



## CHECKLIST AND INSTRUCTIONS FOR NURSING HOME ADMINISTRATOR APPLICATION FOR INITIAL LICENSURE

### SUBMIT THE FOLLOWING:

- APPLICATION – This application will not be considered until all sections have been completed. You may need to submit supporting documentation regarding your responses to the licensure questions. Please refer to the application for more information.
- FEE – All fees are non-refundable. The application fee is \$315.00. Make check or money order payable to the Treasurer of Virginia.
- PROOF OF PROFESSIONAL EDUCATION – OFFICIAL transcripts must be received from your school to include school seal, date of graduation, and coursework completed before licensure will be issued. Proof of Education is not required if you completed an AIT program in Virginia within the past year and provided transcripts during the application process.
- NATIONAL PRACTITIONER DATA BANK (NPDB) – You will need to request a current self-query report from the NPDB. There are processing fees for each entity for this service. You may request the report through their website at [www.npdb.hrsa.gov](http://www.npdb.hrsa.gov). You must submit your completed NPDB report to the Board by fax, email, or mail.
- VERIFICATION OF STATE LICENSURE – If applicable, provide written verification from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Contact each State regarding processing fees.
- VERIFICATION OF WORK EXPERIENCE – Provide third party original documentation of active practice as a licensed nursing home administrator (e.g. an original signed letter from employer on company letterhead to include dates of employment, location of work experience, and specific duties assigned which should be mailed to the Board by your employer). A resume may not be used as a substitute for proof of employment. “Active practice” means a minimum of 1,000 hours of practice as a licensed nursing home administrator within the preceding 24 months.
- NATIONAL EXAM RESULTS – If applicable, exam scores should be requested directly from the National Association of Long Term Care Administrator Boards (NAB) through their website at <https://nab.useclarus.com>. There are processing fees for this service.
- HEALTH SERVICES EXECUTIVE (HSE) CREDENTIAL – You will need to provide evidence that you have (1) graduated from a program accredited by the National Association of Long Term Care Administrator Boards (NAB) as an HSE program OR (2) that you have met the minimum education, experience, and examination standards established by (NAB) for qualification as a HSE.

### GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice as a Nursing Home Administrator (NHA) in Virginia until you have been issued a Virginia license.
2. Applications received without the required processing fee will be returned to the sender.
3. Faxed documents will not be accepted; only original documents will be accepted from the applicant.
4. Once all documentation has been received, the licensing process takes approximately 10 **business** days. Board staff will contact you at the email address provided on your application with a status update.
5. Applications will remain on file with the board for one year from the date of receipt. If, at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.



## NURSING HOME ADMINISTRATOR APPLICATION FOR INITIAL LICENSURE

**MARK ONLY ONE BOX:**

- Administrator-In-Training**
- Degree and Practical Experience** – Degree in Healthcare Administration and evidence of completion of a 320-hour internship as part of the degree program
- Certificate Program** – Baccalaureate or higher degree with 21 semester hours in an NHA or healthcare administrative certificate program and evidence of completion of a 400-hour internship.
- Health Services Executive (HSE) Credential** – Meets the minimum education, experience, and examination standards established by NAB for qualifications as a HSE.

**(PLEASE PRINT IN BLUE OR BLACK INK)**

FIRST NAME	MIDDLE NAME	LAST NAME AND SUFFIX	
DATE OF BIRTH  MM    DD    YY		SOCIAL SECURITY NO. OR VA CONTROL NO.*	
ADDRESS OF RECORD**: STREET		CITY	STATE    ZIP CODE
ALTERNATE PUBLIC ADDRESS***: STREET		CITY	STATE    ZIP CODE
HOME PHONE:	WORK PHONE:	MOBILE PHONE:	
PRIVATE E-MAIL ADDRESS		PUBLIC E-MAIL ADDRESS	

\*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the process of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. **NO LICENSE WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.**

\*\*The address information you provide is your address of record with the Board. Please be advised that all notices from the board, to include renewal notices, licenses, and other legal documents, will be sent to the address of record provided. If you provided a different public address, this information is not subject to public disclosure under the Freedom of Information Act and will not be sold or distributed for any other purpose.

\*\*\*This address is subject to public disclosure under the Freedom of Information Act. You may provide an address other than a residence, such as a Post Office Box or a practice location if you wish.

