockey, practicing veterinarian, racing official, assistant starter, official veterinarian and his/her assistants, jockey room custodian, or valet shall be licensed as a horse owner.
- Individuals on probation for controlled dangerous substances or controlled weapons. Conviction cases are reviewed individually.

#### **License Duration**

- Annual or triennial

#### **Licensing Fees**

- License fee - \$50 annual or \$120 triennial
- Renewal fee - \$50 annual or \$120 triennial

### **OKLAHOMA WAGE**

#### **Average Annual Salary Range**

- \$16,170 - \$61,360

### **LICENSING AGENCY**

#### **Oklahoma Horse Racing Commission**

##### **Physical Address**

2401 N.W. 63<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-9474

##### **Mailing Address**

2401 N.W. St., Ste. 78  
Oklahoma City, OK 73107

# **Racehorse Owner/Assistant Trainer**

## **JOB DESCRIPTION**

A racehorse owner/assistant trainer has met the qualifications of both an owner and trainer, is employed by a licensed trainer as an assistant trainer, and may be the authorized representative of such trainer.

**SOC 39-2011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary for satisfactory completion of the trainer's examination.
- Possible knowledge areas include anatomy of a horse, conditions of a race, training equipment, Oklahoma Horse Racing Commission (OHRC) Rules of Racing, and provisions of the Oklahoma Horse Racing Act.

### **Continuing Education**

- Not applicable

## **ADDITIONAL INFORMATION**

### **Qualifications/Experience**

- 18 years of age or older
- Good standing in all racing jurisdictions
- Licensed in prior two years as a trainer or assistant trainer in a pan-mutual state.
- Employed by a licensed trainer and is considered to be an authorized representative of such trainer.

### **Restrictions**

- Not available

### **License Duration**

- Annual

### **Licensing Fees**

- License fee - \$50 annual
- Renewal fee - \$50 annual

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Horse Racing Commission Trainers Examination

### **Description**

- Areas covered on the exam are the anatomy of a horse, conditions of a race, training equipment, OHRC Rules of Racing, and provisions of the Oklahoma Horse Racing Act. A hands-on test may be required.

### **Examination Fee**

- Included in license fee

## **Racehorse Owner/Assistant Trainer**

### **Dates**

- Not available

### **Passing Criteria**

- Written – 80%
- Hands-on test – Pass/Fail

### **Reexamination**

- Not available

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.55 - \$15.22

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107



# **Racehorse Owner/Trainer**

## **JOB DESCRIPTION**

A racehorse owner/trainer is a qualified trainer who trains a properly registered racehorse(s) for racing in Oklahoma and is (1) the owner of record or (2) has an ownership interest.

**SOC 39-2011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, a working knowledge of the occupation is necessary for satisfactory completion of the trainer's examination.
- Possible knowledge areas include anatomy of a horse, the feeding, caring, training, and racing preparation of a horse; conditions of a race; training equipment; Oklahoma Horse Racing Commission (OHRC) Rules of Racing; and provisions of the Oklahoma Horse Racing Act.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age or older
- Good standing in all racing jurisdictions
- Licensed in prior two years as a trainer in a pan-mutual state.
- Sole or part owner of record or lessee of a properly registered horse.

### **Restrictions**

- Individuals on probation for controlled dangerous substances or controlled weapons. Conviction cases are reviewed individually.

### **License Duration**

- Annual or triennial

### **Licensing Fees**

- License fee - \$50 annual or \$120 triennial
- Renewal fee - \$50 annual or \$120 triennial

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma Horse Racing Commission Trainers Examination

### **Description**

- Areas covered on the exam are anatomy of a horse, conditions of a race, training equipment, OHRC Rules of Racing, and provisions of the Oklahoma Horse Racing Act. A hands-on test is also required.

### **Examination Fee**

- Included in License Fee

## **Racehorse Owner/Trainer**

### **Dates**

- Not available

### **Passing Criteria**

- Written exam – 80%
- Hands-on test – Pass/Fail

### **Reexamination**

- There is a 30-day waiting period after the first examination and a six-month waiting period after the second examination.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$6.55 - \$15.22

## **LICENSING AGENCY**

### **Oklahoma Horse Racing Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107  
Phone: (405) 943-6472  
Fax: (405) 943-6474

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 78  
Oklahoma City, OK 73107

# Real Estate Appraiser

## **JOB DESCRIPTION**

A real estate appraiser evaluates real property to determine its value for purchase, sale, investment, mortgage, or loan purposes. The appraiser conducts on-site visits to property locations to obtain measurements and examine property for construction, condition, and functional design. The appraiser also researches variables such as trends, surrounding property values, leases, and other transactions. The appraiser further prepares a written report that presents the rationale for appraisal decisions, along with supporting evidence. Real estate appraisers are normally self employed. Clients include lenders, attorneys, and government agencies.

## **SOC 13-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Licensed Real Property – 90 classroom hours
- Certified Residential – 120 classroom hours
- Certified General Real Property – 180 classroom hours
- Appraiser Trainee – 75 classroom hours
- Possible areas of study include principles of land economics, standards for appraisals, theories of depreciation, cost estimating, methods of capitalization, mathematics of appraisals, and real estate law.
- Total classroom hours include 15 hours of Uniform Standards of Professional Appraised Practice and must pass exam pertinent to all educational courses.

### **Continuing Education**

- 42 total hours – 14 hours per year for each year during the period preceding renewal
- Possible areas of study include real property appraisal theory, practices, and techniques.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Licensed Real Property – 2,000 hours experience required
- Certified Residential – 2,500 hours obtained over a period of not less than 24 months
- Certified General Real Property – 3,000 hours, including a minimum of 1,500 hours of non-residential appraisal work, completed in a period of not less than 30 months
- Appraiser Trainee – no experience required.

### **Restrictions**

- None

### **Certificate Duration**

- Three years

### **Certification Fees**

- License/certification fee - \$175
- Renewal fee - \$175

# Real Estate Appraiser

## EXAMINATION REQUIREMENTS

### Examination Title

- Licensed Real Property (Taken by both trainee and licensed applicants.)
- Certified Residential
- Certified General Real Property

### Description

- Written
- Possible examination areas include principles of land economics, standards for appraisal, theories of depreciation, cost estimating, methods of capitalization, mathematics of appraisals, and real estate law.

### Examination Fee

- \$150

### Dates

- Tuesday – Saturday

### Passing Criteria

- 75%

### Reexamination

- \$150 fee

## OKLAHOMA WAGE

### Average Hourly Range

- \$9.83 - \$19.60

## LICENSING AGENCY

### Oklahoma Insurance Department Oklahoma Real Estate Appraiser Board

#### Physical Address

2401 N.W. 23<sup>rd</sup> St., Ste. 28  
Oklahoma City, OK 73107  
Phone: (405) 521-6636  
Fax: (405) 522-6909

#### Mailing Address

P.O. Box 53408  
Oklahoma City, OK 73152

# **Real Estate Broker**

## **JOB DESCRIPTION**

A real estate broker manages or works for real estate offices that buy, sell, and rent real estate property for clients on a commission basis. Real estate brokers negotiate sales transactions, manage rental properties, make appraisals, and provide purchasing information. The majority of real estate brokers work independently or out of a branch office. Many real estate brokers have a franchise agreement with a national or regional real estate organization.

**SOC 41-9021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of 75 clock hours in advanced real estate courses or five college credit hours that are equivalent real estate instruction (45 clock hours, equivalent to three hours of college credit)
- Possible areas of study include nature and description of property, transfer of rights, contract law, finance, value and appraisal, investment and taxation, real estate brokerage and Oklahoma Real Estate License Code and Rules.

### **Continuing Education**

- Twenty-one (21) clock hours per three-year period unless license is on inactive status.
- Nine (9) clock hours of the required twenty-one (21) must be in required subjects. Possible areas of study include laws affecting real estate practice, trust accounts, contract law, investigations, or fair housing.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Good moral character
- Completion of a two year licensure as a Sales Associate.

### **Restrictions**

- Individual case review is given to convictions and bankruptcy.

