

LCB File No. R209-05

**PROPOSED REGULATION OF THE NEVADA STATE BOARD  
OF EXAMINERS FOR ADMINISTRATORS OF  
FACILITIES FOR LONG-TERM CARE**

PROPOSED REVISIONS TO NAC CHAPTER 654 - ADMINISTRATORS OF FACILITIES  
FOR LONG-TERM CARE

Please note: Additions to regulations are noted in *bold print and italics*.  
Items to be deleted are in ~~brackets~~.

*NAC 654.011 Definitions “Administrator In Training Program or AIT Program” defined:  
means a program that is approved by the Board in which persons participate under the  
coordination, supervision, and teaching of a qualified preceptor as described in 654.100.*

**NAC 654.080 Obtaining copies of regulations.** (NRS 654.110) The Board will furnish copies  
of this chapter and amendments thereto for a *nonrefundable* fee of \$10.

**NAC 654.100 Qualifications;** ~~program for training~~ *Administrator in Training Program.*  
(NRS 654.110, 654.150)

1. In addition to the requirements set forth in [NRS 654.150](#) and [654.180](#), an applicant for a  
license as a nursing facility administrator must submit evidence satisfactory to the Board that he:

- (a) Is 21 years of age or older; and
- (b) Has one of the following:

(1) A master’s degree in the administration of nursing facilities or a related field of health  
administration from a college or university recognized by the United States Department of  
Education or approved by the superintendent of public instruction, if the master’s program  
included a requirement for an internship or residency in a facility providing long-term nursing  
care;

(2) A baccalaureate degree from a college or university recognized by the United States  
Department of Education or approved by the Superintendent of Public Instruction and, if he has  
not completed an internship or residency in a facility providing long-term nursing care, has  
successfully completed at least 1,000 hours:

- (I) In ~~a program for training administrators~~ *an AIT program*, approved by the  
Board; or
- (II) *In the National Association of Boards of Examiners for Long Term Care  
Administrators (NAB) “Five-Step Program Administrator in Training Internship  
Manual”;* or
- (III) Of experience as an administrator of a facility providing long-term nursing care;

or

(3) A certificate issued by the American College of Health Care Administrators for the  
completion of the program for the certification of nursing home administrators.

2. A program for training administrators described in subsection 1 must require a person in the program to complete at least 1,000 hours of training in a period of not less than 26 weeks and include training in the following areas:

- ~~[(a) The management of nursing facilities;~~
  - ~~—(b) The management of the employees of nursing facilities;~~
  - ~~—(c) The management of the finances of nursing facilities;~~
  - ~~—(d) The management of the environment in nursing facilities; and~~
  - ~~—(e) State and federal statutes and regulations relating to the operation of nursing facilities.]~~
- (a) *Administration*
  - (b) *Personnel*
  - (c) *Nursing*
  - (d) *Rehabilitation*
  - (e) *Medical Records*
  - (f) *Activities*
  - (g) *Social Services/Admissions*
  - (h) *Business Office*
  - (i) *Dietary*
  - (j) *Housekeeping/Laundry*
  - (k) *Maintenance/Environmental Management*
  - (l) *Other*

3. In addition to the requirements set forth in subsection 2, a program for training administrators described in subsection 1 must require:

- (a) A nursing facility administrator who is licensed in this State and has practiced as an administrator for at least ~~H~~ 2 year to supervise the training of each person in the program in the areas set forth in subsection 2;
- (b) The administrator/preceptor must notify the Board and receive approval to begin the AIT Program. The Board shall conduct at least one (1) on-site evaluation by member(s) of the Board.*
- (c) Have no pending disciplinary actions.*
- (b) The administrator to determine the order in which the training will be provided to each person he supervises; and
- (c) The administrator to record the dates and times that each person he supervises completes the training required in each area set forth in subsection 2.

4. Evidence of the successful completion of a program for training administrators submitted pursuant to subsection 1 must be a certificate of completion that is:

- (a) On a form provided by the Board; and
- (b) Signed by the administrator who supervised the applicant.

5. A program for training administrators completed in another state must be equivalent to those programs approved in this State.

**NAC 654.110 Additional requirements for licensure; fee. ([NRS 654.110](#), [654.140](#), [654.150](#))**

1. In addition to the requirements of [NRS 654.150](#) and [654.180](#) and [NAC 654.100](#), an applicant for a license as a nursing facility administrator must:

- (a) Provide a statement to the Board indicating that to the best of his knowledge he is of good health and free from contagious disease;

(b) Indicate whether he suffers from any mental impairment that would affect his ability to perform the duties of a nursing facility administrator;

(c) Provide proof that he is able to communicate adequately in the English language both verbally and in writing;

(d) Indicate whether he has been investigated for misconduct or had a license or certificate revoked, modified, limited or suspended, or whether any other disciplinary action or proceeding has been instituted against him by any authority in any state; and

(e) Provide a statement to the Board indicating whether he has ever been convicted of a felony or any offense involving moral turpitude.