***APPLICANTS DO NOT USE SPACES BELOW THIS LINE – FOR OFFICE USE ONLY***

APPROVED BY \_\_\_\_\_

LICENSE NUMBER	PENDING NUMBER	BASE STATE	RECEIPT NUMBER
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**EDUCATION** – Please provide an official transcript; No copies or faxes are accepted. Transcripts are not required if AIT training was completed in Virginia within the past year and transcripts were previously submitted to the Board.

University/College; City; State	Dates Attended	Degree Received	Area of Coursework

**OUT OF STATE LICENSURE:** List all jurisdictions in which you have been issued a license to practice whether *active, inactive, or expired*. Indicate license number and date issued. You will need to provide written verification from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Contact each State regarding processing fees. (You may use additional paper if needed).

STATE/JURISDICTION	LICENSE NUMBER	ISSUE DATE / STATUS

**ADMINISTRATOR-IN-TRAINING PROGRAM** – If you completed an AIT Program in Virginia, complete this section.

Name of Training Facility	Preceptor Name and License Number	Date of Completion	Total Hours Completed

**HEALTH SERVICES EXECUTIVE (HSE) QUALIFICATIONS (Check one)**

- I graduated from a program accredited by the National Association of Long Term Care Administrator Boards (NAB) as a HSE program
- I completed my HSE credential and qualified on \_\_\_\_\_ (MM/DD/YYYY)

**LICENSURE QUESTIONS**

Any supporting documentation related to the questions below should be submitted to:  
 Virginia Board of Long-Term Care Administrators  
 Perimeter Center  
 9960 Mayland Drive, Suite 300  
 Henrico, VA 23233

	YES	NO
1. Do you have education and experience equivalent to the qualifications for licensure?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been denied issuance of, refused renewal of a license, or the privilege of taking an examination by any state licensing/regulatory board? If yes, provide notices, orders, etc., from the regulatory authority authorized to take such actions.	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
3. Have you ever been convicted of a violation of /or pled Nolo Contendere to any federal, state or local statute, regulation, or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor? Including convictions for driving under the influence; excluding traffic violations. Additionally, any information concerning an arrest, charge, or conviction that has been sealed, including arrests, charges, or convictions for possession of marijuana, does not have to be disclosed.	<input type="checkbox"/>	<input type="checkbox"/>
Attach your original criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision, and any other information you wish to be considered with your application (i.e. information on the status of incarceration, parole, or probation, reference letters documentation of rehabilitation, etc.).		
4. Have you ever had any of the following disciplinary actions taken against any license to practice a health profession or any such actions pending? For example: (a) suspension/revocation (b) probation (c) reprimand/cease and desist (d) had your practice monitored (e) monetary penalty? If yes, submit notices, orders, etc., from the regulatory authority authorized to take such actions.	<input type="checkbox"/>	<input type="checkbox"/>

**MILITARY SERVICE**

	YES	NO
1. Are you active-duty military?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you relocating to Virginia or an adjoining state or the District of Columbia with a spouse who is 1) on federal active duty orders, or 2) a veteran who has left active duty service within one year of submission of this application?	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL LICENSURE QUESTIONS**

	YES	NO
A. Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner? Please provide a full explanation on a separate page. (A.2) Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior?	<input type="checkbox"/>	<input type="checkbox"/>
B. Within the past five years, have you been disciplined by any entity? Please provide a full explanation and any associated orders or letters from the entity. (B.2) Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you currently have any physical condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing administrator or trainee. If yes, please provide a full explanation. (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)	<input type="checkbox"/>	<input type="checkbox"/>

D. Do you currently have any mental health condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing administrator or trainee.

If yes, please provide a full explanation. (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)

E. Do you currently have any condition or impairment related to alcohol or other substance use that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing administrator or trainee.

If yes, please provide a full explanation. (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)

F. Within the past 5 years, have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity?

If yes, please provide a full explanation and any associated orders or letters from the entity. (NOTE: The Board may request a copy of a current participation contract and summary of compliance and/or documentation of successful completion. You may consider providing this documentation with your application, or have the program send this documentation directly to the Board.)

**AFFIDAVIT OF APPLICANT**

I certify that I have carefully read the laws and regulations related to the practice of Nursing Home Administrators, which are available at [https://www.dhp.virginia.gov/nha/nha\\_laws\\_regs.htm](https://www.dhp.virginia.gov/nha/nha_laws_regs.htm) and I fully understand that funds submitted as part of the application process shall not be refunded.

I certify by my signature below: I am the person applying for licensure/certification/registration and meet the qualifications required by Virginia law and regulations. Further, I certify the information provided on this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information required in this application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

I agree to the above certification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date