

44. Written Examination means the National Association of Long Term Care Administrator Boards (NAB) licensing examination, which may be administered by computer.

106-003 NURSING HOME ADMINISTRATOR: Any individual who is responsible for planning, organizing, directing and controlling the operation of a home for the aged or infirm, or nursing home must be licensed as a Nursing Home Administrator.

Each administrator must be responsible for and oversee the operation of only one licensed facility or one integrated system, except that an administrator may make application to the Department pursuant to 172 NAC 106-006 for approval to be responsible for and oversee the operations of a maximum of 3 licensed facilities if such facilities are located within 2 hours' travel time of each other or to act in the dual role of administrator and department head but not in the dual role of administrator and director of nursing.

106-003.01 Qualifications: To receive a credential to practice nursing home administration, an individual must meet the following qualifications:

1. Age and Good Character: Be at least 19 years old and of good character;
2. Citizenship/Resident Information: Be a citizen of the United States, an alien lawfully admitted into the United States for permanent residence under the Immigration and Naturalization Act (INA) and who is eligible for a credential under the Uniform Credentialing Act, or a nonimmigrant whose visa for entry, or application for visa for entry, is related to employment in the United States;
3. Education, Experience and Training: Have one of the following Degree's and, if applicable, core educational areas, experience, and/or training programs:
 - a. Associate Degree: If the applicant has an associate degree, the degree must include the following core educational requirements (see core educational areas defined in 172 NAC 106-002, section 17), and the applicant must complete a mentoring program or administrator-in-training program:
 - (1) Core Educational Areas: Graduates from a National Association of Long Term Care Administrator Boards (NAB) for Nursing Home Administrators accredited program or meets the following core educational requirements as defined in 172 NAC 106-002, section 17.
 - (a) Patient care and services;
 - (b) Social services;
 - (c) Financial management;
 - (d) Administration; and
 - (e) Rules, regulations, and standards relating to the operation of a health care facility; and

- (2) Mentoring Program: If the applicant has at least 2 years working full time in a nursing home for the aged or infirm or previous work experience in health care administration, s/he must complete a mentoring program; or
 - (3) Administrator-in-Training Program: Applicants who do not meet the mentoring program experience requirements will be required to complete the administrator-in-training program.
- b. Degree or Advanced Degree: If the applicant has a baccalaureate, master's, or doctorate degree from an accredited institution, the degree must include the following core educational requirements (core educational areas are defined in 172 NAC 106-002, section 17) and the applicant must complete a mentoring program:
- (1) Core Educational Areas: Graduates from a NAB accredited program or meets these core educational requirements.
 - (a) Patient care and services;
 - (b) Social services;
 - (c) Financial management;
 - (d) Administration; and
 - (e) Rules, regulations and standards relating to the operation of a health care facility.
- c. Degree or Advanced Degree in Health Care: If the applicant has a baccalaureate, master's, or doctorate degree from an accredited institution in health care, health care administration or services, and has previous work experience in health care administration (as defined in 172 NAC 106-002, section 40), s/he is not required to complete either the mentoring program or administrator-in-training program.

If the applicant with a degree or advanced degree in health care administration does not have "previous work experience in health care administration", s/he must complete a mentoring program.

- d. Nursing Degree: If the applicant has a degree or diploma in nursing from an accredited program of professional nursing approved by the Board of Nursing, and previous work experience in health care administration (as defined in 172 NAC 106-002, section 40), s/he is required to complete the mentoring program.

If the applicant with a nursing degree does not have "previous work experience in health care administration", the degree must include the following core educational requirements (core

educational areas are defined in 172 NAC 106-002, section 17) and the applicant must complete a mentoring program:

- (1) Core Educational Areas - Graduates from a NAB accredited program or meets these core educational requirements.
 - (a) Patient care and services;
 - (b) Social services;
 - (c) Financial management;
 - (d) Administration; and
 - (e) Rules, regulations and standards relating to the operation of a health care facility.

4. Examination: The applicant must have received a score at or above the national pass score as determined by the National Association of Long Term Care Administrator Boards (NAB) for Nursing Home Administrators.

106-003.02 Application: To apply for a credential to practice as a nursing home administrator the individual must submit a complete application to the Department. A complete application includes all required documentation, the required fee, and a written application. The applicant may obtain an application from the Department or construct an application that must contain the following information:

1. Written Application:
 - a. Personal Information:
 - (1) The legal name of the applicant, maiden name (if applicable), and any other names by which the applicant is known;
 - (2) Date of birth (month, day, and year);
 - (3) Place of birth (city and state or country if not born in the United States);
 - (4) Mailing address (street, rural route, or post office address; and city, state, and zip code, or country information);
 - (5) The applicant's:
 - (a) Social Security Number (SSN);
 - (b) Alien Registration Number ("A#"); or
 - (c) Form I-94 (Arrival-Departure Record) number.
Certain applicants may have both a SSN and an A# or I-94 number, and if so, must report both.
 - (6) The applicant's telephone number including area code (optional);
 - (7) The applicant's e-mail address (optional);
 - (8) The applicant's fax number (optional); and
 - (9) Citizenship: The applicant must state that s/he is one of the following:
 - (a) A citizen of the United States;
 - (b) An alien lawfully admitted into the United States for