



California edition



Nursing Home Administrator

Guide to an Amazing Career

Reference materials and pertinent information
on caring for residents of skilled nursing homes
plus official application forms for the
Administrator in Training (AIT) Program

September 2006

Nursing Home Administrator Guide to an Amazing Career

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Debbie Portela, right, nursing home administrator (NHA) of 99-bed Casa Coloma Health Care Center in Rancho Cordova, listens to a report from Assistant Director of Nursing Delia Opeda, left, and Physical Therapist Gail Graff-Blaha.

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✂ – Official form suitable for photocopying

A nursing home administrator's perspective on her job

By Rebecca Perley, NHA

A variety of facilities offer different levels of care for the elderly. For those requiring limited assistance – such as reminders on when to take medication and help with meals – an assisted living facility may be adequate.

On the other hand, people needing 24-hour nursing care require the full service of a **skilled nursing facility**.

There are two types of admissions for skilled nursing facilities – *short-term*, for people needing rehabilitation services, and *long-term*, where the residents sometimes live in the facility for the remainder of their lives.

In every situation, the administrator's responsibility is to make sure the residents receive good quality of care which in turn leads to a better quality of life.

Administrators must remember that the skilled nursing facility is now the residents' home. Therefore, it is the administrator's obligation to make sure all departments in the facility function efficiently and effectively for the benefit of both the residents and the company.

Typically, the administrator oversees the following departments – nursing, dietary, social services, resident activities, housekeeping, laundry, building maintenance, admissions and business office. Most multi-facility companies have regional staffs who offer consultant advice to aid each department in meeting its goals.

Overseeing many departments – plus managing resident, family and staff issues – demands a broad range of skills from the administrator. The bottom

The administrator's responsibility is to make sure the residents receive good quality of care which in turn leads to a better quality of life.

line is that the administrator must balance the needs and quality of life of the residents with the needs of their families, the staff and the company.

In addition, a unique component to the skilled nursing facility requires that residents, family members and staff often must deal with end-of-life issues such as depression, settling family affairs and the complexities of dealing with a variety of medical conditions.

The staff works with these residents on a daily basis – and usually close relationships are formed. A multitude of emotions experienced by all may need to be addressed through grief counseling and support groups.

In summary, the administrator must balance a variety of tasks on a day-to-day basis. Five forces demand the administrator's attention – residents, family, staff, statutory regulations and company goals.

Also, because skilled nursing facilities operate 24 hours a day, the administrator must balance these five forces at all times.

This is challenging work – but the reward is to see a smoothly operating facility provide a high quality of life to well-deserving residents.

What is a nursing home administrator?

Nursing home administrator – it is a big job, with big demands and big rewards.

A nursing home administrator (NHA) is a licensed health care professional who serves as the chief executive officer for a skilled nursing facility.

NHAs are responsible on a daily basis for ensuring the quality of care for the residents of their facility by meeting the goals of the company, residents, family members, staff and state regulatory agencies.

They manage facilities that operate 24-hours a day, 365 days a year and provide continuous care for residents who are often critically ill.

Depending on the size of the facility, they control annual budgets that are typically between \$5 million and \$6 million per year, and they manage staffs that can range from several dozen to several hundred employees.

Few jobs are so demanding – and at the same time so emotionally and financially rewarding. Yet this is a field that is comparatively easy to enter, where jobs are readily available.

Official definition of nursing home administrator
California Health and Safety Code, Chapter 2.35, Nursing Home Administrator, 1416.2. (a) (5): “Nursing home administrator” means an individual educated and trained within the field of nursing home administration who carries out the policies of the licensee of a nursing home and is licensed in accordance with this chapter.

The nursing home administrator is charged with the general administration of a nursing home, regardless of whether he or she has an ownership interest and whether the administrator’s function or duties are shared with one or more other individuals.

Few jobs are so *demanding* – and at the same time so emotionally and financially *rewarding*.

Defining key terms

Skilled nursing facility (SNF) is the official name for a nursing home. SNFs are long-term care medical facilities that provide 24-hour nursing care to both short-term and long-term residents.

Short-term residents are those people who require admission and discharge in less than 14 days. Typically the short-term resident is receiving some sort of rehabilitation therapy from situations like a stroke, knee replacement or hip replacement.

Long-term residents comprise chronic and/or disabled people who require long-term medical assistance. It is important to note that these chronic and/or disabled people suffer from physical and /or behavioral health problems.

The Nursing Home Administrator Program (NHAP) is California’s official Board of Nursing Home Examiners. NHAP is an agency of the Department of Health Services and is responsible for all aspects of nursing home administrator licensing and license management. NHAP also manages the administrator in training (AIT) program and the state licensing examination.

The National Association of Boards of Examiners of Long Term Care Administrators (NAB) is a conglomeration of the state boards or agencies that license and re-license long term care administrators. NAB also works with the Professional Examination Service (PES) to manage all aspects of the national licensing examination process.

Administrator in training (AIT) is the official designation for an individual who has been accepted into a training program to become a nursing home administrator. The AIT must complete a training program of up to 1,000 hours of departmental rotations in a SNF. Once the preceptor – a specially qualified mentor who teaches and evaluates the AIT – has signed off on the training hours, the AIT is eligible to take the required state and national exams to become licensed as a nursing home administrator.

With ongoing responsibilities for residents, family members, staff, regulatory agencies and company policy, NHAs like Darren Trissel of Asian Community Nursing Home in Sacramento, shown here, make good use of computer and online resources.



What is the demand?

Given the aging demographics of our society and the emergence of health care as a driving force in the national economy, the demand for new nursing home administrators must grow to meet the needs of millions of retiring baby boomers. Now is the time to enter this field and gain the experience you need to be successful.

Where are the jobs?

There are over 1,200 skilled nursing facilities located in 52 of California's 58 counties. Most SNFs are located in urban areas, but a significant number are located in suburbs or rural towns.

What does it pay?

Over time, NHA salaries and working conditions have improved. Salaries are often supplemented with bonus programs and benefit packages which are designed to reward people for meeting company goals. There is also the potential to advance within the nursing home field or move laterally throughout the long-term health care profession.

In general, new NHAs receive salaries ranging between \$50,000 and \$80,000 a year. The salary range for experienced NHAs is between \$70,000 and \$100,000 a year. These ranges are based on the location of the SNF, the number of licensed beds it provides, the range of services the SNF offers, the

experience level of the NHA and the pay policies of employers.

What are the steps to becoming a nursing home administrator?

I. Basic requirements

California NHAs are required to meet each of the following requirements (per California Health and Safety Code, Chapter 2.35, Sections 1416-1416.86):

1. Education or background

Applicants must meet at least one of the following education/background requirements:

- Hold a bachelor's degree, *or*
- Hold a master's degree in nursing home administration or a related health administration field, *or*
- Have 10 years of recent full-time work experience in a nursing home, and a current license as a registered nurse (RN) with the most recent five years of the 10 years of work experience in a supervisory or director of nursing position, *or*
- Have 10 years of full-time work experience in any department of a nursing home and have 60 semester units or 90 quarter units of college or university classes with the most recent five years of the 10 years of work experience in a position of a department manager, *or*

- Have a doctorate degree in medicine and a current valid license as a physician or surgeon with 10 years of recent work experience.

2. Criminal background investigation

Applicants may not have any felony or serious misdemeanor criminal convictions, and applicants must undergo a criminal background screening to verify this fact. This is accomplished by submitting fingerprints for review by the California Department of Justice (DOJ) and the FBI.

3. Legal right to work

Applicants must have a legal right to work in the United States. U.S. citizens must be able to provide a Social Security number. Noncitizens must be legal resident aliens and possess a green card.

II. The application process

An official NHAP application to become an AIT must be completed and forwarded to NHAP. This application is included in this book for your review and use. In addition, the application must be accompanied by:

1. A recent photo, approximately 2 inches by 2 inches, clearly showing the applicant's face.
2. A check or money order for \$181, made payable to the Nursing Home Administrator Program. This amount includes the application fee (\$100), processing fee (\$25), and state and federal criminal record check fees (\$56).
3. An outline of a training program up to 1,000 hours prepared by you and your preceptor and developed and based on an assessment of individual needs.
4. If you qualify under the basis of 10 years of work experience as an RN, a copy of your RN license must accompany the application.
5. An official transcript must be obtained from your college or university and be provided in an unopened envelope. (Transcripts that appear to be opened by the applicant will be rejected.) If your units earned or degree/credentials were not conferred in the United States, you must acquire a credential equivalency evaluation in lieu of providing an official transcript.
6. Fingerprints are submitted to DOJ using the LiveScan processing system. LiveScan locations are available throughout the state, most often at local law enforcement offices. A fact sheet on LiveScan is

Application time can be minimized by making sure your application is completely filled out and all supporting documentation is included.

included in this handbook for your reference. A chart detailing the felonies and misdemeanors disqualifying applicants is included in this handbook for your reference. It is important to remember that the type of infraction and how much time has elapsed since the infraction occurred are determining factors.