### **License Duration**

- Three years

### **Licensing Fees**

- License Fee - \$225 (includes \$15 Education and Recovery Fund fee)

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Real Estate Broker Pre-licensing Examination

### **Description**

- Computerized
- Possible examination areas include nature and description of property rights and interest in real property, transfer of rights, contract law, finance, law of agency, brokerage practice and Oklahoma Law.

## **Real Estate Broker**

### **Examination Fee**

- Computer - \$75
- Written - \$95

### **Dates**

- Monday – Friday, excludes State holidays

### **Passing Criteria**

- 75% or higher

### **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.53 - \$40.68

## **LICENSING AGENCY**

### **Oklahoma Real Estate Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 18  
Oklahoma City, OK 73107  
Phone: (405) 521-3387  
Fax: (405) 424-1534

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 18  
Oklahoma City, OK 73107

# **Real Estate Provisional Sales Associate**

## **JOB DESCRIPTION**

A real estate provisional sales associate operates under the supervision of a real estate broker who rents, buys, and sells property for clients on a commission basis and reviews property listings regularly and keeps abreast of marketing conditions and property values. In order to sell property, the real estate provisional sales associate often accompanies clients to property sites, quotes purchase price, and compiles real estate contracts such as deeds, leases, and mortgages. Real estate provisional sales associates normally work independently or are employed by an established real estate agency.

**SOC 41-9022**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of a basic real estate instruction course (45 clock hours, equivalent to three hours of college credit)
- Possible areas of study include nature and description of property, rights and interests in real property, transfer of rights, contract law, finance and appraisal, law of agency, real estate brokerage, and Oklahoma Real Estate License Code and Rules.

### **Continuing Education**

- Completion of post-education real estate instruction (45 clock hours, equivalent to three hours of college credit) prior to expiration (within the one year license term)

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age or older
- Good moral character

### **Restrictions**

- Individual case review is given to felony convictions and bankruptcy involving criminal intent.

### **License Duration**

- One (1) year nonrenewable license (Sales Associate license issued after one year if all requirements are met)

### **Licensing Fees**

- License fee - \$75 (includes \$15 Education and Recovery Fund fee)

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Provisional Real Estate Sales Associate Pre-License Examination

### **Description**

- Computerized
- Possible examination areas include nature and description of property, rights and interest in real property, transfer of rights, contract law, finance, law of agency, broker, and Oklahoma Law.

## **Real Estate Provisional Sales Associate**

### **Examination Fee**

- Computerized - \$60
- Written - \$80

### **Dates**

- Monday – Friday, excluding State holidays

### **Passing Criteria**

- 75% or above

### **Reexamination**

- Unlimited reexaminations allowed.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Unavailable

## **LICENSING AGENCY**

### **Oklahoma Real Estate Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 18  
Oklahoma City, OK 73107  
Phone: (405) 521-3387  
Fax: (405) 424-1534

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 18  
Oklahoma City, OK 73107



# **Real Estate Sales Associate**

## **JOB DESCRIPTION**

A real estate sales associate operates under the supervision of a real estate broker who rents, buys, and sells property for clients on a commission basis. A real estate sales associate reviews property listings regularly and keeps abreast of marketing conditions and property values. In order to sell property, the real estate sales associate often accompanies clients to property sites, quotes purchase price, and compiles real estate contracts such as deeds, leases, and mortgages. Real estate sales associates normally work independently or are employed by an established real estate agency.

**SOC 42-9022**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of a basic real estate instruction course (45 clock hours, equivalent to 3 hours of college credit) and completion of post education real estate instructions (45 clock hours, equivalent to three hours of college credit).
- Completion of One Year License Term as a Provisional Sales Associate.
- Possible areas of study include nature and description of property, rights and interests in real property, transfer of rights, contract law, finance, value and appraisal, law of agency, real estate brokerage, and Oklahoma Real Estate License Code and Rules.

### **Continuing Education**

- 21 clock hours per three-year license period unless license is on inactive status
- Nine clock hours of the required twenty-one must be in required subjects. Possible areas of study include laws affecting real estate practice, trust accounts, contract law, investigations, or fair housing.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Applicant must be 18 years of age or older
- Good moral character

### **Restrictions**

- Individual case review is given to convictions and bankruptcy involving criminal intent.

### **License Duration**

- Three years

### **Licensing Fees**

- License fee - \$165 (includes \$15 education and recovery fund fee)

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Real Estate Sales Associate Pre-License Examination
- No examination if provisional sales associate has met requirements to upgrade to a Sales Associate license.

## **Real Estate Sales Associate**

### **Description**

- Computerized
- Possible examination areas include nature and description of property, rights and interests in real property, transfer of rights, contract law, finance, value and appraisal, law of agency, real estate brokerage, and Oklahoma Real Estate License Code and Rules.

### **Examination Fee**

- Computer - \$60
- Written - \$80

### **Dates**

- Monday – Friday, excluding State holidays.

### **Passing Criteria**

- 75% or higher

### **Reexamination**

- Unlimited reexamination

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Unavailable

## **LICENSING AGENCY**

### **Oklahoma Real Estate Commission**

#### **Physical Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 18  
Oklahoma City, OK 73107  
Phone: (405) 521-3387  
Fax: (405) 424-1534

#### **Mailing Address**

2401 N.W. 23<sup>rd</sup> St., Ste. 18  
Oklahoma City, OK 73107

# Registered Electrologist

## **JOB DESCRIPTION**

Removes hair from skin of patron by electrolysis: Positions sterile bulbous or round-tipped needle into holders (electrodes) of galvanic or short wave electrical equipment. Places secondary electrode in hand or immerses finger or hand of patron in water-filled electrode cup to complete circuit and stabilize amount of electricity when equipment is operating. Swabs skin area with antiseptic solution to sterilize it. Inserts needle or needles into hair follicle and into organ beneath hair root (papilla). Presses switch and adjust timing and rheostat controls of equipment that regulate amount of electricity flowing through needle hair from follicle, using tweezers.

**SOC 39-5012**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor's Degree

### **Continuing Education**

- 1.0 CEU during three year period

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- One-year internship that includes 600 hours of study and clinical practice under an Oklahoma licensed electrologist

### **Restrictions**

- None

### **License Duration**

- Expires annually on December 31

### **Licensing Fees**

- License application - \$50
- Annual renewal - \$40

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- State Exam

### **Description**

- Covers human anatomy, human physiology, microbiology, general chemistry, aecmatology, hygiene, sterilization, electricity, and electrolysis.

### **Examination Fee**

- \$65

### **Dates**

- Not available

## **Registered Electrologist**

### **Passing Criteria**

- 75% on total exam; no less than 50% in each subject.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$6.68 - \$10.61

### **LICENSING AGENCY**

#### **State Board of Medical Licensure and Supervision**

##### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

##### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# **Respiratory Care Practitioner**

## **JOB DESCRIPTION**

A respiratory care practitioner administers respiratory therapy care and life support to patients with deficiencies and abnormalities of the cardiopulmonary system, under supervision of physician and by prescription.

**SOC 29-2054**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Completion of the Respiratory Therapist Program

### **Continuing Education**

- Twelve credits in each successive two-year period

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Examination

### **Restrictions**

- Not available

### **License Duration**

- Renewed biennially

### **Licensing Fees**

- License fee - \$75
- Renewal fee - \$75

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Board of Respiratory Care Examination

### **Description**

- Not available

### **Examination Fee**

- Not available

### **Reexamination**

- Not available

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$9.84 - \$16.34

# **Respiratory Care Practitioner**

## **LICENSING AGENCY**

### **Oklahoma State Board of Medical Licensure and Supervision**

#### **Physical Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118  
Phone: (405) 848-6841  
Fax: (405) 848-4999

#### **Mailing Address**

5104 N. Francis St., Ste. C  
Oklahoma City, OK 73118

# **Sanitarian, Registered**

## **JOB DESCRIPTION**

A registered sanitarian is a public health professional uniquely qualified by education in the arts and sciences, specialized training, and creditable field experience to effectively plan, organize, manage, execute, and evaluate one or more of the many diverse elements comprising the field of environmental health. The term “sanitarian” may be interpreted to mean “environmentalist,” “environmental sanitarian,” or “environmental specialist.” To ensure that food, water, and air meet governmental standards, a registered sanitarian constructs and utilizes environmental health programs. A registered sanitarian also determines and sets health and sanitation standards for schools, hospitals, parks, motels, restaurants, and other public facilities to ensure that proper controls on waste, refuse, noise, insects, and other hazardous substances and products are maintained. The majority of sanitarians are employed by various branches of the state or federal government, while a small portion are finding employment in private sectors in hospitals or other service areas.

