



State of Alabama Board of Examiners of
Nursing Home Administrators
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FAQs

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I forgot to renew my license, what can I do?

How often does the Board meet?

- ❖ The Board meets approximately every 8 to 10 weeks.
- ❖ Board meeting dates are posted on our website.
- ❖ Board meetings are open to the public.

What is the process to become a licensed nursing home administrator in Alabama?

In order to become a licensed Nursing Home Administrator in the State of Alabama:

1. Be at least nineteen (19) years of age;
2. Be a citizen of the United States of America or duly declare their intention of becoming a citizen of the United States of America;
3. Be of good moral character;
4. Be suitable and fit to be licensed and to practice as a nursing home administrator;
5. Have a minimum of a college degree;
6. Complete a Board approved AIT program. The length of the AIT program is as follows:
 - a. 2,000-hour AIT program if you have an associate degree from an accredited college or university AND worked in a supervisory capacity (supervisory capacity means a department head or licensed professional supervising one or more individuals) at a licensed nursing home for a minimum of four years
 - b. 1000-hour AIT program if you hold a baccalaureate degree from an accredited college
 - c. 500-hour AIT program if you hold a baccalaureate degree from an accredited college or university and majored in health care administration; and
 - d. 200-hour AIT program if you hold a master's degree from an accredited college or university and majored in healthcare administration or hospital administration. If you hold a Master's degree in any other area, i.e., MBA, etc., then the AIT program will be dependent on your baccalaureate degree.
 - e. Has completed a National Association of Boards of Examiners of Long-Term Care Administrators Academic University Approved Program
7. You must locate a preceptor. The Board does not place individuals in AIT programs. It is the applicant's responsibility to find their own preceptor. A list of approved preceptors is on our website.
8. Once you find an approved preceptor you must file an application with the Board for AIT approval. A list of all forms is on our website. The following is required with your AIT application: A copy of your AIT program, A copy of your Preceptor's approval letter, A copy of the Application for facility training site, A copy of your college degree, and the required fee (see fee schedule) made payable to the AL BOE of NHA. The Board does not accept credit or debit cards – check or money order only!
9. Once your AIT application is approved, then you go through the program working under the approved preceptor. You will complete quarterly reports along the way. Once you complete the AIT program and the Preceptor certifies completion, then you file an NHA application for full licensure with the Board. The following documents with your NHA application: Application fee (\$150); Completed Employment Verification Affidavit; Copy of College Degree and/or transcript; Copy of facility institutional license; Copy of the facility's organization chart (chain of command) showing your position; Proof of citizenship – current driver's license or current passport; Three character reference letters; Current color photograph – does not have to be professional and color copy of a digital photo is acceptable

10. Once your NHA application is approved, then you must take and pass a two-part National Examination. Upon passage, you are eligible to be licensed.

I hold a current active license as a nursing home administrator in another state. How do I transfer my license to Alabama?

Reciprocity/Endorsement Important Facts:

- ❖ Reciprocity/Endorsement applicants must have a current active license in the state from which they are coming from.
- ❖ A Reciprocity Questionnaire must be completed by each and every state in which the applicant currently holds or has ever held a license as a nursing home administrator.
- ❖ Reciprocity/Endorsement applicants must complete the NHA application process.
- ❖ Every Reciprocity/Endorsement applicant **MUST** take and pass the Alabama State Written Exam. The examination is scheduled on an as needed basis - usually about 30 days after the Board approves a reciprocity application.
- ❖ There is no practice test or pre-licensure course for the State Exam.
- ❖ The written state examination consists of 50 multiple choice questions.
- ❖ The bibliography for the state examination is on our website and is also sent when an applicant is approved to sit for the state examination.

The following documents are required for NHA reciprocity application to be considered for Board approval:

1. The completed application
2. **Application fee (\$150)**
3. Completed Employment Verification Affidavit
4. Copy of College Degree and/or transcript
5. Copy of facility institutional license
6. Copy of the facility's organization chart (chain of command) showing your position
7. Completed reciprocity questionnaire from all states currently or that you have ever been licensed in
8. Proof of citizenship – current driver's license or current passport
9. Three character reference letters
10. Current color photograph – does not have to be professional and color copy of a digital photo is acceptable

Does the Board offer a temporary license?