7. The timeframe for application processing will vary from a minimum of four weeks to a maximum of several months. The time can be minimized by making sure your application is completely filled out and all supporting documentation is included. The two elements that traditionally result in the longest processing delays are incomplete documentation and difficulties with a candidate's criminal background investigation. You are advised to wait a minimum of 45 days before contacting NHAP to follow up on an application.

III. The 1,000-hour training program

1. Working with a preceptor, who is an experienced administrator assigned to oversee the training of the applicant, every AIT is responsible for developing the 1,000-hour program tailored to meet his or her training needs. The 1,000-hour requirement may be reduced on an individual basis if the applicant has advanced experience or education. A sample 1,000-hour program skeleton is included in this handbook for your reference. All proposed 1,000-hour programs are subject to review and approval by NHAP staff.
2. Through departmental rotations under the preceptor's supervision, the applicant's 1,000-hour AIT program must provide basic skills necessary to act as an administrator. Standard departments in a SNF (not in order of priority) are nursing, admissions, social services, activities, dietary, laundry, housekeeping, maintenance, human resources, payroll/accounts payable, business office and administration.
3. In general, it takes between six and 12 months to complete the 1,000-hour AIT program. At the minimum required 20 hours per week, the program takes 50 weeks. The standard practice is to allow the AIT to count a maximum of 40 hours a week toward the 1,000-hour requirement, which would take nine

months. NHAP can authorize an AIT to count up to 60 hours a week toward the 1,000-hour requirement, reducing total program completion time to six months.

IV. Paid vs. unpaid AIT opportunities

In many cases, AITs are not paid during their program training. In such instances, good financial planning is essential. Unpaid AITs must have the financial wherewithal to sustain themselves as they participate in a training program that can last for several months.

Regarding paid AIT opportunities, some companies in need of administrators will hire AITs at a reduced salary during their training period, with the understanding that the AIT will continue to work in the company once the training program has been completed.

In these situations, the AIT may be titled assistant administrator and receive company benefits such as medical insurance. It is important to note that an AIT is not a licensed administrator and therefore must always function under the direction of a licensed NHA.

V. Preceptors

1. Preceptors are licensed nursing home administrators with at least two years experience, who have completed additional training and are certified as a preceptor by NHAP. Preceptors train, mentor and evaluate their AITs throughout the 1,000 hour program. An AIT cannot go through the program without a preceptor.

2. No single factor is more likely to influence an AIT's success or failure than the preceptor. It is critical that candidates choose their preceptors wisely. Things to consider include the preceptor's professional reputation, the quality of care provided by their facility, the amount of time they have available to work with AITs and how their personal style meshes with the candidate's. A work sheet is included in this handbook to assist candidates in researching and evaluating potential preceptors.

3. Each candidate is responsible for finding his/her own preceptor, and it is advised that a preceptor be selected prior to beginning the application process. NHAP staff can provide a list of qualified preceptors, but it is up to the applicant to contact the preceptor and secure an agreement.

4. Preceptors are responsible for training the AIT, but because the preceptor is often an active nursing home administrator he or she is not always available



NHA Darren Trissel works closely with Wendy Lao, director of nursing (DON) at Asian Community Nursing Home in Sacramento, as he does with every other department head.

for full-time instruction. It is imperative for the AIT and preceptor to establish realistic goals and expectations regarding the AIT training to ensure the best possible outcome. The AIT should review the program outline with the preceptor to make sure the program will maximize the AIT's skills. It is expected that the AIT will meet weekly with the preceptor and have ready access to the preceptor to assess progress and ask questions when they arise.

5. Preceptors are required to conduct quarterly evaluations of the AIT's progress. The evaluation report is submitted to NHAP 10 days after the completion of the 1,000-hour AIT program or if either the AIT or the preceptor withdraws from the program. The preceptor must submit a completed AIT evaluation report and the evaluation report must be reviewed and approved by NHAP before the AIT can qualify to take the California and national nursing home administrator exams.

VI. Examinations

1. After completing the 1,000-hour training program, and as a prerequisite for becoming a licensed NHA, the AIT must pass two exams – the California nursing home administrator exam and the national nursing home administrator exam. Currently, the examination process can take three to six months or longer to complete.

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If an administrator is already licensed in another state, he or she will receive reciprocity for the national exam and only be required to take the state exam.

Each applicant has a maximum of three attempts to pass the exam before additional training is mandated.

2. The California nursing home administrator exam is a paper, two-hour, multiple-choice exam offered four times a year, and AITs must pass the exam with a score of at least 75 percent. Each testing date is offered in a different location in California. Eventually, applicants will be able to take this exam, on demand, in a computer testing center.

3. Applicants must also pass the national nursing home administrator exam with a score of at least 75 percent. An AIT may not take the national exam until his or her application has been approved. Once the application has been approved, the AIT has 60 days to take the exam. This test is offered on demand at computer testing centers such as the Sylvan Learning Center.

VII. Program costs

Following is a list of fixed costs for the AIT program:

\$ 25: Fee to review your eligibility for AIT program.

\$ 75: Typical fees for fingerprinting and processing the criminal background check.

\$100: Fee to enroll in an AIT program.

\$140: Fee for the state exam (this will rise to \$210 when the automated state exam begins.)

\$285: Fee for the national exam.

\$190: First-year nursing home administrator license fee.

\$815: Total program costs

Along with these fixed costs, AITs should budget for additional expenses to support the examination process. Travel and lodging to distant cities, combined with optional test preparation materials and services (see Section IX below) can increase total program costs by \$1,000 or more.

VIII. Receiving your license

NHAP will send applicants a notification letter to inform them that they have successfully met all licensure requirements. This letter will include the candidate's nursing home administrator license number. Once a candidate receives this letter he or she can legally work as an NHA. A wall certificate will follow by mail. It is important to keep your license active by following the two-year continuing-education requirements imposed by NHAP.



A hairstyling salon is typical of the amenities at a nursing home.

IX. Supplemental educational opportunities

The 1,000-hour AIT training program emphasizes hands-on training within a nursing home setting. However, there are a variety of supplemental education opportunities available, including:

1. AIT exam preparation classes and review sessions offered by training vendors.
2. Training and certification programs designed for professional staff, which may be valuable for AITs. Examples include the certification program for directors of nursing, directors of staff development and the training program for MDS (minimum data set) coordinators.
3. A wide variety of continuing education programs offered for NHAs which may provide valuable information for AITs.

X. Next steps if you're still interested

Nursing home administration is an exciting, demanding field. It is not for everyone, but for the right candidate it can be an emotionally and professionally rewarding career choice.

This handbook was created to help you begin the process of becoming a nursing home administrator. It includes all of the forms required to begin the application process and a basic set of tools to help you proceed. It also includes links to additional resources that can help you if you decide to move forward in this area.

Preceptor selection work sheet

Many resources available online

To qualify for a California Administrator-in-Training program, each AIT must enlist a **preceptor** who is approved by the Nursing Home Administrator Program. The preceptor acts as mentor to the AIT to help her or him decide how much time to spend in each departmental rotation, to answer questions and to give direction throughout the AIT's training program.

The preceptor's role is critical: No other single factor has as great an impact on an AIT's success as the AIT's choice of a preceptor.

Identify potential preceptors

AITs are responsible for finding their own preceptors. This can be a straightforward task when the AIT already works in a facility in close proximity with a qualified administrator.

But there are other methods for identifying potential preceptors – and information is available on the Internet.

Preceptor list – From its headquarters in Sacramento, the California Nursing Home Administrator Program posts a list of qualified preceptors online at www.dhs.ca.gov/lnc/NHAP/.

Professional networking – There is also much to be gained by networking with professional groups. You can find meeting dates and locations for local chapters of the long-term care professional associations posted on organizations' Web sites:

- California Association of Health Facilities (CAHF) – www.cahf.org
- Aging Services of California – www.aging.org
- American College of Health Care Administrators (ACHCA) – www.achca.org

Research the facility

A salient point in evaluating a potential preceptor is to examine the skilled nursing facility where the preceptor works. A well-run facility is probably an indicator of an effective administrator; while a troubled facility is

No other single factor has as great an impact on an AIT's success as the AIT's choice of a preceptor.

not likely to make for a good learning environment.

Nursing home comparison data can be found on a number of Internet sites which allow people to investigate the survey results of the facility and the administrator. This can provide valuable background information and help you to determine whether the facility has had systemic problems.