## **SOC 29-9011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor of Science or a Bachelor of Arts Degree
- Possible areas of study include environmental health and science and the physical, natural, biological, or agricultural sciences.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Two years of postgraduate full-time experience in the field of environmental health.

### **Restrictions**

- Conviction of a felony

### **Certificate Duration**

- One year

### **Certification Fees**

- Certification fee - \$20
- Renewal fee - \$7.50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Professional Entrance Exam (unless same is taken for Sanitarian-In-Training)

### **Description**

- Written
- Possible examination areas include environmental health/environmental science principles and physical, chemical, and biological aspects of protection of health and environment.

## **Sanitarian, Registered**

### **Examination Fee**

- No fee

### **Dates**

- Contact agency for test dates

### **Passing Criteria**

- 60%

### **Reexamination**

- Reexamination is possible at each meeting of the governing board.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma State Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5243  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299



# **Sanitarian-in-Training**

## **JOB DESCRIPTION**

A sanitarian-in-training is one who meets all requirements except that of experience to effectively plan, organize, manage, execute, and evaluate one or more of the many diverse elements comprising the field of environmental health. Sanitarian-in-training may be training to be an environmentalist, an environmental sanitarian, or an environmental program specialist. Employment for a sanitarian-in-training is normally in various branches of the state and federal government.

**SOC 29-9011**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor of Science or Bachelor of Arts Degree
- Possible areas of study include environmental health and science, and the physical, natural, biological, or agricultural sciences.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Two years of postgraduate, full-time experience in the field of environmental health.

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$10
- Renewal fee - \$7.50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Professional Entrance Exam

### **Description**

- Written
- Possible examination areas include environmental health/environmental science principles and physical, chemical, and biological aspects of protection of health and environment.

### **Examination Fee**

- No fee

### **Dates**

- Contact agency for test dates

## **Sanitarian-in-Training**

### **Passing Criteria**

- 60%

### **Reexamination**

- Reexamination is possible at each meeting of the governing board.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma Department of Health Consumer Health Services**

#### **Physical Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299  
Phone: (405) 271-5288  
Fax: (405) 271-5286

#### **Mailing Address**

1000 N.E. 10<sup>th</sup> St.  
Oklahoma City, OK 73117-1299

# School Teacher, Elementary

## **JOB DESCRIPTION**

An elementary school teacher conducts educational programs for young children from first-to-eighth grade. The teacher's duties include planning and presenting programs of instruction using materials and methods appropriate to age and learning style. At this age level, the teacher introduces children to science, numbers, language, and social studies and develops the children's capabilities in these subjects while fostering curiosity and interest in learning. Elementary teachers are employed in accredited public, private, or parochial schools.

**SOC 25-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor of Science Degree in Elementary Education
- Areas of study relate to general education, the area of specialization, and a professional education, subject area concentrations, which allow qualifications as a generalist.
- Student teaching is at an accredited school in the area of specialization is also required.

### **Continuing Education**

- Continuing education requirements are established by individual school districts; however, 75 professional development points over a five-year period are required.
- Continuing education is based upon the identified needs of the district and related to areas of specialization.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Insufficient grade point average
- Felony conviction

### **License/Certificate Duration**

- License – one year (issued prior to entry year residency program – expires June 30)
- Standard Certificate – five years (issued after successful completion of residency program expires June 30)

### **Licensing/Certification Fees**

- License fee - \$10
- Certification fee - \$30
- All other transactions - \$10
- Renewal fee - \$10

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma General Education Test (OGET)
- Oklahoma Professional Teaching Examination (OPTE)
- Oklahoma Subject Area Test (OSAT)

## **School Teacher, Elementary**

### **Description**

- Written
- Possible examination areas include language arts, social studies, mathematics, and science, in addition to sub-areas such as art, music, and developmental activities for students.
- All testing information must be verified by the Oklahoma Commission for Teacher Preparation.

### **Examination Fee**

- OSAT - \$40
- OGET - \$45
- OPTE - \$140
- Registration (OSAT & OGET only) - \$25

### **Dates**

- Five times a year

### **Passing Criteria**

- Scaled score of 240 (100-300 scale)

### **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$25,120 - \$35,990

## **ADDITIONAL INFORMATION**

- The Department of Education did not respond to our requests for updated information. The information shown is from the 2002 edition of this book. Contact the Department of Education for the most up-to-date information.

## **LICENSING AGENCY**

### **Oklahoma State Department of Education Professional Standards Section**

#### **Physical Address**

2500 N. Lincoln Blvd., Ste. 212  
Oklahoma City, OK 73105  
Phone: (405) 521-3337

#### **Mailing Address**

2500 N. Lincoln Blvd., Ste. 212  
Oklahoma City, OK 73105

## **TESTING AGENCY**

### **Oklahoma Commission for Teacher Preparation**

#### **Physical Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105  
Phone: (405) 525-2612  
Fax: (405) 525-0373

#### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105

# **School Teacher, Pre-Kindergarten through Third Grade**

## **JOB DESCRIPTION**

A pre-kindergarten (PK) through third grade school teacher instructs young children in the basic skills, utilizing a variety of teaching methods such as demonstration and discovery. The teacher must plan and develop lessons that are appropriate for the students' age and address class and individual needs. Evaluating and reporting student progress to parents is also a responsibility of the teacher. Teachers also supervise extracurricular activities, attend faculty meetings, and often meet with parents after school. PK through third grade teachers are employed in accredited public, private, or parochial schools.

**SOC 25-2021**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor of Science Degree in Early Childhood Education
- Areas of study relate to general education, the area of specialization, and a professional education subject area concentrations, which allow qualification as a generalist.
- Student teaching at an accredited school in the area of specialization.

### **Continuing Education**

- Continuing education requirements are established by individual school districts; however, 75 professional development points over a five-year period are required.
- Continuing education is based upon the identified needs of the district and related to areas of specialization.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Insufficient grade point average
- Felony conviction

### **License/Certificate Duration**

- License – one year (issued prior to entry year residency program – expires June 30)
- Standard Certificate – Five years (issued after successful completion of residency program expires June 30)

### **Licensing/Certification Fees**

- License fee - \$10
- Certification fee - \$30
- All other transactions - \$10
- Renewal - \$10

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma General Education Test (OGET)
- Oklahoma Professional Teaching Examination (OPTE)
- Oklahoma Subject Area Test (OSAT)

## **School Teacher, Pre-Kindergarten through Third Grade**

### **Description**

- Written
- Possible examination areas include language arts, social studies, mathematics, science, and childhood development in addition to sub-areas such as art, music, and nutrition.
- All testing information must be verified by the Oklahoma Commission for Teacher Preparation.

### **Examination Fee**

- OSAT - \$40
- OGET - \$45
- OPTE - \$140
- Registration (OSAT & OGET only) - \$25

### **Dates**

- Five times a year

### **Passing Criteria**

- Scaled score of 240 (100-300 scale)

### **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Annual Salary Range**

- \$25,120 - \$35,990

## **ADDITIONAL INFORMATION**

- The Department of Education did not respond to our requests for updated information. The information shown is from the 2002 edition of this book. Contact the Department of Education for the most up-to-date information.