The Board does not offer a temporary license; however, the Board does have an emergency permit provision.

Emergency Permit Important Facts:

- ❖ An Emergency Permit is issued to an applicant based on a Facility's need.
- ❖ It is issued to an individual at a particular facility. If the facility changes administrators or if the individual leaves the facility, then the emergency permit is void.
- ❖ Getting an emergency permit, it does NOT in any way enable an applicant to qualify for full licensure.
- ❖ The emergency permit process is totally separate and apart from any other licensure process.
- ❖ An emergency permit can only be issued for up to a total of 180 days.
- ❖ There is no form for an Emergency Permit.
- ❖ An individual cannot request their own Emergency permit. The letter requesting an emergency permit must be signed by a representative from the facility or entity operating the facility.

- ❖ Requests for an emergency permit must be made in writing and contain the following:
 - Full name of the individual needing the Emergency Permit
 - Full name and address of the facility
 - Effective date of the Emergency Permit
 - A copy of the individual's resume
 - \$750 (fee for an emergency permit)
 - A copy of the current active license as a NHA for another state, *if applicable*

Chapter 10. Issuance of Emergency Permits

620-X-10-.01 Emergency Permits.

(1) In the event a nursing home administrator dies, unexpectedly resigns, becomes incapacitated, or has his/her license revoked, the person or persons then responsible for the management of the nursing home shall immediately notify the Board and the agency issuing the nursing home license and shall be allowed a reasonable period of time, not to exceed 180 days from the date of death, unexpected resignation, incapacitation or revocation of license of the nursing home administrator, in which to replace said administrator. Such nursing home must apply to the Board for an emergency permit for the person who will actually administer the nursing home until a licensed nursing home administrator can be employed. Such application shall state the acting administrator's qualifications, the circumstances creating the need for an emergency permit, and the period of time for which the emergency permit is needed, and said application shall be verified by the acting administrator and the owner of, or manager of the nursing home. The acting administrator must meet the following minimum qualifications:

- A. Be actively enrolled in an AIT program and eligible to sit for the licensure examination within 5 months of their appointment as acting administrator; or
- B. Eligible to be licensed by reciprocity; or
- C. Has worked in an Alabama nursing facility, or management company that operates Alabama nursing homes, in a supervisory capacity for a minimum of three years prior to their appointment as acting administrator.

(2) Emergency permits will be issued by the Board if the Board approves of the applicant's qualifications, and determines that the nursing home requires the services of a temporarily licensed administrator.

(3) Emergency permits shall be issued for a stated period not to exceed 180 days and will permit the holder to practice only at the nursing home for which the emergency permit and license is issued. No additional time will be given to a facility to replace the Administrator.

I have a current Alabama nursing home administrator license and I do not wish to practice any more. What can I do?

Inactive Status

An administrator can put their license on inactive status by requesting this in writing *prior to the license expiring.*

An administrator can stay inactive for up to 5 years. The license must be reactivated within 5 years from the date the license was put on inactive status or the license will expire.

CEUs are only needed prior to reactivation – currently 24 that are no more than 1 year old at the time of reactivation.

There is no fee while inactive.

To reactivate an inactive license, send in the reactivation fee, copies of 24 hours of CEU and the NHA renewal form.

I let my Alabama nursing home administrator license lapse. How can I get it back?

- ❖ Expired license applicants must complete the NHA application process and receive Board approval.
- ❖ Every expired license applicant **MUST** take and pass the Alabama State Written Exam. The examination is scheduled on an as needed basis - usually about 30 days after the Board approves a reciprocity application.
- ❖ There is no practice test or pre-licensure course for the State Exam.
- ❖ The written state examination consists of 50 multiple choice questions.
- ❖ The bibliography for the state examination is on our website and is also sent when an applicant is approved to sit for the state examination.