Online resources include:

- California Nursing Home Search – www.calnhs.org
- Care Pathways – www.carepathways.com/nhg-state-CA.cfm
- Nursing Home Compare – www.medicare.gov/NHCompare

Another effective way to investigate a skilled nursing facility is to visit. Meet the administrator/preceptor, review the most recent licensing survey report and look around to see whether the staff, residents and family members seem content.

Also check how the facility smells and whether it is neat and clean and has a homelike atmosphere. Any "grapevine" information about the facility is also important to consider.

Research and interview the preceptor

It is imperative to find a preceptor who is truly interested in working with the AIT. The preceptor must be willing and able to spend time with the AIT to help impart the knowledge and skills necessary to become a successful administrator.

Get to know the preceptor prior to selecting him or her to make sure there will be a good relationship between the AIT and the preceptor.

Your preceptor has a huge bearing on the knowledge you will gain during your internship. This knowledge must help prepare you to take your state and national licensure exams and to be a successful administrator. Make sure you interview the preceptor for acceptability just as he or she interviews you.

FREQUENTLY ASKED QUESTIONS

(About Becoming A Nursing Home Administrator)

Nursing Home Administrator Program
P.O. Box 997416, MS 3302, Sacramento, CA 95899-7416
Phone: (916) 552-8780 Fax No.: (916) 552-8777
E-Mail: NHAP@dhs.ca.gov
www.dhs.ca.gov/Inc/NHAP

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Many prospective Nursing Home Administrators have questions about becoming a licensed Nursing Home Administrator (NHA). Below are some frequently asked questions. If you do not find the answer to one of your questions, please feel free to e-mail the program at NHAP@dhs.ca.gov and we will respond with the answer.

How Can I Obtain A Nursing Home Administrator's License?

- Achieve a passing score of at least 75% on both the State and National Nursing Home Administrators Examinations; and,
- Pay an initial license fee established by the Program.

How Can I Qualify For The Nursing Home Administrator's Examination?

In accordance with Health and Safety Code (HSC) Section 1416.22...

- Must be at least 18 years of age, be a citizen of the United States or a Legal Resident and have a reputable and responsible character.
- A master's degree in nursing home administration or a related health administration field. The master's program must have included an internship/residency of at least 480 hours in a Skilled Nursing Facility (SNF) or an Intermediate Care Facility (ICF); or,
- A baccalaureate degree and completion of a Program-approved Administrator-In-Training (AIT) program of 1,000 hours; or
- Ten years of recent full-time work experience, a current license as a licensed registered nurse and completion of a Program-approved AIT program of 1,000 hours. At least 5 years of the ten years of work experience must have been in a supervisory or director of nursing position, or
- Ten years of full-time work experience, in any department of a skilled nursing facility, an intermediate care facility, or an intermediate care facility developmentally/disabled with 60 semester units (or 90 quarter units) of college of university courses, and completion of a Program-approved Administrator-In-Training program of 1,000 hours. At least five of the ten years of work experience must have been in a position of department manager.

Does A Master's Or Baccalaureate Degree Have To Be Earned At Any Particular College Or University?

The only academic degrees which meet the Program's requirements are those that have been earned at a college or university recognized by the U.S. Department of Education or approved by the California State Superintendent of Public Instruction. Foreign transcripts must be evaluated and deemed equivalent by a recognized credential evaluation organization.

Can I Request A Waiver To The Required Education Or Experience?

Generally, the eligibility requirements in regulations allow for no waivers to be granted for any reason. However, if the applicant and the preceptor provide compelling evidence that previous work experience of the applicant directly relates to nursing home administrator duties, the program *may* accept a waiver exception to a portion of the AIT program requirement of 1,000 hours.

What Is The Nursing Home Administrator Examination Like?

The examination consists of two parts, the National portion, which is prepared by the National Association of Boards of Examiners for Long Term Care Administrators, Inc. (NAB), and the State portion, which is prepared by the California State Nursing Home Administrator Program (NHAP).

The national examination is a three hour and forty-five minute exam and consists of 150-multiple choice questions covering the broad aspects of nursing home administration. The state examination is a two hour exam and consists of 100-multiple choice questions based on specific chapters of the California Code of Regulations (CCR), Title 22, Division 5, and the Omnibus Budget Reconciliation Act (OBRA) located in the Code of Federal Regulations (CFR) 42, Section 431.711, Part 483, Subparts B, D, and E. Division 5, Title 22, of the CCR governs nursing home operations. OBRA regulations identify the requirements for State and long term care facilities.

When Are The Examinations Given?

The National examination may be taken by the computer-based testing (CBT) method, and is available upon examination application approval. Additional information will be provided at the time of application.

The State Examination is offered in a written format four times per year. For an updated schedule of dates and locations, please contact the NHAP.

What Happens If I Am Successful In The Examination?

An applicant who passes both the examinations with a score of 75% or better will be notified that he or she is eligible for NHA licensure and will be instructed to submit the appropriate application and licensure fees to the NHAP.

What Happens If I Fail Either Examination?

An applicant who fails to pass either the state or national examination after three attempts shall be required to receive additional training as outlined by the NHAP from a Program-approved preceptor, prior to participating in another examination.

If I Am Licensed In Another State, Can I Become Licensed In California?

Yes. If you are currently licensed as an administrator in another state, you may be able to qualify for the required examination(s) in California. To request further information regarding Reciprocity programs, contact the NHAP at (916) 552-8780.

What Is An Administrator-In-Training (AIT)?

An individual that has a desire to become a Nursing Home Administrator and is willing to comply with the regulations set forth by the Federal Government and the State of California while being responsible for the day to day operations of a nursing home.

How Can I Become An Administrator-In-Training?

1. Complete an Administrator-In-Training application
2. Submit all required documentation
3. Be cleared through a background check for convictions of any crimes.
4. Pay the appropriate fees established by the Program.
5. Participate in the required training hours established by the Program.

How Long Will It Take Before My AIT Application Is Processed?

Approximately 30 days from the date received by the NHAP. However, if the package is not submitted to our office complete, the 30-day clock starts all over.

Can I Start My Program Before I Receive An Approval From NHAP?

No. You must submit your application and supporting documents prior to approval to start. All accumulated hours prior to the written NHAP approval and start date will be void.

What If I Have A College Transcript From Outside Of The United States Of America; Can I Still Qualify To Become An AIT?

Yes. You must contact the International Education Research Foundation Inc. (IERF) to have your transcript credential evaluated. Make sure an unopened envelope of your evaluated transcript is mailed to you. Include your unopened transcript with your AIT application packet and submit the entire package to the NHAP. You may contact IERF at (310) 258-9451 (www.ierf.org), or the Academic and Professional International Evaluations, Inc. at (562) 594-6498.

As An AIT, Can I Be Paid During My 1,000-Hour Training Program?

Compensation rates depend upon the arrangement between you, the preceptor and the facility with who you work/train.

What Happens After My Training Is Completed?

Your evaluations are forwarded to the NHAP and reviewed by the AIT coordinator. When approved, the coordinator will send a certificate of completion and provide the next state examination date.

How Can I Locate A Licensed Administrator (Preceptor) To Train Me?

If you are currently working in a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF), ask the licensed administrator if he or she would be willing to be your preceptor. If not, you may send a written request to the Program, along with a check for

\$15.00, for a current list of Preceptors. If you are willing to relocate, you may wish to apply to a corporate headquarters, rather than to a local administrator. The trade associations (to which most nursing homes belong) will, upon request, furnish you with a list of multi-facility corporations and foundations.

What Is A Preceptor?

A preceptor is a licensed nursing home administrator who has a desire to provide training to AITs. Preceptors will receive approval from the NHAP to act as certified preceptor for the AIT program based on information provided to the NHAP. The approval shall be effective for a period of two years, after which the preceptor will be required to renew his or her preceptor status and attend a preceptor training course provided by the NHAP and the NHA industry. The NHAP reserves the right to not approve a preceptor for failure to comply with the NHAP's regulatory requirements, or at any time for good cause.

How Can I Qualify To Be A Preceptor?

In order to qualify to be a Preceptor, a person must have a current and active California NHA administrator license, not on probation, no disciplinary actions pending and the facilities he or she is responsible for have a history free from any citations and major deficiencies.

The Nursing Home Administrator must have served a minimum of two years as the designated administrator of a California licensed nursing home; or four years as the designated Assistant Administrator of a California licensed nursing home and has gained experience in all administrative functions of a nursing home. Also, attendance of a Preceptor Training class is required.

What Do I Need To Do To Attend A Preceptor Training Class?

Complete the preceptor training form and submit it with the appropriate non-refundable fees. Preceptor training forms are available from the NHAP upon request or the NHAP website.

Why Do I Have To Re-certify My Preceptor Certificate?