## **LICENSING AGENCY**

### **Oklahoma State Department of Education Professional Standards Section**

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Oklahoma City, OK 73105  
Phone: (405) 521-3337

#### **Mailing Address**

2500 N. Lincoln Blvd., Ste. 212  
Oklahoma City, OK 73105

## **TESTING AGENCY**

### **Oklahoma Commission for Teacher Preparation**

#### **Physical Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105  
Phone: (405) 525-2612  
Fax: (405) 525-0373

#### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105

# **School Teacher, Pre-Kindergarten through Twelfth Grade**

## **JOB DESCRIPTION**

A pre-kindergarten through twelfth grade (PK-12) school teacher instructs students from kindergarten through twelfth-grade in one or more specialized subject matter areas such as art, music, or foreign language. The teacher utilizes lecture, demonstration, and audiovisual aids to convey concepts appropriate to the age group in these areas. Routinely, the teacher prepares lesson plans, assigns lessons, and evaluates students' progress by administering examination and reviewing students' work. A PK-12 teacher must also report students' progress to parents and organize and supervise extracurricular activities with student organizations. PK-12 teachers are employed in elementary and secondary accredited private, parochial, or public schools.

**SOC 25-3099**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor of Science Degree in Elementary/Secondary Education
- Areas of study relate to general education, the area of specialization, and a professional education.
- Elementary and secondary student teaching at an accredited school in the area of specialization.

### **Continuing Education**

- Continuing education requirements are established by individual school districts; however, 75 professional development points over a five-year period are required.
- Continuing education is based upon the identified needs of the district and related to areas of specialization.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Insufficient grade point average
- Felony conviction

### **License/Certificate Duration**

- License – one year (issued prior to entry year)
- Standard Certificate – five years (issued after successful completion of residency program expires June 30)

### **Licensing/Certification Fees**

- License fee - \$10
- Certification fee - \$30
- All other transactions - \$10
- Renewal fee- \$10

# School Teacher, Pre-Kindergarten through Twelfth Grade

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Oklahoma General Education Test (OGET)
- Oklahoma Professional Teaching Examination (OPTE)
- Oklahoma Subject Area Test (OSAT)

### **Description**

- Written
- Examination areas relate to the area of specialization
- All testing information must be verified by the Oklahoma Commission for Teacher Preparation

### **Examination Fee**

- OSAT - \$40
- OGET - \$45
- OPTE - \$140
- Registration (OSAT & OGET only) - \$25

### **Dates**

- Five times a year

### **Passing Criteria**

- Scaled score of 240 (100-300 scale)

### **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **ADDITIONAL INFORMATION**

- The Department of Education did not respond to our requests for updated information. The information shown is from the 2002 edition of this book. Contact the Department of Education for the most up-to-date information.

## **LICENSING AGENCY**

### **Oklahoma State Department of Education Professional Standards Section**

#### **Physical Address**

2500 N. Lincoln Blvd., Ste. 212  
Oklahoma City, OK 73105  
Phone: (405) 521-3337

#### **Mailing Address**

2500 N. Lincoln Blvd., Ste. 212  
Oklahoma City, OK 73105



# **School Teacher, Pre-Kindergarten through Twelfth Grade**

## **TESTING AGENCY**

### **Oklahoma Commission for Teacher Preparation**

#### **Physical Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105  
Phone: (405) 525-2612  
Fax: (405) 525-0373

#### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105

# School Teacher, Secondary

## **JOB DESCRIPTION**

A secondary school teacher instructs students in one or more subject areas of specialization, such as English, agriculture, driver's education, mathematics, or social studies utilizing lecture, demonstration, audiovisual aids, etc. routinely, the teacher prepares lesson plans, assigns lessons, and evaluates students' progress by administering tests and reviewing assignments. A secondary teacher also reports students' progress tests to evaluate students' progress to parents and participates socially in school activities and student organizations. Secondary teachers work in an accredited private, parochial, or public secondary school.

**SOC 25-2031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor of Science Degree
- Areas of study should relate to general education, the area of specialization, and a professional education.
- Student teaching at an accredited school in the area of specialization is also required.

### **Continuing Education**

- Continuing education requirements are established by individual school districts; however, 75 professional development points over a five-year period are required.
- Continuing education is based upon the identified needs of the district and related to areas of specialization.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Insufficient grade point average
- Felony conviction

### **License/Certificate Duration**

- License – one year (issued prior to entry year residency program – expires June 30)
- Standard Certificate – five years (issued after successful completion of residency program expires June 30)

### **Licensing/Certification Fees**

- License fee - \$10
- Certification fee - \$30
- All other transactions - \$10
- Renewal fee - \$10

## **School Teacher, Secondary**

### **EXAMINATION REQUIREMENTS**

#### **Examination Title**

- Oklahoma General Education Test (OGET)
- Oklahoma Professional Teaching Examination (OPTE)
- Oklahoma Subject Area Test (OSAT)

#### **Description**

- Written
- Examination areas relate to areas of concentration
- All testing information must be verified by the Oklahoma Commission for Teacher Preparation

#### **Examination Fee**

- OSAT - \$60
- OGET - \$45
- OPTE - \$140
- Registration (OSAT & OGET only) - \$25

#### **Dates**

- Five times a year

#### **Passing Criteria**

- Scaled score of 240 (100-300 scale)

#### **Reexamination**

- Unlimited reexaminations

### **OKLAHOMA WAGE**

#### **Average Annual Salary Range**

- \$25,450 - \$37,920

### **ADDITIONAL INFORMATION**

- The Department of Education did not respond to our requests for updated information. The information shown is from the 2002 edition of this book. Contact the Department of Education for the most up-to-date information.

### **LICENSING AGENCY**

#### **Oklahoma State Department of Education Professional Standards Section**

##### **Physical Address**

2500 N. Lincoln Blvd., Ste. 212  
Oklahoma City, OK 73105  
Phone: (405) 521-3337

##### **Mailing Address**

2500 N. Lincoln Blvd., Ste. 212  
Oklahoma City, OK 73105

## **School Teacher, Secondary**

### **TESTING AGENCY**

#### **Oklahoma Commission for Teacher Preparation**

##### **Physical Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105  
Phone: (405) 525-2612  
Fax: (405) 525-0373

##### **Mailing Address**

4545 N. Lincoln Blvd., Ste. 275  
Oklahoma City, OK 73105

# Security Guard/Armed Security Guard

## **JOB DESCRIPTION**

A security guard protects commercial or industrial property against trespassing, theft, vandalism, misappropriation, and/or wrongful concealment of merchandise, goods, money, or other tangible items. To ensure property protection, a security guard often patrols buildings and grounds, monitors security and surveillance devices, and regulates traffic flow by checking visitors' credentials. Armed security guards are authorized to carry a firearm. A security guard works in a variety of settings such as banks, offices buildings, hospitals, and airports. Security guards are employed by or contracted with a security agency, individuals, or private business.

**SOC 33-9032**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- There are no specific educational requirements; however, candidates must be able to read and write.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Unarmed – 18 years of age
- Armed – 21 years of age
- Good character and reputation
- Successful completion of state mandated training; 40 hours for unarmed and an additional 32 hours for armed.

### **Restrictions**

- Convicted felons restricted from carrying firearms
- Convictions for crimes of moral turpitude
- Conviction of domestic violence misdemeanor restricts the carrying of firearms

### **License Duration**

- Two years

### **Licensing Fees**

- License fee - \$66 for unarmed and \$91 for armed
- Renewal fee - \$25 for unarmed and \$50 for armed

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- State Licensing Examination

# **Security Guard/Armed Security Guard**

## **Description**

- Both written and practical
- Possible examination areas for the unarmed security guard include interpretation of the Oklahoma Security Guard and Private Investigator Act, administration of first aid, operation of a fire extinguisher, writing field notes, writing reports, interpretation of legal powers and limitations, public relations, post duties, patrolling, and investigation.
- Possible examination areas for the armed security guard include safety, revolver/semi-auto nomenclature and maintenance, inspection of revolvers/semi-autos and holsters, fundamentals of revolver/semi-auto shooting, legal issues and deadly force, and range procedures and tower commands.
- Armed security guards require shooting demonstration of a qualifying score of 70%

## **Examination Fee**

- No fee

## **Dates**

- Tests offered every Tuesday. Test sites alternate between Oklahoma City and Broken Arrow.