2. The *non-refundable* fee for an application for a license as a nursing facility administrator is \$200 *and shall be submitted to the Board along with the application.*

**NAC 654.111 Licensure without examination. (NRS 654.110, 654.180)**

1. An applicant who wishes to obtain a license as a nursing facility administrator without taking the examination required by [NRS 654.150](#) must submit evidence satisfactory to the Board that:

~~1.1~~ (a) He is licensed as a nursing facility administrator in a state that requires a person to pass *the National* ~~exam~~ examination to obtain such a license;

~~1.2~~ (b) His license in that state is in good standing *for a minimum of the preceding 2 years*; and

~~1.3~~ (c) He has complied with all other requirements for licensure as a nursing facility administrator set forth in this chapter and [chapter 654](#) of NRS.

2. *This Board shall endorse licensure for all candidates from other jurisdictions that demonstrate experience in long term care having met the following or this jurisdiction's minimum requirements, namely:*

a) *BA/BS Degree from a college/university accredited body recognized by the United States Department of Education or an accrediting agency recognized or approved by the jurisdiction in which the applicant is seeking licensure.*

b) *Presentment to the Board of evidence of licensure as a nursing home administrator of record full time for the past two consecutive years in a jurisdiction regulated by a licensing authority.*

c) *Presentment to the Board of proof of initial licensure, including active NAB scores and proof that such license is in good standing.*

d) *Presentment to the Board of proof that any other nursing home administrator license granted to the candidate by all other states has not been suspended, revoked or otherwise restricted for any reason (other than non renewal or the failure to obtain the required continuing education credits in any states where the applicant is currently licensed but not engaged in the practice of nursing home administration, nor subject to any discipline or current investigation). This Board shall have discretion to assess the magnitude of any such discipline issued relative to their state rules and solely determine the license eligibility. Documentation must be provided directly by the state appointed authority.*

e) *Submission of written application on forms required by applicable laws and regulations and applicable non-refundable payment to the Board.*

f) *Successful completion of the applicable state examination or equivalency.*

*g) This Board may continue to impose individual standards for entry-level requirements and less restrictive standards under law or regulations for interstate endorsement or reciprocity.*

**NAC 654.112 Renewal of license; fee; use of title; expiration and reinstatement of license. ([NRS 654.110](#), [654.150](#), [654.170](#))**

1. A nursing facility administrator may renew his license by submitting to the Board:
  - (a) An application for the renewal of the license;
  - (b) A renewal *non-refundable* fee of \$250;
  - (c) Evidence satisfactory to the Board that during the 2 years immediately preceding the application for renewal, he has completed the requirements for continuing education set forth in subsection 2 of [NAC 654.130](#); and
  - (d) If applicable, the information required pursuant to subsection 2.
2. Every 4 years a nursing facility administrator who wishes to renew his license pursuant to this section must submit to the Board a complete set of fingerprints and written permission authorizing the Board or its designee to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.
3. Only a person who has qualified as a licensed nursing facility administrator and who holds a license for the current licensing period may use the title “Nursing Facility Administrator,” and may use the abbreviation “N.F.A.” after his name. No other person may use or be designated by such a title or abbreviation or any other words, letters, sign, card or device tending to or intended to indicate that the person is a licensed nursing facility administrator.
4. If a nursing facility administrator does not renew his license on or before the date for renewal of the license, the license automatically expires and may be reinstated by the Board if the licensee submits an application for reinstatement and complies with the provisions of [NAC 654.100](#) and [654.110](#) and complies with the provisions of [NAC 654.140](#), unless exempted pursuant to [NAC 654.111](#).

**NAC 654.152 Application fee; renewal of license; renewal fee; expiration and reinstatement of license; continuing education. ([NRS 654.110](#), [654.140](#), [654.155](#), [654.170](#))**

1. The fee for an application for a license as an administrator of a residential facility for groups is \$150. The fee accompanying the application is not refundable. ~~upon the withdrawal of an application.~~
2. Except as otherwise provided in [NAC 654.169](#), a licensee may renew his license by submitting to the Board:
  - (a) An application for the renewal of his license;
  - (b) A *non-refundable* renewal fee of \$250;
  - (c) Evidence satisfactory to the Board that he has completed 16 hours of continuing education or has completed 16 continuing education units in a program accredited pursuant to subsection 6, or a combination of both, in the 2 years immediately preceding his application for renewal; and
  - (d) If applicable, the information required pursuant to subsection 3.
3. Every 4 years an administrator of a residential facility for groups who wishes to renew his license pursuant to this section must submit to the Board a complete set of fingerprints and written permission authorizing the Board or its designee to forward the fingerprints to the Central

Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

4. If an administrator of a residential facility for groups does not renew his license on or before the date for renewal of the license, the license automatically expires and may be reinstated by the Board if the licensee submits an application for reinstatement and complies with subsection 1 and [NAC 654.155](#) and complies with the provisions of [NAC 654.162](#), unless exempted pursuant to [NAC 654.157](#).