In accordance with HSC Section 1416.57 (a) preceptor certificates are only effective for a period of three years, after which the preceptor is required to renew his or her preceptor status by attending another preceptor training course provided by the NHAP.

What Is Continuing Education (CE)?

Continuing Education is any course of study offered by an educational institution, association, professional society, or organization for the purpose of providing continuing education for nursing home administrators.

How Many Hours Of Credit Can I Receive As A Licensed Nursing Home Administrator?

A NHA licensee must complete 40 hours of NHAP approved continuing education (CE) courses, of which 10 hours shall be in the area of patient care or aging. Licensees must complete courses offered by NHAP approved providers during each two-year licensing period.

How Many CE Hours Can I Claim For Being A Preceptor?

The maximum amount of hours a preceptor can claim for precepting an AIT is 20 hours.

How Is The Credit For Course Work Allocated?

Students attending a NHAP approved course will receive one hour of credit for each class hour attended.

Fifteen (15) classroom hours of credit will be awarded for each semester unit and ten (10) hours of credit for each quarter unit for university and/or college courses submitted for Program approval.

One hour of credit will be allocated to NHA's for each hour completed as an instructor of a NHAP approved course, not exceeding sixteen (16) hours for each two year renewal period.

How Can I Become A NHAP CE Provider?

Applicants must complete the appropriate application and pay the current fee of \$150.00. CE Provider applications are available from the NHAP upon request or the NHAP website.

Is There A CE Provider List Available?

Yes. A licensee must send a written request to the NHAP along with a check for \$15.00 for a current list of CE providers.

I Am A Licensee. Can I Request Course Approval?

Yes. A licensee must provide complete and accurate information on a form approved by the Program and include a check or money order in the amount of \$15.00 for each CE course within 30 days following the first class session.

I Am A NHAP Approved Provider. Does This Mean That Any Courses I Teach Are Automatically Approved?

No. Provider approvals do not include course approvals. The providers must request the NHAP's approval for each course being offered for CE credit.

How Much Does The NHAP Charge To Process Provider Requests For Course Approvals?

The NHAP's current fee for provider request course approvals is \$15.00.

Are Home Study and Internet Courses Approved?

Yes. You may send a written request to the Program, along with a check for \$15.00, for a current list of approved home study and Internet providers.

Once I Obtain A License, How Can I Find A Job As A Nursing Home Administrator?

You may apply for a job at any skilled nursing or intermediate care facility in California. The names, addresses, and telephone numbers of local nursing homes may be found in the yellow pages of telephone directories. In addition, a directory of all the health facilities in the State may be examined at district offices of the Department of Health Services. The directory is available at many libraries as well.

Is Every Nursing Home In California Required To Have A Licensed Administrator?

Only skilled nursing facilities and intermediate care facilities require a licensed nursing home administrator. However, there are other types of facilities that may opt to utilize a licensed nursing home administrator rather than another type of professional, which, by law, may oversee operations of the facility. Please note that some facilities that are generally thought of as Skilled Nursing Facilities may actually be Residential Care Facilities. These facilities require an administrator certified by the Department of Social Services, and Community Care Licensing.

Are There More Licensed Nursing Home Administrators In California Than There Are Licensed Nursing Homes?

Currently, there are approximately 2,600 licensed administrators and about 1,400 licensed nursing homes. However, this does not mean that 1,200 of the licensed nursing home administrators (NHA) are unemployed. Many licensed administrators have advanced to higher positions in healthcare corporations or other organizations. Some administrators work as consultants and other are employed in other capacities, such as Director of Nursing or Assistant Administrator. Other individuals possessing a NHA license may be living/working in another state, retired, or working in other career fields while maintaining their license.

Where Can I find Additional Information Regarding Long Term Care And Nursing Home Administration?

American Association of Homes and Services for the Aging, 2519 Connecticut Avenue, NW, Washington, DC 20008

Tel: 202-783-2242 - Fax: 202-783-2255 - Website: www.aahsa.org

American College of Health Care Administrators, 300 N. Lee Street, Ste. #301, Alexandria, VA 22314

Tel: 703-739-7900 - Fax: 703-739-7901 - Website: www.achca.org

American Health Care Association, 1201 L Street, NW, Washington, DC 20005

Tel: 202-842-4444 - Fax: 202-842-3860 - Website: www.ahca.org

Assisted Living Federation of America, 11200 Waples Mill Road, Ste. #150, Fairfax, VA 22030

Tel: 703-691-8100 - Fax: 703-691-8106 - Website: www.alfa.org

National Association of Boards of Examiners of Long Term Care Administrators, 1444 I Street, NW, Suite #700, Washington, DC 20005

Tel: 202-712-9040 - Fax: 202-216-9646 - Website: www.nabweb.org

State of California-Department of Health Services

Nursing Home Administrator Program

Rev. 3/04

APPLICATION TO BECOME AN ADMINISTRATOR-IN-TRAINING (AIT)

INSTRUCTIONS

You may qualify for the AIT program if you have a baccalaureate degree or certain types and amounts of work experience. Applicant qualifications are set forth in Section 1416.2(6), 1416.55(C), of the Health and Safety Code.

If you qualify for the AIT program, it is your responsibility to arrange for the designated administrator of a skilled nursing facility or intermediate care facility, possessing a valid preceptor certificate, to supervise the program. A list of approved preceptors is provided upon receipt of a written request along with a \$15.00 fee. When a preceptor agrees to oversee a program, complete the attached application and return it to the Program at the address listed on the application.

If you indicated on your application you have been convicted of a crime, for each conviction you must submit certified copies of the arrest report, court documentation evidencing compliance with any terms of probation, restitution, or other sanctions imposed, a probation officer report, if applicable, and a certificate of rehabilitation, if applicable. Please contact the Program for additional information.

Please note: The application process must be completed within six months of the original date of application. You have one year to complete your AIT training program at the minimum training hours of 20 per week. You will complete your training prior to a year if you train more than 20 hours per week. The training year begins upon completion and approval of your AIT application. If you have a program interruption you must contact NHAP immediately in writing. You will have one year from the date you stopped your training to restart your training program.

THE FOLLOWING ITEMS MUST ACCOMPANY THE APPLICATION:

1. A recent photo, approximately 2" x 2", clearly picturing applicant's face.
2. A check or money order for \$181.00, made payable to Nursing Home Administrator Program (application fee: \$100; \$25 processing fee; State and Federal criminal record check fees: \$56).
3. An outline of a 1,000-hour training program prepared by your preceptor based on an assessment of your individual needs. **(See notes #1 and #2.)**
4. If you qualify under the basis of ten years of work experience as a registered nurse (RN), a copy of your RN license must also accompany the application.
5. An **OFFICIAL TRANSCRIPT** must be obtained from your college/university and provided in an **unopened** envelope. (Transcripts that appear to be opened by the applicant will be rejected.) If your units earned or degree/credentials were not conferred in the United States, you must acquire a credential equivalency evaluation in lieu of providing an official transcript. Please contact the Program for additional information. **(See note #3.)**

Please do not contact the Program unless at least **45 days** have passed since you have mailed the application. If the Program approves your application, you will receive written notification.

If your application does not include all items noted above, the entire package may be returned to you resulting in additional processing time. (OVER)

All items of information requested on the AIT application are MANDATORY. Failure to provide any of the requested information may result in a delay in the processing of your application or the rejection of the application. The information provided will be used to determine your qualifications to enter the AIT program.

NOTE #1: The preceptor, based on a pre-training assessment of the applicant's education and experience, shall develop the 1,000-hour training outline. If your preceptor does not have a copy of a preceptor manual, one may be purchased from the Program for \$25.00.

NOTE #2: Unless you qualify for the AIT program under one of the methods described in the Health and Safety Code, your application will not be approved. The \$181.00 application fee is **non-refundable**.

NOTE #3: Regardless of the number of universities or colleges attended, the Program requires only one transcript indicating you were awarded an academic degree (baccalaureate or higher). Each transcript must bear the official seal of the school. Do not send: diplomas, copies of diplomas, certificates of attendance at seminars, letters of recommendation.

Upon approval of your AIT Program a criminal record check (Live Scan form) must be completed with the Nursing Home Administrator Program as the contributing agency. Criminal record checks previously processed by another state agency or your employer do *not* satisfy the Program's criminal record clearance requirement.

IF YOU HAVE QUESTIONS PLEASE CALL THE PROGRAM AT (916) 552-8780, OR CONTACT US BY ELECTRONIC MAIL AT NHAP@DHS.CA.GOV.



Shift change at the unit secretary's desk at Mission Carmichael Health Care Center in the Sacramento area. From left, Jonathan Dampitan, Noemi Corchado and NHA Dorothy Haemer.