## **Passing Criteria**

- Curriculum exams – 85%
- Licensing exams – 70%

## **Reexamination**

- Curriculum reexaminations are set by school policies
- Reexaminations are offered after a two-week waiting period.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.18 - \$11.24

## **LICENSING AGENCY**

### **Council on Law Enforcement Education and Training**

#### **Physical Address**

3530 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 425-2771  
Fax: (405) 425-7314

#### **Mailing Address**

P.O. Box 11476  
Oklahoma City, OK 73136-0476

# **Self Defense Act Instructor**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 25-3099**

## **EDUCATIONAL REQUIREMENTS**

None

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 21 years of age
- State resident for 6 months
- Must complete at least 16 hour instructor training class such as NRA, CLEET, Military, etc.

### **Restrictions**

- Clean criminal background

### **License Duration**

- Five year

### **Licensing Fees**

- \$100

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Council on Law Enforcement Education and Training**

#### **Physical Address**

3530 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 425-2771  
Fax: (405) 425-7314

#### **Mailing Address**

P.O. Box 11476  
Oklahoma City, OK 73136-0476

# **Shorthand Reporter, Certified**

## **JOB DESCRIPTION**

Records examination, testimony, judicial opinions, judge's charge to jury, judgement or sentence of court, or other proceedings in court of law by machine shorthand [Stenotype Operator (clerical)], takes shorthand notes. Reads portions of transcript during trial on judge's request, and asks speakers to clarify inaudible statements. Operate computer to transcribe recorded material. May record proceedings of quasi-judicial hearings and formal and informal meetings and be designated Hearings Reporter (clerical). May be self-employed, performing duties in court of law or at hearings and meetings and be designated Freelance Reporter (clerical).

**SOC 23-2091**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- High school diploma and the ability to pass the examination

### **Continuing Education**

- One hour of training in Oklahoma Court rules and Procedures, for official reporters
- Four hours of continuing education required each year

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Have the requisite standards of ethical fitness

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$150 for in state and \$200 for out of state
- Renewal fee - \$60 every two years

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Certified Shorthand Reporter Test

### **Description**

- Practical examination requires the ability to write the examination by machine or pen, and then type the examination in a one-hour period. A separate examination is given pertaining to proficiency and a jury charge. Examination requirements include 200 words per minute dictation for five minutes and jury charge at 180 and Oklahoma Court Rules and Procedures.
- The examination is graded on the following standards: English, spelling, typing, and legal and medical terminology.
- Written knowledge examination



# **Shorthand Reporter, Certified**

## **Examination Fee**

- In state - \$150
- Out of state - \$200

## **Dates**

- Twice a year

## **Passing Criteria**

- 50 errors allowed, 95% in passing

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$15.38 - \$20.37

## **LICENSING AGENCY**

### **Board of Examiners Official Shorthand Reporters**

#### **Physical Address**

1915 N. Stiles, Ste. 305  
Oklahoma City, OK 73105  
Phone: (405) 521-2450  
Fax: (405) 521-6815

#### **Mailing Address**

1915 N. Stiles, Ste. 305  
Oklahoma City, OK 73105

# **Social Worker Associate, Licensed**

## **JOB DESCRIPTION**

Licensed social worker associates help individuals, families and groups cope with problems by providing counseling services and/or referrals to other specialists. They plan and coordinate activities for different age groups to combat personal and community problems. Licensed social worker associates are responsible for client management, which requires investigation and analysis of current circumstances, assisting in the location and receipt of human resource services, and monitoring client progress. Social workers in the public sector are employed primarily in departments of human resources, social services, mental health, housing, education, and corrections.

## **SOC 21-1029**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Bachelor's Degree in Social Work from a program accredited by the Council on Social Work
- Education plus two years experience in the practice of social work under professional supervision of a licensed social worker (or a person eligible for licensed social worker licensure if supervision was prior to June 1, 1983)
- Master's Degree in Social Work from an institution with a program accredited by the Council on Social Work Education may be substituted in lieu of two years practical experience
- Possible areas of study include human development and behavior; social, economic, and cultural institutions and forces; and the interaction of all of these factors.

### **Continuing Education**

- Sixteen hours annually

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- The following restrictions are enforced under the Social Worker's Licensing Act (H.B. 1910, 1980 Oklahoma Legislature):
- Has been convicted of a felony and, after investigation, the Board finds that he/she has not been sufficiently rehabilitated to merit the public trust.
- Has been found guilty of fraud or deceit in connection with services rendered or in establishing needed qualifications under this act.
- Has knowingly aided or abetted a person, not licensed under the provisions, in representing himself/herself as licensed in this state.
- Has been found guilty of unprofessional conduct as defined by rules established by the Board.
- Has been found guilty of negligence or wrongful actions in the performance of his/her duties.

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$150
- Renewal fee - \$150

## **Social Worker Associate, Licensed**

### **EXAMINATION REQUIREMENTS**

#### **Examination Title**

- Dependent upon area of specialization

#### **Description**

- ACT computer delivered
- Examination areas relate to the area of specialization

#### **Examination Fee**

- \$175

#### **Dates**

- Daily

#### **Passing Criteria**

- 70%

#### **Reexamination**

- Every 90 days until passed; however, applicants must repay the examination fee with each time examination is taken.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- Not Available

### **LICENSING AGENCY**

#### **Oklahoma State Board of Licensed Social Workers**

##### **Physical Address**

5104 N. Francis St., Ste. E  
Oklahoma City, OK 73118  
Phone: (405) 946-7230  
Fax: (405) 942-1070

##### **Mailing Address**

P.O. Box 18817  
Oklahoma City, OK 73154

# **Social Worker with Specialty Certification, Licensed**

## **JOB DESCRIPTION**

Licensed social workers with specialty certification are qualified to engage in both public and independent private practice of social work. Their specialty certification must be clinical social work practice, social work administration, social planning, or community organization. Licensed social workers help individuals, families, and groups cope with problems through counseling and/or referral to other specialists. They plan and coordinate activities for different age groups to combat personal and community problems. Licensed social workers are responsible for client management, which requires investigating and analyzing current circumstances, assisting in the location and receipt of human resource services, and monitoring client progress.

## **SOC 21-1029**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Master's Degree in Social Work from an institution with a program accredited by the Council of Social Work Education is required.
- Possible areas of study include human development and behavior; social, economic, and cultural institutions and forces; and the interaction of all of these factors.
- Two years experience in the practice of social work under professional supervision of a person licensed under Board provisions is also required.

### **Continuing Education**

- Sixteen clock hours annually
- The Board determines areas of study.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

The following restrictions are enforced under the Social Worker's Licensing Act (H.B. 1910, 1980 Oklahoma Legislature):

- Has been convicted of a felony and, after investigation, the Board finds that he/she has not been sufficiently rehabilitated to merit the public trust.
- Has been found guilty of fraud or deceit in connection with services rendered or in establishing needed qualifications under this act.
- Has knowingly aided or abetted a person, not licensed under the provisions, in representing himself/herself as licensed in this state.
- Has been found guilty of unprofessional conduct as defined by rules established by the Board.
- Has been found guilty of negligence or wrongful actions in the performance of his/her duties.

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$150
- Renewal fee - \$100

# **Social Worker with Specialty Certification, Licensed**

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Clinical Licensing Examination

### **Description**

- ACT Computer Delivered
- Examination areas relate to the field of study.

### **Examination Fee**

- \$175

### **Dates**

- Daily

### **Passing Criteria**

- 70%

### **Reexamination**

- Applicants may retake the exam as many times as needed; however, applicants must repay the examination fee with each time the examination is taken.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- Not Available

## **LICENSING AGENCY**

### **Oklahoma State Board of Licensed Social Workers**

#### **Physical Address**

3535 N.W. 58<sup>th</sup> St., Ste. 765  
Oklahoma City, OK 73112  
Phone: (405) 946-7230  
Fax: (405) 942-1070

#### **Mailing Address**

P.O. Box 18817  
Oklahoma City, OK 73154

# **Social Worker, Licensed**

## **JOB DESCRIPTION**

Licensed social workers help individuals, families, and groups cope with problems through counseling and/or referral to other specialists. They plan and coordinate activities for different age groups to combat personal and community problems. Licensed social workers are responsible for client management, which requires investigation and analysis of current circumstances, assisting in the location and receipt of human resource services, and monitoring client progress. Licensed social workers are qualified to work only in the public sector. Many are employed in departments of human resources, social services, mental health, housing, education, and corrections.

