



State of Alabama Board of Examiners of
Nursing Home Administrators
4156 Carmichael Road
Montgomery, Alabama 36106

Katrina G. Magdon
Executive Secretary
kmagdon@anha.org

Telephone (334) 271-2342
FAX (334) 244-6509
www.alboenha.state.al.us

Board Meeting Important Facts:

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

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

- ◆AIT must be 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.
- ◆AITs must rotate through all of 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.
- ◆The following documents are required for an AIT application to be considered for Board approval:

1. The completed application
2. Application fee (\$100 for 200 – 1,000 hour or \$150 for 2,000 hour)
3. Completed AIT Program Form
4. Copy of College Degree
 - a. If an Associate's Degree, then the applicant must furnish information proving 4 years of nursing home supervisory experience
 - b. If an applicant has a degree specific to long term or health care administration and it is not specific on the degree, a transcript will also be required
5. Copy of facility institutional license
6. Copy of the facility's latest statement of deficiencies (CMS-2567)
7. Completed application for training site

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.
- ◆There is no practice test or pre-licensure course for the State Exam.
- ◆The written state examination consists of 50 multiple choice questions.

◆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

Emergency Permit Important Facts (See Rule 620-X-10-.01):

- ◆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 facility changes administrators or if the individual leaves the facility then the emergency permit is void.
- ◆By 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. Requests must be in writing and contain the following: name of individual needing the Emergency Permit, name and full address of the facility, and effective date of the Emergency Permit. The request must be accompanied with the resume of the individual needing the emergency permit as well as the required fee of \$750.00. A copy of a current active license as a NHA from another state, if applicable.

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

- ◆You must have 24 hours of approved continuing education to renew your license.
- ◆You can only have 9 hours of NAB/NCERS approved self -study courses every renewal cycle.
- ◆Licenses expire at the end of your original licensure month.
- ◆Licenses must be renewed annually.

Qualifications for Initial Licensure (See Rule 620-X-5-.02):

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

- (a) that he/she is at least nineteen (19) years of age;
- (b) that he/she is a citizen of the United States of America or that he/she has duly declared their intention of becoming a citizen of the United States of America;
- (c) that he/she is of good moral character;
- (d) that he/she is suitable and fit to be licensed and to practice as a nursing home administrator; and

(e) that he/she has satisfactorily completed a course of study and has been graduated from a high school or secondary school approved and recognized by the educational authorities of the state in which such school is located or a political subdivision thereof, or has submitted a certificate indicating that he/she has obtained high school, GED, or secondary school equivalency, such certificate being duly certified by a state educational authority or a political subdivision thereof; and

1. Holds an associate degree from an accredited college or university; and

Has 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 (two years of work experience equals one year of college); and

Has fulfilled the requirements of an approved 2,000-hour nursing home administrator-in-training program prescribed by the Board; or

2. Holds a baccalaureate degree from an accredited college or university; and

Has fulfilled the requirements of an approved 1,000-hour nursing home administrator-in-training program prescribed by the board; or

3. Holds a baccalaureate degree from an accredited college or university and majored in health care administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 500-hour nursing home administrator-in-training program prescribed by the Board; or

4. Holds a masters degree from an accredited college or university and majored in healthcare administration or hospital administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 200-hour nursing home administrator-in-training program prescribed by the Board; or

5. As a minimum has met the applicable requirements defined in 620-X-5-.02 (f) 1-3 of these Rules and Regulations and the Final Rules of the Omnibus Budget Reconciliation Act of 1987, Public Law 100-203, Sections 1819(f)(4) and 1919(f)(4) as published in the Federal Register, as it applies to Qualifications of Nursing Home Administrators.

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

♦The following documents are required for NHA 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. Proof of citizenship – current driver's license or current passport
8. Three character reference letters
9. Current color photograph – does not have to be professional and color copy of a digital photo is acceptable