State of California –Department of Health Services

Nursing Home Administrator Program

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In this space, attach a recent photo, sized approximately 2" by 2", clearly picturing the applicant's face.

(FOR IDENTIFICATION PURPOSES ONLY)

APPLICATION FOR AIT PROGRAM

Return this completed form, with a check or Money Order for the application fee of \$100, \$25 Processing Fee, Fingerprint processing fee \$56 (Total \$181)-(payable to NHAP) to the following address:

**Nursing Home Administrator Program
P.O. Box 997416, MS 3302
Sacramento, CA 95899-7416**

PRINT OR TYPE

APPLICANT'S NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER *
MAILING ADDRESS (Number)	(Street)		WORK TELEPHONE NUMBER ()
(City)	(County)	(State)	HOME TELEPHONE NUMBER ()
E-MAIL ADDRESS (OPTIONAL)	FAX NUMBER (OPTIONAL)		DATE OF BIRTH

*Social Security Number Disclosure: Pursuant to Section 666(a)(13) of Title 42 of the United States Code and California Family Code section 17520, subdivision (d), the Department of Health Services (DHS) is required to collect social security numbers from all applicants for nursing home administrator licenses. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support orders upon request by the Department of Child Support Services and for reporting disciplinary actions to the Health Integrity and Protection Data Bank as required by 45 CFR §§ 61.1 et seq. Failure to provide your social security number will result in the return of your application. Your social security number will be used by DHS for internal identification, and may be used to verify information on your application, to verify certification with another state's certification authority, for exam identification, for identification purposes in national disciplinary databases or as the basis of a disciplinary action against you.

ANSWER THE FOLLOWING QUESTIONS:

1. Are you a United States Citizen or a legal resident? YES NO
2. Are you at least 18 years of age or older? YES NO
3. Are you now, or were you, employed as a Nursing Home Administrator? (If "YES", fill in the information below.) YES NO
 State: _____ License #: _____ Date of Expiration: _____
4. Former Names? (If "YES", list in space below) YES NO
 a. _____
 b. _____
 c. _____
5. Have you ever pled guilty or nolo contendere to, or been convicted of any crime (other than minor traffic violations)? YES NO
IF THE ANSWER TO THIS QUESTION IS YES, EXPLAIN FULLY ON A SEPARATE SHEET OF PAPER. PROVIDE CERTIFIED COPIES OF ARREST REPORT AND COURT DOCUMENTS THAT INCLUDE THE FOLLOWING, AS APPLICABLE: CRIMINAL COMPLAINT, PLEA AND JUDGEMENT, AND PROBATION REPORT. IF THESE RECORDS HAVE BEEN DESTROYED, THE PROGRAM REQUIRES A SIGNED STATEMENT TO THAT FACT ON AGENCY LETTERHEAD, FROM THE AGENCY YOU ARE REQUESTING RECORDS. A CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU.
6. Are you now or have you ever been licensed or certified by any other California state agency? (If "YES", please complete below) YES NO
 Agency: _____ License #: _____ Date of Expiration: / /
 Agency: _____ License #: _____ Date of Expiration: / /
 Agency: _____ License #: _____ Date of Expiration: / /

**** CERTIFICATION—IMPORTANT—PLEASE READ BEFORE SIGNING—If not signed, this application may be rejected. ****

I certify under penalty of the perjury laws of the State of California that the information I have entered on this application (pg. 1-4) is true and correct. I further understand that any false, incomplete, or incorrect statements may result in denial of this AIT application and/or disqualification of the applicant's AIT hours with the Nursing Home Administrator Program. I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the State of California Nursing Home Administrator Program.

APPLICANT'S SIGNATURE **	DATE SIGNED **
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APPLICANTS—DO NOT USE THE SPACE BELOW—FOR NHAP USE ONLY

FOR NHAP OFFICE USE ONLY	
CASH. # _____	STATUS <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Denied
NHAP INITIALS _____	<input type="checkbox"/> Unopened Transcripts <input type="checkbox"/> Training Outline
AMOUNT _____	<input type="checkbox"/> Fingerprints <input type="checkbox"/> AIT # <input type="checkbox"/> Preceptor Approved
	STAFF _____ DATE PROCESSED _____



State of California –Department of Health Services

Nursing Home Administrator Program

NHAP AIT APPLICATION

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APPLICANT'S NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER
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5. EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL? YES NO
 IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? YES NO
 IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED

UNIVERSITY OR COLLEGE NAME--AND LOCATION. BUSINESS, CORRESPONDENCE, TRADE, TECHNICAL, OR SERVICE SCHOOL	COURSE OF STUDY	UNITS COMPLETED		DIPLOMA, DEGREE OR CERTIFICATE OBTAINED	DATE COMPLETED
		SEMESTER	QUARTER		

- 6. If you are applying for the AIT program on the basis of:** (Check only one)
- Baccalaureate or higher degree, **complete only sections 7, 9 of this application.**
 - Ten years of recent full-time work experience, as a registered nurse in a nursing home with at least the most recent five of the ten years of experience in a supervisory position, **complete only sections 8-9 of this application.**
 - Ten years of full-time work experience, in any department of a nursing home, with at least the most recent five of the ten years of work experience in a supervisory capacity, and 60 semester units (or 90 quarter units) of college or university courses, **complete only sections 8-9 of this application.**

7. EMPLOYMENT HISTORY--Begin with your most recent job. List each position separately.

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION
HOURS PER WEEK	TOTAL WORKED (Years/Months)	EMPLOYER NAME
TYPE OF BUSINESS		ADDRESS, CITY, STATE, ZIP
DUTIES AND RESPONSIBILITIES		

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION
HOURS PER WEEK	TOTAL WORKED (Years/Months)	EMPLOYER NAME
TYPE OF BUSINESS		ADDRESS, CITY, STATE, ZIP
DUTIES AND RESPONSIBILITIES		



State of California –Department of Health Services
NHAP AIT APPLICATION

Nursing Home Administrator Program

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APPLICANT'S NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER
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7. EMPLOYMENT HISTORY (Continued)

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION
HOURS PER WEEK	TOTAL WORKED (Years/Months)	EMPLOYER NAME
TYPE OF BUSINESS		ADDRESS, CITY, STATE, ZIP
DUTIES AND RESPONSIBILITIES		

8. NURSING HOME WORK EXPERIENCE (Licensed NHA's, RN's, and Physicians. 10 yrs. work experience required)

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION	SUPERVISORY? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOURS PER WEEK	TOTAL WORKED (Years/Months)	FACILITY NAME	
DEPT. OF NURSING HOME		FACILITY ADDRESS, CITY, STATE, ZIP	
DUTIES AND RESPONSIBILITIES			

CHECK APPROPRIATE BOX

<input type="checkbox"/> I am authorized and have personally verified the information from records on file at the facility.	FROM: / /	TO: / /
<input type="checkbox"/> I have personal knowledge of this work experience because I worked at the same facility as the applicant.	FROM: / /	TO: / /

**** Signature of Licensed NHA, Physician, or RN**

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION	LIC. #	DATE: / /
HOURS PER WEEK	TOTAL WORKED (Years/Months)	FACILITY NAME	SUPERVISORY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DEPT. OF NURSING HOME		FACILITY ADDRESS, CITY, STATE, ZIP		
DUTIES AND RESPONSIBILITIES				

CHECK APPROPRIATE BOX

<input type="checkbox"/> I am authorized and have personally verified the information from records on file at the facility.	FROM: / /	TO: / /
<input type="checkbox"/> I have personal knowledge of this work experience because I worked at the same facility as the applicant.	FROM: / /	TO: / /

State of California –Department of Health Services

Nursing Home Administrator Program

** Signature of Licensed NHA, Physician, or RN	LIC. #	DATE: / /
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State of California –Department of Health Services

Nursing Home Administrator Program

NHAP AIT APPLICATION

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APPLICANT'S NAME (Last) _____	(First) _____	(M.I.) _____	SOCIAL SECURITY NUMBER _____
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8. NURSING HOME WORK EXPERIENCE (Licensed NHA's, RN's, and Physicians. 10 yrs. work experience required)

FROM (M/D/Y)	TO (M/D/Y)	JOB TITLE/CLASSIFICATION	SUPERVISORY? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOURS PER WEEK	TOTAL WORKED (Years/Months)	FACILITY NAME	
DEPT. OF NURSING HOME		FACILITY ADDRESS, CITY, STATE, ZIP	

SUPERVISORY POSITIONS (Include Responsibilities)

CHECK APPROPRIATE BOX

<input type="checkbox"/> I am authorized and have personally verified the information from records on file at the facility.	FROM: / /	TO: / /
<input type="checkbox"/> I have personal knowledge of this work experience because I worked at the same facility as the applicant.	FROM: / /	TO: / /
** Signature of Licensed NHA, Physician, or RN _____	LIC. # _____	DATE: / /

9. TO BE COMPLETED BY PRECEPTOR

PRECEPTOR NAME (LAST) _____	(FIRST) _____	(MIDDLE) _____
NHA LICENSE NUMBER	PRECEPTOR NUMBER	PRECEPTOR EXPIRATION DATE
PRECEPTOR'S PRINCIPAL JOB(S) / TITLE(S)		
NAME AND ADDRESS OF FACILITY, OFFICE OR CORPORATION		
NAME, ADDRESS, AND PHONE NUMBER OF SNF / ICF WHERE TRAINING WILL TAKE PLACE		
EXACT NUMBER OF HOURS PER WEEK AIT WILL BE TRAINING		
EXACT NUMBER OF HOURS PER WEEK YOU AS THE PRECEPTOR WILL SPEND PERSONALLY SUPERVISING THE TRAINING OF THE AIT		
<input type="checkbox"/> Minimum 20	<input type="checkbox"/> 30	<input type="checkbox"/> 40
<input type="checkbox"/> 50	<input type="checkbox"/> Maximum 60	<input type="checkbox"/> Other _____

I have reviewed the application package and it is complete with the necessary attachments listed below.