The following documents are required for NHA expired license application to be considered for Board approval:

1. The completed application
2. **Application fee (\$150)**
3. Completed Employment Verification Affidavit
4. Copy of College Degree and/or transcript
5. Copy of facility institutional license
6. Copy of the facility's organization chart (chain of command) showing your position
7. 24 hours of current approved continuing education – not more than one year old
8. Proof of citizenship – current driver's license or current passport
9. Three character reference letters
10. Current color photograph – does not have to be professional and color copy of a digital photo is acceptable

How do I get into the AIT Program?

You must have a minimum of a college degree. Your college degree determines the length of your AIT training program. Experience only is taken into consideration if an applicant has an associate degree.

The length of the AIT program is as follows:

- a. 2,000-hour AIT program if you have an associate degree from an accredited college or university **AND** worked in a supervisory capacity (supervisory capacity means a department head or licensed professional supervising one or more individuals) at a licensed nursing home for a minimum of four years
- b. 1000-hour AIT program if you hold a baccalaureate degree from an accredited college
- c. 500-hour AIT program if you hold a baccalaureate degree from an accredited college or university and majored in health care administration; and
- d. 200-hour AIT program if you hold a master's degree from an accredited college or university and majored in healthcare administration or hospital administration. If you hold a Master's degree in any other area, i.e., MBA, etc., then the AIT program will be dependent on your baccalaureate degree.

e. Has completed a National Association of Boards of Examiners of Long-Term Care Administrators Academic University Approved Program

1. You must locate a preceptor. The Board does not place individuals in AIT programs. It is the applicant's responsibility to find their own preceptor. A list of approved preceptors is on our website.
2. Once you find an approved preceptor you must file an application with the Board for AIT approval. A list of all forms is on our website. The following is required with your AIT application: A copy of your AIT program, A copy of your Preceptor's approval letter, A copy of the Application for facility training site, A copy of your college degree, and the required fee (see fee schedule) made payable to the AL BOE of NHA. The Board does not accept credit or debit cards – check or money order only!
3. Once your AIT application is approved, then you go through the program working under the approved preceptor. You will complete quarterly reports along the way. Once you complete the AIT program and the Preceptor certifies completion, then you file an NHA application for full licensure with the Board to begin the process of full licensure.

AIT Important Facts (See Rule 620-X-5-.07):

- ❖ AIT must complete a minimum of 20 hours a week.
- ❖ AITs can hold down flexible part time jobs NOT during the AIT time.
- ❖ AITs cannot, during normal working hours of their program, fill a specific, specialized position in the facility, i.e., social service director and AIT simultaneously.
- ❖ AITs must rotate through all the various departments of the facility.
- ❖ You cannot apply for licensure until you are within 30 days of finishing the AIT Program.
- ❖ AITs will not be given credit for programs that are not prior approved by the Board.
- ❖ AITs must find their own Preceptor.

Can I pay any fees by credit or debit card?

Currently, the Board does not have the capability to accept electronic payments. All fees must be paid with a check or money order.

My NHA license is about to expire, what are the requirements for renewal?

You must accrue 24 hours of approved continuing education credit per year. Continuing education must be prior approved by the Board or NAB/NCERS approved.

To renew your license, send in the NHA Renewal form along with the required fee of \$125. If the Board does not have copies of your CEUs, then they must also be sent with the renewal form. These documents must be **POSTMARKED** and sent to the Board offices by the expiration date of your license.

License Renewal Important Facts (See Rule 620-X-7-.01):

- ❖ You must have 24 hours of approved continuing education to renew your license.
- ❖ You cannot get credit for more than 10 continuing education credit hours per day.
- ❖ Licenses expire at the end of your original licensure month unless your renewal month was changed due to reactivation of your license.
- ❖ Licenses must be renewed annually.

I forgot to renew my license, what can I do?

Failure to secure an annual renewal of a license based on a failure to meet the continuing education requirements results in the expiration of the license. All persons holding an expired

license and wishing to reactive the license is required to submit a new application, have 24 hours of current (no more than one year old at the time of reactivation) continuing education credit approved by the Board prior to the reactivation of the license and pass a written state examination for licensure.

A licensee who complied with the continuing education requirements but did not renew in time, can renew the license within 90 days following its due date by completing the NHA renewal form and paying a late renewal fee of \$400. A license that is not renewed within the 90-day period is expired.