## **SOC 21-1029**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Master's Degree in Social Work from a program accredited by the Council on Social Work Education is required.
- Two years experience in the practice of social work under professional supervision of a licensed social worker (or a person eligible for licensed social worker licensure if supervision was prior to June 1, 1983) is also required.
- Possible areas of study include human development and behavior; social, economic, and cultural institutions and forces; and the interaction of all of these factors.

### **Continuing Education**

- Sixteen hours annually

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

The following restrictions are enforced under the Social Worker's Licensing Act (H.B. 1910, 1980 Oklahoma Legislature):

- Has been convicted of a felony and, after investigation, the Board finds that he/she has not been sufficiently rehabilitated to merit the public trust.
- Has been found guilty of fraud or deceit in connection with services rendered or in establishing needed qualifications under this act.
- Has knowingly aided or abetted a person, not licensed under the provisions, in representing himself/herself as licensed in this state.
- Has been found guilty of unprofessional conduct as defined by rules established by the Board.
- Has been found guilty of negligence or wrongful actions in the performance of his/her duties.

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$150
- Renewal fee - \$100

## **Social Worker, Licensed**

### **EXAMINATION REQUIREMENTS**

#### **Examination Title**

- Advanced Generalist

#### **Description**

- ACT Computer Delivered
- Examination areas relate to the field of study.

#### **Examination Fee**

- \$175

#### **Dates**

- Daily

#### **Passing Criteria**

- 70%

#### **Reexamination**

- Applicants may retake the exam as many times as needed; however, applicants must repay the examination fee with each time examination is taken.

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- Not Available

### **LICENSING AGENCY**

#### **Oklahoma State Board of Licensed Social Workers**

##### **Physical Address**

3535 N.W. 58<sup>th</sup> St., Ste. 765  
Oklahoma City, OK 73112  
Phone: (405) 946-7230  
Fax: (405) 942-1070

##### **Mailing Address**

P.O. Box 18817  
Oklahoma City, OK 73154

# Speech Pathologist

## **JOB DESCRIPTION**

A speech pathologist examines, counsels, and provides rehabilitative services to persons who have or are suspected of having speech, language, and voice disorders. The speech pathologist diagnoses and evaluates an individual's speech and language abilities and then plans, directs, and conducts treatment programs to restore or develop the patient's communication skills. Patient treatment often includes the use of audiovisual equipment and microcomputers to analyze individual speech characteristics and provide stimulation and care for practice. Speech pathologists are largely employed in education institutions; speech, language, and hearing clinics; or health care institutions.

**SOC 29-1127**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Master's Degree with an emphasis in speech pathology or audiology.
- Submit evidence of the completion of 60 semester hours of academic credit (constituting a well-integrated program in this field of study) from one or more accredited colleges or universities.
- Submit evidence of the completion of 275 clock hours of directly supervised clinical practice with cases representative of a wide spectrum of ages and communication disorders; the experience must be obtained within the accredited academic institution or in one of its cooperating programs.
- Submit evidence of no less than nine months of full-time paid clinical experience in the area for which a license is requested, obtained under the supervision of one or more licensed speech pathologists or audiologists. "Full-time" is defined as at least 30 hours per week; the nine months of full-time paid experience must be obtained within a period of 24 consecutive months. This requirement may also be fulfilled by 18 months of half time paid experience or at least 15 hours per week, which may be completed within a period of 36 consecutive months.
- Supervised clinical training in communication disorders is required for degree candidates.

### **Continuing Education**

- 20 clock hours per two-year interval

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Passing score – National Examination for Speech-Language Pathology & Audiology
- Successful completion of supervised clinical experience year
- Minimum of three references from licensed audiologists/speech-language pathologists

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$75
- Renewal fee - \$75



# Speech Pathologist

## EXAMINATION REQUIREMENTS

### Examination Title

- National Examination for Speech-Language Pathology & Audiology

### Description

- 150 multiple-choice item examination – 2 hour limit
- Examination areas relate to normal speech and development, communication disorders, professional issues and ethics, speech acoustics, anatomy, and physiology.

### Examination Fee

- \$45

### Dates

- May, July, and November

### Passing Criteria

- 600

### Reexamination

- Upon payment of examination fee

## OKLAHOMA WAGE

### Average Hourly Range

- \$14.60 - \$27.51

## LICENSING AGENCY

### State Board of Examination For Speech-Language Pathology and Audiology

#### Physical Address

1140 N.W. 63<sup>rd</sup> St., Ste. 305  
Oklahoma City, OK 73152  
Phone: (405) 840-2774  
Fax: (405) 843-3489

#### Mailing Address

P.O. Box 53592  
Oklahoma City, OK 73152

# **Sports Official, High School**

## **JOB DESCRIPTION**

A high school sports official officiates competitive athletic events through observation to determine violations of rules or established regulations. High school sports officials obtain licensing for each individual sport. For exam, a sports official may choose to obtain licensing to officiate basketball, baseball, football, or other sporting events.

**SOC 27-2023**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Must be at least a senior in high school but cannot officiate varsity games.
- Possible knowledge areas include the rules and mechanics of conducting and athletic contest for each specified sport.

### **Continuing Education**

- Officials must attend one state and least three local rules meetings each year.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Cannot enroll persons who are registered with the Oklahoma Sex Offenders Act

### **License Duration**

- One year

### **Licensing Fees**

- License fee - \$35 for first sport and \$15 for each additional sport
- Renewal fee - \$35 for first sport and \$15 for each additional sport

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Examinations given according to sport, such as Football Rules Exam, Basketball Rules Exam, etc.

### **Description**

- Written
- Possible examination areas include game rules, regulations, and mechanics of conducting athletic contests for each specified sport.

### **Examination Fee**

- No fee

### **Dates**

- Prior to the beginning of each sport season

## **Sports Official, High School**

### **Passing Criteria**

- 75%

### **Reexamination**

- One reexamination is available

### **OKLAHOMA WAGE**

#### **Average Annual Salary Range**

- \$12,830 – \$20,100

### **LICENSING AGENCY**

#### **Oklahoma Secondary Schools Activities Association**

#### **Physical Address**

7300 N. Broadway Ext.  
Oklahoma City, OK 73116  
Phone: (405) 840-1116  
Fax: (405) 840-9559

#### **Mailing Address**

P.O. Box 14590  
Oklahoma City, OK 73113

# **Truck Driver Training School Instructor, Commercial**

## **JOB DESCRIPTION**

Conducts classes and gives demonstrations on the operation of commercial motor vehicles to students learning to drive or preparing to take an examination for a commercial driver's license. A driving instructor prepares and assigns lessons, evaluates students' progress, and accompanies students while practicing skills.

**SOC 25-1194**

## **EDUCATIONAL LEVEL**

### **Education Level**

- High school diploma or equivalent and a minimum of five years verifiable experience in the type of vehicles used by the school for instructional purposes.

### **Continuing Education**

- Not required

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Valid Oklahoma driver's license
- At least 21 years of age
- Good moral character
- Driving record must meet approval of the Department of Public Safety
- Minimum of 20/40 vision in each eye corrected or uncorrected.

### **Restrictions**

- Conviction of a felony

### **License Duration**

- One year

### **Licensing Fees**

- \$5

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Driver's Examination (Class A)
- Vision Test
- Standard Road Test

### **Description**

- Written, skill, and visual
- Written examination relates to traffic laws, signs, and safe operation of a commercial motor vehicle.
- Skill – Standard Class A Road Test
- Visual – Standard Vision Screening

### **Examination Fee**

- \$5

# **Truck Driver Training School Instructor, Commercial**

## **Dates**

- Appointment scheduled upon receipt of application

## **Passing Criteria**

- Written – 80%
- Driving Test – 80%
- Vision – minimum of 20/40 in each eye with or without corrective lenses.