<input type="checkbox"/> 2 X 2 Photo	<input type="checkbox"/> Criminal Conviction Documentation	<input type="checkbox"/> \$25 Processing Fee
<input type="checkbox"/> Unopened Transcript(s)	<input type="checkbox"/> 1,000 Hour AIT Outline	
<input type="checkbox"/> \$100 Application Fee	<input type="checkbox"/> \$56 Criminal Record Check Fee	

I declare under penalty of perjury under the laws of the State of California that the information furnished in section 9 is true and correct. I hereby agree to make it my personal responsibility to see that the Administrator-In-Training receives the type and amount of training required to make him/her fully qualified to become a licensed Nursing Home Administrator. I will comply with all the requirements of the AIT program, as set forth in the rules and regulations of the State Nursing Home Administrator Program (Health and Safety Code Chapter 2.35). I understand that failure to supervise the AIT as indicated above will result in the AIT's training hours being disqualified and may result in suspension of my CA Preceptor Certificate.

PRECEPTOR SIGNATURE _____	DATE / /
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State of California-Department of Health Services

Nursing Home Administrator Program

SPECIAL ACCOMMODATION REQUEST FOR EXAMINATION

In compliance with The Americans with Disabilities Act (ADA), Public Law 101-336, the Nursing Home Administrator Program provides "reasonable accommodations" for applicants with disabilities that may affect their ability to take required examinations. It is the applicant's responsibility to notify the Program of alternative arrangements needed. The Program is not required by the ADA to provide special accommodations if we are unaware of your needs. The information requested below and any documentation regarding your disability will be considered strictly confidential and will not be shared with any outside source without your express written permission.

NAME (Last)	(First)	(Middle)	
ADDRESS	CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER	DISABILITY	Is your disability observable? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REQUIREMENTS FOR SPECIAL ACCOMMODATION REQUESTS:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to the Program on the letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist
- Professional license or certification number of the medical authority or specialist

If you have previously been granted special testing accommodations by an organization that required documentation to verify your disability, the Program may accept a copy of the verification, provided you submit the name, address and telephone number of the medical authority, specialist or learning institution that prepared the documentation. Complete the designated section on the reverse side of the form.

If your disability is observable and your request does not involve modifying examination procedures, but is limited to wheelchair space, special seating or equipment needs, it is not necessary to obtain professional verification.

Check any special accommodations you require (requests must concur with documentation submitted):

- | | |
|--|--|
| <input type="checkbox"/> Wheelchair Access

<input type="checkbox"/> Reader (as accommodation for visual impairment)

<input type="checkbox"/> Reader (as accommodation for learning disability) | <input type="checkbox"/> Extended Testing Time
Additional time Requested: _____
(Testing time allowed for both exams is 4 hours, 45 minutes.)

<input type="checkbox"/> Other: _____ |
|--|--|

IN ORDER TO MAKE THE NECESSARY ARRANGEMENTS TO ACCOMMODATE YOUR NEEDS, ALL REQUESTS AND SUPPORTING DOCUMENTATION SHOULD BE SUBMITTED TO THE PROGRAM AS SOON AS POSSIBLE.

BOTH SIDES OF THIS FORM MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST



State of California-Department of Health Services

Nursing Home Administrator Program

NOTE: The Program normally conducts examinations in hotels or public buildings that are wheelchair accessible. Examinations are administered to applicants seated at tables that will accommodate wheelchairs or other walking aids. If you have any questions or need assistance determining whether you may require special accommodations, you may call the Program at (916) 323-6838.

APPLICANTS REQUIRING NEW VERIFICATION:

- Return this completed form to the Program with your application.
- Contact the necessary medical authority, specialist or organization you wish to verify your disability and request that the documentation listed on the reverse side of this form be sent to:

Nursing Home Administrator Program
 P O Box 997416, MS 3302
 Sacramento, CA 95899-7416

APPLICANTS WITH PREVIOUS VERIFICATION:

- Return this completed form to the Program with your application
- Attach a copy of the previous verification of your disability
- Provide the following information for the medical authority or specialist who verified your disability:

NAME
ADDRESS
TELEPHONE NBR.

The Program will consider all requests on a case-by-case basis. If your request involves modification of examination procedures, it will be necessary for testing staff to speak with you regarding specific arrangements. Therefore, it is **IMPORTANT** that you provide a daytime telephone number. You will receive written confirmation once all requirements have been met.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature	Date
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RETURN THIS FORM ONLY IF SPECIAL ACCOMMODATIONS ARE NEEDED

BOTH SIDES OF THIS FORM MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST



State of California – Department of Health Services

Nursing Home Administrator Program

ADMINISTRATOR IN TRAINING (AIT) EVALUATION REPORT

Please submit this report 10 days after the completion of the AIT's 1,000 hours training program, change in preceptor, facility, or stop, suspension, or termination of Program.

FOR OFFICE USE ONLY	
DATE	_____
REVIEWER	_____

PLEASE PRINT CLEARLY IN BLUE INK OR TYPE

AIT'S NAME (LAST)	(FIRST)	(MIDDLE)	AIT NUMBER
PRECEPTOR'S NAME (LAST)	(FIRST)	(MIDDLE)	NHA LICENSE NUMBER
FACILITY NAME	FACILITY TELEPHONE NUMBER		FACILITY FAX NUMBER
FACILITY ADDRESS (STREET AND NUMBER)	(CITY)	(STATE)	(ZIP CODE)

FIRST QUARTER – Total AIT training hours for the quarter ____ Start Date ___/___/___ Ending Date ___/___/___
 Actual hours per week of supervised training _____

PROGRAM CHANGE(S) THIS QUARTER (briefly explain in detail):

Supporting documentation attached validating first quarter completion and/or changes.

How would you rate the AIT's Attendance? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor How many hours did you personally train this AIT? _____ Did anyone else assist the AIT with their training? If so, please list name and title. _____			
Please list the training topics that were covered during this quarter? _____			
Do you as the preceptor recommend the AIT progress to the next quarter of training? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain _____			
Preceptor's Signature	Date	AIT's Signature	Date

SECOND QUARTER – Total AIT training hours for the quarter ____ Start Date ___/___/___ Ending Date ___/___/___
 Actual hours per week of supervised training _____

PROGRAM CHANGE(S) THIS QUARTER (briefly explain in detail):

Supporting documentation attached validating second quarter completion and/or changes.

How would you rate the AIT's Attendance? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor How many hours did you personally train this AIT? _____ Did anyone else assist the AIT with their training? If so, please list name and title. _____			
Please list the training topics that were covered during this quarter? _____			
Do you as the preceptor recommend the AIT progress to the next quarter of training? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain _____			
Preceptor's Signature	Date	AIT's Signature	Date



THIRD QUARTER – Total AIT training hours for the quarter ____ Start Date ___/___/___ Ending Date ___/___/___
Actual hours per week of supervised training _____

PROGRAM CHANGE(S) THIS QUARTER (briefly explain in detail):

Supporting documentation attached validating third quarter completion and/or changes.

How would you rate the AIT's Attendance? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			
How many hours did you personally train this AIT? _____			
Did anyone else assist the AIT with their training? If so, please list name and title. _____			
Please list the training topics that were covered during this quarter? _____ _____			
Do you as the preceptor recommend the AIT progress to the next quarter of training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain _____ _____			
Preceptor's Signature	Date	AIT's Signature	Date

FOURTH QUARTER – Total AIT training hours for the quarter ____ Start Date ___/___/___ Ending Date ___/___/___
Actual hours per week of supervised training _____

PROGRAM CHANGE(S) THIS QUARTER (briefly explain in detail):

Supporting documentation attached validating fourth quarter completion and/or changes.