5. A program of study for continuing education must be approved by the Board. A program of study is deemed approved by the Board if the program is offered by:

- (a) The Board;
- (b) The American Hospital Association;
- (c) The Nevada Geriatric Education Center;
- (d) The University and Community College System of Nevada;
- (e) Any agency of the State of Nevada;
- (f) The American Nurses Association; or
- (g) The National Association of Boards of Examiners for Long Term Care Administrators,

unless the Board determines that the content of the program is not relevant or appropriate to the administration, supervision and management of a residential facility for groups or that the program does not grant a number of educational credits which corresponds to the number of classroom hours that the program requires.

6. The Board will accredit programs for continuing education units for organizations, groups or persons sponsoring educational programs which meet certain criteria as the Board may prescribe. Special forms for requesting approval must be used and are available from the office of the Board. Topics for programs for continuing education units may include, without limitation:

- (a) The administration of residential facilities for groups;
- (b) The clinical management of residential facilities for groups;
- (c) The human resource management of residential facilities for groups;
- (d) The financial management of residential facilities for groups;
- (e) Environmental services; and
- (f) Psychosocial care.

7. A person who wishes to receive credit for continuing education received in a program which has not been approved pursuant to subsection 5 or accredited pursuant to subsection 6 must submit a request for accreditation of continuing education units to the Board before the Board will award credit for the continuing education. A request made pursuant to this subsection must be submitted on a special form available from the office of the Board.

**NAC 654.162 Examination fee; passing grade; reexamination. ([NRS 654.110](#), [654.140](#), [654.155](#))**

1. Examinations for licensure as an administrator of a residential facility for groups will be held at least twice each year at such times and places as the Board designates. The *non-refundable* fee for each examination is \$200 or the fee established by the Professional Examination Service, whichever is higher.

2. A passing grade will be determined by the National Association of Boards of Examiners for Long Term Care Administrators. An applicant who fails the examination may obtain his

score if he makes a written request to the Board within 45 days after the Board notifies him that he failed the examination.

3. An applicant who fails the examination may retake the examination not more than three times within the year after the date on which he first took the examination. An applicant must pay the *non-refundable* fee for the examination each time he retakes the examination.

### **PROVISIONS APPLICABLE TO BOTH NURSING FACILITY ADMINISTRATORS AND ADMINISTRATORS OF RESIDENTIAL FACILITIES FOR GROUPS**

**NAC 654.168 Provisional licensure; transfer of license to inactive status; fee. ([NRS 654.110](#))**

1. The Board may issue a provisional license to an applicant pending receipt of the report of the Federal Bureau of Investigation concerning the criminal history of the applicant if the Board determines that the applicant is otherwise qualified. A provisional license expires 90 days after the date it is issued and is renewable at the discretion of the Board.

2. Upon the written request of a nursing facility administrator or an administrator of a residential facility for groups who is in good standing, the Board will transfer the status of his license to inactive for a time not to exceed 2 years. A licensee whose license is on inactive status shall pay a *non-refundable* fee of \$50 per year. Upon written request and approval by the Board, a licensee whose license is on inactive status may transfer his license to active status if the licensee meets the requirements of continuing education and pays the fees for an active license.

**NAC 654.200 Issuance of duplicate license; fee. ([NRS 654.110](#))** After the receipt of satisfactory evidence that a license has been lost, mutilated or destroyed, the Board will issue a duplicate license upon payment of a *non-refundable* fee of \$25.

**NAC 654.250 Limitations on administration of multiple facilities; secondary administrator's license; fee; waiver. ([NRS 654.110](#))**

1. Except as otherwise provided in subsection 6, a person licensed as a nursing facility administrator may not be the administrator of record of more than one nursing facility at the same time for more than 90 days in a calendar year.

2. Except as otherwise provided in subsections 3 and 6, a person licensed as an administrator of a residential facility for groups may be an administrator of record for not more than 150 beds located in not more than five residential facilities for groups.

3. Effective June 1, 1998, if a person licensed as an administrator of a residential facility for groups operates more than one residential facility for groups, the administrator must:

(a) Immediately notify the Board that he is operating more than one residential facility for groups; and

(b) Obtain a secondary administrator's license for each additional residential facility for groups that he is operating by paying a *non-refundable* fee of \$25 for each license.

4. The Board will label each secondary administrator's license issued pursuant to subsection 3 as an "A," "B," "C" or "D" license.

5. An administrator of a residential facility for groups who obtains a secondary administrator's license pursuant to subsection 3 shall surrender and return each secondary administrator's license to the Board upon:

(a) Relinquishing his responsibilities at the residential facility for groups for which the license was obtained; or

(b) The closure of the residential facility for groups for which the license was obtained.

6. Upon application to the Board, a nursing facility administrator or an administrator of a residential facility for groups may, at the discretion of the Board, receive a waiver for a specified period of time from the limitations imposed by this section.