## **Reexamination**

- After initial test, a one-week waiting period is required
- After third failure, a three-month waiting period is required.
- Unlimited number of exams can be taken after the waiting period.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.85 - \$21.89

## **LICENSING AGENCY**

### **Oklahoma Department of Public Safety Driver License Examining Division**

#### **Physical Address**

3600 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136  
Phone: (405) 425-7745  
Fax: (405) 425-7747

#### **Mailing Address**

3600 N. Martin Luther King Blvd.  
Oklahoma City, OK 73136

# Underground Storage Tank Installer

## **JOB DESCRIPTION**

An underground storage tank (UST) installer places tanks that contain regulated substances such as petroleum products in underground storage facilities. The installer may supervise the tank installation or may act as the level-off foreman who operates installation equipment. Hand and machine operated equipment are used by the installer to connect piping from the tank to the dispensing unit or to install monitoring wells on the tank's backfill area. After the installation is complete, the installer conducts integrating testing on the system. Contractors or service station equipment vendors normally employ underground storage tank installers.

## **SOC 49-9099**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- No formal education is required; however, a working knowledge of the occupation is necessary
- Knowledge areas include the standards and codes for underground storage tank installation.

### **Continuing Education**

- Not applicable

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Two years of related work experience
- Experience in three UST activities, two of which must be installations

### **Restrictions**

- None

### **License Duration**

- Two years

### **Licensing Fees**

- Application fee - \$50 (includes exam fee)
- License fee - \$50
- Renewal fee - \$50

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Underground Storage Tank Licensing Exam

### **Description**

- Written
- The questions cover such areas as tank installation, piping installation, corrosion protection, and monitoring well installation.

### **Examination Fee**

- \$25 (included in application fee)

# **Underground Storage Tank Installer**

## **Dates**

- Daily

## **Passing Criteria**

- 80%

## **Reexamination**

- Reexamination every 30 days and a \$25 fee is required

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$10.20 - \$20.15

## **LICENSING AGENCY**

### **Oklahoma Corporation Commission**

#### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101  
Phone: (405) 521-4683  
Fax: (405) 521-4101

#### **Mailing Address**

P.O. Box 52000  
Oklahoma City, OK 73152-2000

# **Veterinarian**

## **JOB DESCRIPTION**

A veterinarian diagnoses and treats animal diseases, disorders, and injuries. To determine treatment, the veterinarian examines the animal patient using a variety of techniques such as blood tests, X-rays, and observation. After evaluation, veterinarians through the prescription and administration of drugs and medicine, or using surgical procedures treat animal patients. Veterinarians may focus their practice on one type of animal such as pets, livestock, or zoo animals, and may work in private or group practice. Veterinarians can also find employment in research, food inspection, or education.

### **SOC 29-1131**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Graduate from an accredited college with a Doctor of Veterinary Medicine Degree
- Possible areas of study include physical and biological sciences and veterinary medicine.
- Professional training includes considerable practical experience through rotations that provide experience in diagnosing and treating animal diseases, performing surgery, and performing laboratory work in anatomy, biochemistry, and other medical and scientific subjects.

### **Continuing Education**

- Twenty hours of continuing education in veterinary medicine is required each year.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Three recommendations must be submitted. The recommendations must be a representation of clinical skills and competence and authored by a colleague who is currently licensed in a state of the United States and in good standing with licensing jurisdiction of that state.
- Good moral character
- At least 21 years of age

### **Restrictions**

- Individual Board review of Board violations

### **License Duration**

- One year

### **Licensing Fees**

- Renewal fee - \$175

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- North American Veterinary Licensing Examination (NAVLE)
- Oklahoma State Board Examination

### **Description**

- Written
- Oklahoma State Board exam includes a jurisprudence portion related to the laws of veterinary medicine in Oklahoma



## **Veterinarian**

### **Examination Fee**

- NAVLE - \$610
- OSBE - \$150

### **Dates**

- NAVLE – offered twice annually in April and December
- OSBE – offered each month

### **Passing Criteria**

- 70% - each examination requires a score as high or higher than the minimum passing score established for that exam

### **Reexamination**

- Re-qualifying criteria after twice failing any licensing examination

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$14.74 - \$34.55

## **LICENSING AGENCY**

### **Oklahoma Board of Veterinary Medical Examiners**

#### **Physical Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 1  
Oklahoma City, OK 73105  
Phone: (405) 524-9006  
Fax: (405) 524-9012

#### **Mailing Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 1  
Oklahoma City, OK 73105

# Veterinary Technician

## **JOB DESCRIPTION**

A veterinary technician works under the supervision of a veterinarian to perform routine animal care, surgical preparation, laboratory analysis, and other animal-related activities. Often the technician's duties include grooming and feeding animals, organizing surgical instruments, and assisting with scheduling appointments. Veterinarians may also request the technician to assist them in administering medication and conducting research. Animal technicians normally work for privately owned veterinary clinics, colleges, or universities.

**SOC 29-2056**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- Associate's Degree in Applied Science
- Possible areas of study include a basic core of English, history, and government. Subjects related to this field include physiology, nutrition, laboratory techniques, animal nursing, pharmacology, and radiology. Eight-week preceptor at a veterinary clinic under a licensed veterinarian.

### **Continuing Education**

- Ten hours of continuing education is required each year
- Continuing education areas of study related to field or subjects scientific in nature

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Not applicable

### **Restrictions**

- Conviction of a felony
- Individual review of Board violations

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$230 (for national exam and application fee total)
- Renewal fee - \$45

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- National Professional Examination Service Veterinary Technician Exam (NPESVTE) and Oklahoma State Examination

### **Description**

- Written
- Possible examination areas include basic science application, skilled nursing, and laboratory science.

### **Examination Fee**

- \$230 (included in application)

# **Veterinary Technician**

## **Dates**

- National – offered twice annually in January and June
- State – offered each month

## **Reexamination**

- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.76 - \$12.19

## **LICENSING AGENCY**

### **Oklahoma Board of Veterinary Medical Examiners**

#### **Physical Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 1  
Oklahoma City, OK 73105  
Phone: (405) 524-9006  
Fax: (405) 524-9012

#### **Mailing Address**

201 N.E. 38<sup>th</sup> Terrace, Ste. 1  
Oklahoma City, OK 73105

# **Wastewater Laboratory Operator, Class A**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information

**SOC 19-4031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- B.S. Degree in certain sciences and 64 hours of DEQ approved training

### **Continuing Education**

- Four hours of continuing education each year in related subjects

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Minimum experience: 1 year and Class B lab must include 6 months of actual lab experience.

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Wastewater Laboratory Examination, Class A

### **Description**

- Written
- Possible areas of examination include feral coliform, gas chromatography, suspended solids, biomonitoring, turbidity, and coliform

### **Examination Fee**

- \$40 (included in application fee)

### **Dates**

- At least once a month

### **Passing Criteria**

- 70% and above

### **Reexamination**

- 30 day waiting period must intervene between reexamination unless additional training received.
- Unlimited reexaminations

# **Wastewater Laboratory Operator, Class A**

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$12.53 - \$21.66

## **LICENSING AGENCY**

### **Oklahoma Department of Environmental Quality Water Quality Division**

#### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101-1677  
Phone: (405) 702-8100  
Fax: (405) 702-8101

#### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# **Wastewater Laboratory Operator, Class B**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 19-4031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- An Associate's Degree or greater in certain sciences and 64 hours of DEQ approved training

### **Continuing Education**

- 4 hours of continuing education each year in related subjects

## **ADDITIONAL INFORMATION**

### **Qualifications/Experience**

- Minimum experience: 6 months

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Wastewater Laboratory Examination, Class B

### **Description**

- Written
- Possible areas of examination include laboratory glassware, standard solutions, solids, fecal coliform, pH, and alkalinity.

