

**LCB File No. R200-99**

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

(Adopted by the Board of Directors - October 20, 1999)

**NAC 654.100** shall be amended as follows:

1. In addition to requirements set forth in NRS 654.150, a person may not be permitted to take an examination for a license as a nursing facility administrator unless he has submitted 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 masters 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 in a program for training administrators, approved by the board, *or in long term care administration.*

*(3) A certificate of successful completion of the certification program of the American College of Health Care Administrators.*

*1. The program for training administrators shall contain at lest twenty-six weeks of experience in the following areas:*

- (a) Residential care management;*
- (b) Personnel management;*
- (c) Financial management;*
- (d) Environmental management; and*
- (e) Governance and management.*

*3. A licensed nursing home administrator who has practiced as an administrator for at least one year shall supervise the applicant and shall provide training experiences in all of the*

*areas for the times set out in subsection 2. The sequencing of the experience shall be in the discretion of the supervising administrator. The supervising administrator shall record the dates and times that the applicant has performed each of the various functions during the training. Upon completion of at least 1,000 hours of supervised training, the applicant shall submit to the board on a form provided by the board certification from his supervising administrator of the completion of the training.*

4. A program of study completed in another state must be equivalent to those approved in this state.

*5. This amendment shall become effective for all applications for a license as a nursing facility administrator received by the board after January 1, 2000. All licensees who were licensed under preceding version of this regulation shall remain valid.*

**NAC 654.110** shall be amended as follows:

1. In addition to the requirements of NRS 654.150 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;

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

(g) 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

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

(i) The fee for an application for a license as a nursing facility administrator *will be established by the board at its first regularly scheduled meeting of each year*. The fee accompanying the application is not refundable upon the withdrawal of an application.

**NAC 654.112** shall be amended as follows:

1. A nursing facility administrator may renew his license by submitting to the board an application for the renewal of the license, a renewal fee *established by the board at its first regularly scheduled meeting of each year* and evidence satisfactory to the board that during the

period immediately preceding the application for renewal, he has attended a continuing education program or course of study as provided in NAC 654.130.

2. Only a person who has qualified as a licensed nursing facility administrator and who holds a valid 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.

**NAC 654.130 SHALL BE AMENDED AS FOLLOWS:**

1. A program of study designed to train and qualify applicants for a license as a nursing facility administrator offered by any accredited university or college is acceptable and approved for such a purpose.

2. Except as otherwise provided in NAC 654.169, to renew his license a licensee must have completed 30 hours in the 2 years immediately preceding the date for renewal of his license in a program of study for continuing education approved 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,

which must include courses, workshops or seminars which meet the requirements of subsection 3 of NAC 654.100 or 30 continuing education units in a program accredited pursuant to subsection 3, or a combination of both. Subject to the approval of the board, 10 hours may be obtained by:

(a) Having an article published in a publication concerned with health care, with 10 hours allowed for each published article containing at least 1,500 words; or

***(b) Making a presentation or publishing a paper regarding matters related to the licensee’s practice to a professional organization or publication which presentation must be reviewed and approved by the board for credit on an hour-by-hour basis up to 10 hours total.***

3. The board will accredit programs for continuing education units to 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) Administration of nursing facilities;
- (b) Clinical management of nursing facilities;
- (c) Human resource management of nursing facilities;
- (d) Financial management of nursing facilities;

- (e) Environmental services; and
- (f) Psychosocial care.

**NAC 654.140** shall be amended as follows:

1. Examinations for licensure as a nursing facility administrator will be held at such times and places as the board designates.
2. The written examination must be prepared by the National association of Boards of Examiners for Long-Term Care, or any testing service approved by the board, and administered *in such a manner as designated by the board.*
3. In order to pass the written examination, an applicant must receive a grade of at least 75 percent.
4. An applicant who fails an examination may obtain his score from the board if he makes a written request within 45 days after the board notifies him that he has failed the examination, or the applicant may purchase a diagnostic score report directly from the professional exam service.
5. An applicant who fails the examination may retake the examination. An applicant who fails the examination on two consecutive occasions must wait 1 year after the date of his last examination to apply for the examination.

**NAC 654.152** shall be amended as follows:

1. The fee for an application for a license as an administrator of a residential facility for groups *shall be established by the board at its first regularly scheduled meeting of each year plus the cost of the examination and the administration of the examination.* 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 If he pays a renewal *fee established by the board at its first regularly schedule meeting of each year* and submits evidence satisfactory to the board that he has completed 16 hours of continuing education or has completed 16 continuing education

- (a) The board;
- (b) The American Hospital Association;
- (c) The Nevada Geriatric Education Center;
- (d) The University and Community College System of Nevada;
- (e) Environmental services; and
- (f) Psychosocial care.