How would you rate the AIT's Attendance? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			
How many hours did you personally train this AIT? _____			
Did anyone else assist the AIT with their training? If so, please list name and title. _____			
Please list the training topics that were covered during this quarter? _____ _____			
Do you as the preceptor recommend the AIT progress to the next quarter of training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain _____ _____			
Preceptor's Signature	Date	AIT's Signature	Date

SUMMARY

1. In general, what is your overall rating of the AIT? Excellent Good Fair Poor
2. Does the AIT know the regulatory resources governing nursing homes in California? Yes No
3. Is the AIT ready to participate in the NHA licensure examination? Yes No
4. Does the AIT possess the knowledge, skills and ability to oversee/manage or direct a long term care facility? *
 Yes No

ADDITIONAL COMMENTS (Use additional paper if necessary)

This quarterly report has been verified and I/we certify under penalty of perjury that the information obtained is both true and correct.

AIT's Signature	Date	Preceptor's Signature	Date
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**EVALUATION REPORT FORM
PAGE 3**

ADMINISTRATOR IN TRAINING (AIT) PERFORMANCE EVALUATION

This is a confidential evaluation of your overall performance during the 1,000 administrator in training program. This information is for you to use as a guide to improve your performance as a future nursing home administrator.

E = EXCELLENT G = GOOD F = FAIR P = POOR

A. ATTITUDE	P	F	G	E
1. Adaptable to changing circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Enthusiastic and positive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Versatile and willing to accept changes in job assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Follows facility rules, regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Accepts suggestions for work improvement and follows through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Can be entrusted to perform at the NHA level with minimum supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cooperates with supervisor and shows respect at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Handles complaints quickly and takes appropriate steps to ensure complaint is not Repeated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. WORK HABITS				
1. Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Completes job assignments in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Exercises good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Performs assignments safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Alert to changing conditions and follows through appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Prioritizes job assignments well – efficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Negotiation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Follows regulations governing nursing homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Knowledgeable of regulatory resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Reviews nursing home functions and ensures compliance with regulatory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Attendance record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Timely notification of absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Process confidential request or medical information appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. QUALITY OF WORK				
1. Performs job assignments to meet facility standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copes and performs well in unusual and emergency situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Written and verbal communications clear and understandable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensures that assignments are completed neatly and according to proper regulatory standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office of the Attorney General

Fingerprint submissions

California State Department of Justice

<http://ag.ca.gov/fingerprints/index.htm>

The California Department of Justice provides an automated service for criminal history background checks that may be required as a condition of employment, licensing, certification, foreign adoptions or visa/immigration clearances. Here is information for individuals needing to submit fingerprints for background checks.

Beginning July 1, 2005, all applicant fingerprint submissions must be transmitted electronically. Live Scan digital submissions provide the quickest way to submit and process background checks.

Applicants must get instructions and the forms required for fingerprinting services from the agency requiring their criminal history background check.

Since different forms are used, individuals seeking a "clearance letter" from the department for visa, immigration or foreign adoptions purposes should refer to the Visa/Immigration/Foreign Adoptions section on the attorney general's Web site at <http://ag.ca.gov/fingerprints/index.htm>.

Where to get fingerprinting services. Fingerprinting services are available at most local police departments, sheriff's offices or any public applicant Live Scan site. To find the site nearest to you and a listing of fees, see Applicant Live Scan Sites online at <http://ag.ca.gov/fingerprints/index.htm>. If living outside California, you must submit rolled fingerprints on paper fingerprint cards and pay all appropriate fees.

Fingerprint submission change. Effective July 1, 2005, Penal Code, Section 11077.1, mandates the Department of Justice only accept electronically transmitted fingerprint images from regulatory entities performing background investigations of applicants. FD-258 fingerprint cards should not be submitted after July 1, 2005.

The Department of Justice does have limited statutory authority to issue an exemption to this mandate if an electronic transmission site is regionally unavailable or internal processing procedures dictate a need.

If an exemption is sought, applicants, not the regulatory entity, must submit a *Form BCII 9004 – Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement* form along with the FD-258 fingerprint card.

Valid photo ID needed. Applicants must present valid photo identification when being fingerprinted. Expired identification information will not be accepted.

Varying fees. A fingerprint-rolling fee may be collected when you get your fingerprints taken. Since this fee varies widely among locations, you will want to review the cost before going to a fingerprinting site. Be sure to check for any restrictions on method of payment, such as cash or money order only. The List of Applicant Live Scan Sites provides information by location on fees, hours of operation and if an appointment is needed.

There also is a criminal history processing fee collected by the California Department of Justice and Federal Bureau of Investigation for the background checks. While often paid by the agency requesting criminal history reviews, some applicants may have to pay this fee so check with your requesting agency.

Checking on status of fingerprint submission.

Please allow a minimum of seven days before making a status inquiry. Applicants should check first with the agency that requested the background review since the Department of Justice sends results directly to the applicant agency. Requests that require the manual processing of criminal history information, such as those involving pre-1945 cases, also may delay the reporting of results.

24-hour automated telephone service available:

(916) 227-4557. If a requesting agency does not have results yet and digital Live Scan fingerprints were submitted, you can use the automated telephone system to check on your submission. You will need the following information: (1) your date of birth; and (2) the 10-digit Automated Transaction Identifier (ATI) number that appears at the bottom of the Department of Justice form requesting Live Scan fingerprint background checks. The ATI number always appears in the following sequence: *1 letter; 3 numbers; 3 letters and 3 numbers.*

Department of Health Services
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MANDATORY EXCLUSION CRIMES

Criminal Code No.	Description of crime
187	Murder
192(a)	Voluntary manslaughter
203	Mayhem
205	Aggravated mayhem
206	Torture
207	Kidnapping, includes kidnapping of person under 14
209	Kidnapping for ransom, reward, extortion, or to commit robbery, rape, etc.
210	Extortion by posing as kidnapper or by claiming ability to obtain release of victim
210.5	False imprisonment for purposes of protection from arrest or use as shield
211	Robbery
215	Carjacking
220	Assault with attempt to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with a foreign object
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery
245	Assault with a deadly weapon or force likely to cause great bodily injury
261(a)(1)	Rape where the person is unable to give consent due to mental disorder or developmental or physical disability
261(a)(2)	Rape by means of force, violence, duress, menace, or fear of injury
261(a)(3)	Rape where victim is prevented from resisting due to intoxication or being under the influence of an anesthetic or controlled substance
261(a)(4)	Rape where the victim is unconscious of the nature of the act, as defined

Criminal Code No.	Description of crime
261(a)(5)	Rape where a person believes the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment with intent to induce the belief.
261(a)(6)	Rape by threat of retaliation
261(a)(7)	Rape by using threat of public official to incarcerate, arrest or deport the victim
262(a)(1)	Rape of spouse by means of force, violence, duress, menace, or fear of injury
262(a)(2)	Rape of spouse where victim is prevented from resisting due to intoxication or being under the influence of an anesthetic or controlled substance
262(a)(3)	Rape of spouse where the victim is unconscious of the nature of the act, as defined
262(a)(4)	Rape of spouse by threat of retaliation
262(a)(5)	Rape of spouse by using threat of public official to incarcerate, arrest or deport the victim
264.1	Rape or penetration of genital or anal openings by foreign object, acting in concert by force or violence
265	Abduction for marriage or defilement
266	Inveiglement or enticement of unmarried female under 18 for purposes of prostitution
266a	Abduction for the purpose of prostitution
266b	Abduction by force, menace, duress, for purpose of living in an illicit relation
266d	Receipt of money or valuable item for purpose of causing a person to cohabit with a person who is not his/her spouse
266e	Purchase or exchange of valuable item for a person for the purpose of prostitution

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MANDATORY EXCLUSION CRIMES

Criminal Code No.	Description of crime
266f	Selling or exchange of valuable item for a person for immoral purposes
266g	Placing a wife, by force or intimidation or other means, in a house of prostitution
266h(a)	Pimping
266h(b)	Pimping a minor
266i (a)	Pandering
266i (b)	Pandering a minor
266j	Providing a minor under 16 for lewd or lascivious acts
267	Abduction; person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; endangering person or health
273d	Cruel or inhuman corporal punishment/ injury to child
273.5	Willful infliction of corporal injury
285	Incest
286 (c)	Sodomy with person under 14 where person committing act is 10 years or older than victim
286 (d)	Sodomy in concert by means of force or fear of injury or retaliation
286 (f)	Sodomy while victim is unconscious of act, as defined
286 (g)	Sodomy when victim is unable to give consent due to mental disorder or developmental or physical disability
288	Lewd or lascivious acts with child under 14
288a (c)	Oral copulation with person under 14 (where victim is 10 or more years younger) or against will by means of force, violence, duress, menace, or fear of retaliation