### **Examination Fee**

- \$40 (included in application fee)

### **Dates**

- At least once each month

### **Passing Criteria**

- 70% and above

### **Reexamination**

- 30 day waiting period must intervene between reexamination unless additional training received
- Unlimited reexaminations

## **Wastewater Laboratory Operator, Class B**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$12.53 - \$21.66

### **LICENSING AGENCY**

#### **Oklahoma Department of Environmental Quality Water Quality Division**

##### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101-1677  
Phone: (405) 702-8100  
Fax: (405) 702-8101

##### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# Wastewater Laboratory Operator, Class C

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 19-4031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 32 hours of related subject training

### **Continuing Education**

- 4 hours of renewal training each year in related subjects

## **ADDITIONAL INFORMATION**

### **Qualifications/Experience**

- 18 years of age
- Ability to read and write
- Good physical condition

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Wastewater Laboratory Examination, Class C

### **Description**

- Written
- Possible areas of examination include dissolved oxygen, general laboratory, pH, laboratory glassware, solids, alkalinity, and turbidity

### **Examination Fee**

- \$40 (included in application fee)

### **Dates**

- Once a month

### **Passing Criteria**

- 70% and above



## **Wastewater Laboratory Operator, Class C**

### **Reexamination**

- 30 day waiting period must intervene between reexamination unless additional training received.
- Unlimited reexaminations

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$12.53 - \$21.66

### **LICENSING AGENCY**

#### **Oklahoma Department of Environmental Quality Water Quality Division**

#### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101-1677  
Phone: (405) 702-8100  
Fax: (405) 702-8101

#### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# Wastewater Operator

## **JOB DESCRIPTION**

A wastewater operator operates sewage treatment, sludge processing equipment, or disposal equipment in a wastewater (sewage) treatment plant to control the flow and processing of sewage. The operator monitors and regulates the flow of sewage by adjusting equipment valves and gates manually or by remote control through the filtering, settling, aerating, and sludge digestion process. A wastewater operator also keeps a log of operations, maintains equipment, and directs other attendants. The majority of wastewater operators work for local governments and private water supply and sanitary service companies.

**SOC 51-8031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 16 to 200 hours of related subject training
- Possible areas of study include general treatment processes, state regulations, mechanical treatment, sludge digestion, and sludge management.

### **Continuing Education**

- Four hours of continuing education each year in related subjects.

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- High school education or equivalent

### **Restrictions**

- None

### **Certificate Duration**

- One year

### **Certification Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Wastewater Operator Examination A, B, C, D

### **Description**

- Written
- Possible examination areas include general treatment process, state regulations, mechanical treatment, sludge digestion, and sludge management.

### **Examination Fee**

- \$40 (included in application fee)

# **Wastewater Operator**

## **Dates**

- Oklahoma City area – once a month
- Statewide – as scheduled

## **Passing Criteria**

- 70%

## **Reexamination**

- 30-day waiting period must intervene between reexamination unless additional training has been received.
- Unlimited reexaminations.

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.92 - \$13.35

## **LICENSING AGENCY**

### **Oklahoma Department of Environmental Quality Water Quality Division**

#### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101-1677  
Phone: (405) 702-8100  
Fax: (405) 702-8101

#### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# **Water Laboratory Operator, Class A**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 19-4031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- B.S. Degree in certain sciences and 64 hours of DEQ approved training

### **Continuing Education**

- 4 hours of continuing education each year in related subjects

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Minimum experience: 1 year and Class B lab must include 6 months of actual lab experience

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Water Laboratory Examination, Class A

### **Description**

- Possible areas of examination include feral coliform, gas chromatography, suspended solids, biomonitoring, turbidity, and coliform.

### **Examination Fee**

- \$40 (included in application fee)

### **Dates**

- At least once a month

### **Passing Criteria**

- 70% and above

### **Reexamination**

- 30 day waiting period must intervene between reexamination unless additional training received
- Unlimited reexaminations

## **Water Laboratory Operator, Class A**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$12.53 - \$21.66

### **LICENSING AGENCY**

#### **Oklahoma Department of Environmental Quality Water Quality Division**

##### **Physical Address**

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Oklahoma City, OK 73101-1677  
Phone: (405) 702-8100  
Fax: (405) 702-8101

##### **Mailing Address**

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Oklahoma City, OK 73101-1677

# **Water Laboratory Operator, Class B**

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 19-4031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- An Associate's Degree or greater in certain sciences and 64 hours of DEQ approved training

### **Continuing Education**

- Four hours of continuing education each year in related subjects

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- Minimum experience: 6 months

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Water Laboratory Examination, Class B

### **Description**

- Written
- Possible areas of examination include laboratory glassware, alkalinity, total coliform, and pH.

### **Examination Fee**

- \$40 (included in application fee)

### **Dates**

- At least once a month

### **Passing Criteria**

- 70% and above

### **Reexamination**

- 30 day waiting period must intervene between reexamination unless additional training received
- Unlimited reexaminations

## **Water Laboratory Operator, Class B**

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$12.53 - \$21.66

### **LICENSING AGENCY**

#### **Oklahoma Department of Environmental Quality Water Quality Division**

##### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101-1677  
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##### **Mailing Address**

P.O. Box 1677  
Oklahoma City, OK 73101-1677

# Water Laboratory Operator, Class C

## **JOB DESCRIPTION**

No description provided. Contact licensing agency for further information.

**SOC 19-4031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 32 hours of related subject training

### **Continuing Education**

- Four hours of renewal training each year in related subjects

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- Ability to read and write
- Good physical condition

### **Restrictions**

- None

### **License Duration**

- One year

### **Licensing Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Water Laboratory Examination, Class C

### **Description**

- Written
- Possible areas of examination include standard solution, turbidity, chlorine residual, pH, and alkalinity

### **Examination Fee**

- \$40 (included in application fee)

### **Dates**

- Once a month

### **Passing Criteria**

- 70% and above



## **Water Laboratory Operator, Class C**

### **Reexamination**

- 30 day waiting period must intervene between reexamination unless additional training received
- Unlimited reexaminations

### **OKLAHOMA WAGE**

#### **Average Hourly Range**

- \$12.53 - \$21.66

### **LICENSING AGENCY**

#### **Oklahoma Department of Environmental Quality Water Quality Division**

##### **Physical Address**

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Oklahoma City, OK 73101-1677  
Phone: (405) 702-8100  
Fax: (405) 702-8101

##### **Mailing Address**

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Oklahoma City, OK 73101-1677

# Water Works Operator

## **JOB DESCRIPTION**

Water works operators control water treatment plant machines and equipment that purify and clarify water for human consumption and industrial use. Some of the duties of an operator include monitoring and maintaining equipment, determining and regulating chemical treatment, and testing water samples for impurities. Various branches at the city and state government employ the majority of water works operators.

**SOC 51-8031**

## **EDUCATIONAL REQUIREMENTS**

### **Education Level**

- 16 to 200 hours of related subject training
- Possible areas of study include general water treatment, state regulation, groundwater, and disinfection.

### **Continuing Education**

- Four hours of continuing education each year in related subjects

## **ADDITIONAL REQUIREMENTS**

### **Qualifications/Experience**

- 18 years of age
- High school diploma or equivalent

### **Restrictions**

- None

### **Certificate Duration**

- One year (expires June 30 each year)

### **Certification Fees**

- Application fee - \$40
- Renewal fee - \$30

## **EXAMINATION REQUIREMENTS**

### **Examination Title**

- Water Operator Examination A, B, C, D

### **Description**

- Written
- Possible examination areas include general water treatment, state regulations, groundwater, and disinfections.

### **Examination Fee**

- \$40 (included in application fee)

# **Water Works Operator**

## **Dates**

- Oklahoma City area – once a month
- Statewide – as scheduled

## **Passing Criteria**

- 70% and above

## **Reexamination**

- 30-day waiting period must intervene between reexaminations unless additional training has been received
- Unlimited reexaminations

## **OKLAHOMA WAGE**

### **Average Hourly Range**

- \$7.92 - \$13.35

## **LICENSING AGENCY**

### **Oklahoma Department of Environmental Quality Water Quality Division**

#### **Physical Address**

707 N. Robinson St.  
Oklahoma City, OK 73101-1677  
Phone: (405) 702-8100  
Fax: (405) 702-8101

#### **Mailing Address**

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