3. The board will accredit programs for continuing education units to 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) Administration of residential facilities for groups;
- (b) Clinical management of residential facilities for groups;
- (c) Human resource management of residential facilities for groups;
- (d) Financial management of residential facilities for groups;
- (e) Environmental services; and
- (f) Psychosocial care.

4. A person who wishes to receive credit for continuing education units in a program which has not been approved by the board or approved pursuant to subsection 3 must submit a request for accreditation for such units to the board before the board will award credit for the units. A request made pursuant to this subsection must be submitted on a special form for this purpose available from the office of the board.

**NAC 654.155** shall be amended as follows:

In addition to the requirements of NRS 654.155, an applicant for a license as an administrator of a residential facility for groups must:

- 1. Possess a high school diploma, general equivalency diploma or degree from an accredited institution of higher learning;
- 2. Pass a written examination concerning the statutes and regulations relating to residential group care and any other standards of care which apply to operators of residential facilities;
- 3. Provide a statement to the board indicating that to the best of his knowledge he is of good health and free from contagious disease;
- 4. Indicate whether he suffers from any mental impairment that would affect his ability to perform the duties of an administrator of a residential facility for groups; his ability to perform the duties of an administrator of a residential facility for groups;
- 5. Provide proof that he is able to communicate adequately in the English language both verbally and in writing;
- 6. 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;
- 7. Provide a statement to the board indicating whether he has ever been convicted of a felony or any offense involving moral turpitude; and

8. Have:

(a) At least 2 years of experience in residential caregiving *or health care administration* within the 6-year period immediately preceding the date he submits his application; or

(b) Completed study *or training approved by the board regarding the topics set out in NAC 654.152(3)(a)-(f)*.

NAC Ch. 654 shall be amended to add the following new language:

*1. The board may, without an examination, license as a nursing facility administrator or as a residential facility administrator any person who:*

*(a) Is licensed as a nursing facility administrator or as a residential facility administrator in another jurisdiction if he was required to pass an examination in order to be registered in that jurisdiction;*

*(b) Produces evidence satisfactory to the board that he has the required education and training;*

*(c) Produces evidence satisfactory to the board that his license in another jurisdiction is in good standing; and*

*(d) Is in compliance with all other requisites for licensure.*

**PROPOSED REGULATION OF THE BOARD OF EXAMINERS  
FOR LONG TERM CARE ADMINISTRATORS**

**REGULATORY CHANGES NAC CHAPTER 654**

ADOPTED BY BOARD OF DIRECTORS OCTOBER 20, 1999

1. A notice of first Public Workshop was issued and posted throughout the State of Nevada at all public libraries and sent to all interested parties who regularly receive Agenda of Scheduled Quarterly Meetings on July 26, 1999. The Public Workshop was held on August 11, 1999 at 10:00 AM at the Washoe Village Care Center, Reno, Nevada
2. Five (5) members of the public attended the Public Workshop. None of the persons testified and/or submitted written statement regarding the proposed regulation.
3. A second Notice of Public Workshop and Intent to Act Upon A Regulation was sent to all Public Libraries throughout the State, as well as interested parties who regularly receive Agendas of Scheduled Quarterly Meetings. Four (4) members of the public attended the second Public Workshops or Intent.
4. There were no responses from public and affected business at either of the Public Workshop and Intent.
5. The regulations was adopted without change. The proposed change to the regulation is as follows:

“Regulations to increase educational standards for applicants for a nursing facility administrator’s license to specify in detail the types of practical experience required for applicants for a residential facility administrator’s license, to allow for reciprocity with licensees in other states, to increase the experience required for applicants for residential facility administrators, and to modernize and make more flexible the fees charged for tests administered by or on behalf of the board.”

6. There will be no significant cost to the public of enforcing the regulation. The agency will not be receiving any increased fees as a result of the regulation change.
7. The Proposed regulation was adopted by the Board of Directors at its quarterly board meeting held on October 20, 1999 at the Grant Sawyer State Building in Las Vegas, Nevada.

A copy of all materials relating to the proposal may be obtained by contacting the Nevada Board of Examiners for Long Term Care Administrators, 6010 West Cheyenne Avenue, PMB Suite 970, Las Vegas, Nevada 89108, telephone number (702) 486-5445, e-mail address [Belca@govmail.state.nv.us](mailto:Belca@govmail.state.nv.us).