Criminal Code No.	Description of crime
288 a (d)	Voluntarily acting in concert with or aiding and abetting an individual committing oral copulation against a person's will.
288a (f)	Oral copulation with unconscious victim
288a (g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.2	Felony conviction for distributing lewd material to children
288.5	Continuous sexual abuse of a child
289	Penetration of genital or anal openings by foreign object against the victim's will by force, violence, duress, menace, or fear of bodily injury on victim or other person
289.5	Fleeing to this state to avoid prosecution for a felony sex offense
347 (a)	Poisoning or adulterating food, drink, medicine, pharmaceutical products, spring, well, or reservoir
368	Elder or dependent adults; infliction of pain or mental suffering or endangering health; theft or embezzlement of property
451 (a)	Arson that causes great bodily injury
451 (b)	Arson of structure or property
451 (c)	Arson of structure or forest land
459	Burglary
470	Forgery, intent; documents of value; counterfeiting seal; falsification of records
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares
484	Theft
484b	Intent to commit theft by fraud

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MANDATORY EXCLUSION CRIMES

Criminal Code No.	Description of crime
484d	Definitions related to 484e-j
484e	Theft of access card
484f	Forgery of access card
484g-j	Use of access card unlawfully altered or obtained
487	Grand theft
488	Petty theft
496	Receiving stolen property
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery, and receipt of stolen property
667.5 (c)(1)	Murder or voluntary manslaughter
667.5 (c)(2)	Mayhem
667.5 (c)(3)	Rape, as defined in 261 (a) (2) or (6) or 262 (a) (1) or (4)
667.5 (c)(4)	Sodomy by force, violence, duress, menace, or fear of bodily injury on victim or other person
667.5 (c)(5)	Oral copulation by force, violence or duress, or fear of bodily injury on victim or other person
667.5 (c)(6)	Lewd acts on child under 14, as defined in Section 288
*667.5 (c) (7)	Any felony punishable by death or imprisonment in the state prison for life.
*667.5 (c) (8)	Enhancement for any felony which inflicts great bodily injury
667.5 (c) (9)	Any robbery
667.5 (c) (10)	Arson, in violation of 451 (a) or (b)
667.5 (c) (11)	Section 289 (a) (Penetration of genital or anal opening by foreign object) against the victim's will by force, violence, duress, menace, or fear of bodily injury on victim or other person

Criminal Code No.	Description of crime
667.5 (c) (12)	Attempted murder
*667.5 (c) (13)	Enhancement for exploding or igniting to attempting to explode or ignite any destructive device or explosive with the intent to commit murder
667.5 (c) (14)	Kidnapping
667.5 (c) (15)	Assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220
667.5 (c) (16)	Continuous sexual abuse of a child, in violation of Section 288.5
667.5 (c) (17)	Carjacking, as defined in Sect. 215 (a)
667.5 (c) (18)	Violation of Section 264.1
667.5 (c) (19)	Extortion, as defined in Section 518, which constitute a felony violation of Section 186.22
667.5 (c) (20)	Threats to victims or witnesses, as defined in Section 136.1, which constitute a felony violation of Section 186.22
667.5 (c) (21)	1st degree Burglary, as defined in Section 460 (a), where a person other than accomplice was present in the residence
667.5 (c) (22)	Enhancement for listed felonies where firearm is used
1192.7 (c)(1)	Murder or involuntary manslaughter
1192.7 (c)(2)	Mayhem
1192.7 (c)(3)	Rape
1192.7 (c)(4)	Sodomy by force, violence, duress, menace, or threat of great bodily injury to victim or other
1192.7 (c)(5)	Oral copulation by force, violence, duress, menace, or threat of great bodily injury to victim or other
1192.7 (c)(6)	Lewd or lascivious act on a child under 14
*1192.7 (c)(7)	Any felony punishable by death or imprisonment in the state prison for life

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MANDATORY EXCLUSION CRIMES

Criminal Code No.	Description of crime
*1192.7 (c)(8)	Any felony in which the defendant personally inflicts great bodily injury on any person other than accomplice; felony in which the defendant personally uses a firearm
1192.7(c)(9)	Attempted murder
1192.7(c)(10)	Assault with intent to commit rape or robbery
1192.7(c)(11)	Assault with a deadly weapon or instrument on a peace officer
*1192.7(c) (12)	Assault by a life prisoner on a noninmate
1192.7(c) (13)	Assault with a deadly weapon by an inmate
1192.7(c)(14)	Arson
*1192.7(c) (15)	Exploding a destructive device or explosive with intent to injure
*1192.7(c) (16)	Exploding a destructive device or explosive causing bodily injury, great bodily injury, or mayhem
*1192.7(c) (17)	Exploding a destructive device or explosive with intent to murder
1192.7(c)(18)	Any burglary of the first degree
1192.7(c)(19)	Robbery or bank robbery
1192.7(c)(20)	Kidnapping
*1192.7(c) (21)	Holding of a hostage by a prisoner
1192.7(c)(22)	Attempt to commit a felony punishable by death or life imprisonment
*1192.7(c) (23)	Any felony in which defendant personally used a dangerous or deadly weapon
*1192.7(c)(24)	Selling, furnishing, giving to a minor any heroin, cocaine, PCP, or any methamphetamine drug or precursor of methamphetamines
1192.7(c)(25)	Violation of Section 289 (a) against a person's will by force, violence, duress, menace, or fear of bodily injury to victim or other

Criminal Code No.	Description of crime
*1192.7(c) (26)	Grand theft involving a firearm
1192.7(c)(27)	Carjacking
1192.7(c)(28)	Any felony violation which would also constitute felony violation under 186.22
1192.7(c)(29)	Assault with intent to commit mayhem, rape, sodomy, or oral copulation in violation of Section 220
1192.7(c)(30)	Throwing acid or flammable substances, in violation of Section 244
1192.7(c)(31)	Assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm, or assault on peace officer or firefighter in violation of Section 245
*1192.7(c) (32)	Assault with a deadly weapon against a public transit employee, custodial officer, or school employee in violation of Section 245.2, 245.3. Or 245.5
*1192.7(c) (33)	Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246
1192.7(c)(34)	Commission of rape or penetration by foreign object in concert with another person, in violation of Section 246
1192.7(c)(35)	Continuous sexual abuse of a child, in violation of Section 288.5
*1192.7(c) (36)	Shooting from a vehicle, in violation of Section 12034 (c) or (d)
1192.7(c)(37)	Intimidation of victims or witnesses, in violation of Section 136.1
*1192.7(c) (38)	Terrorist threats, in violation of Section 422
*1192.7(c) (39)	Any attempt to commit a crime listed in 1192.7(c) other than an assault
1192.7(c)(40)	Any violation of Section 12022.53
1192.7(c)(41)	Any conspiracy to commit an offense described in 1192.7 (c)
B&P Code, Section 729	Sexual exploitation by physicians, surgeons, psychotherapists, or alcohol and drug abuse counselors

Sample 1,000-hour AIT Program outline

Please note that this is a sample, provided for illustration purposes only. 1,000-hour AIT programs are intended to be personalized to the individual AIT, based upon individual work and educational experience and specific needs. 1,000-hour programs are typically developed as a collaborative exercise by AITs and their preceptors.

	Hours
I. Introduction and orientation	40
II. Administration/business office	300
III. Personnel	45
IV. Nursing	308
V. Central supply services	20
VI. Marketing/public relations and community resources	40
VII. Consultants and contracts	15
VIII. Medical records	48
IX. Physical and occupational therapy	24
X. Staff development	30
XI. Activities and social services	40
XII. Dietary	30
XIII. Laundry	18
XIV. Housekeeping	21
XV. Building and grounds maintenance	21
Total hours	1,000

I. Introduction and orientation – 40 hours

A. Facility

1. Tour of facility, introduction to department supervisors and medical director
2. Review of organizational chart to become familiar with departmental function
3. Administration functions: Introduction to daily labor and census report, census and census mix, staffing and key item expense worksheet, purchasing procedures which lead to cost control
4. Meetings: Department supervisors, general staff meeting, utilization review, safety committee, etc.
5. General overview of the dietary, laundry, housekeeping and maintenance departments
6. Introduction to nursing and activities: Overview of each department's function. Time will be set aside for the AIT's observation and/ or participation in the feeding program, direct contact (visiting) with patients and relatives and direct publication with patients in the activity program

B. Human relations

1. Administrator-employee interrelationships
2. Employee-employee interrelationships
3. Employee-patient interrelationships
4. Employee-family interrelationships
5. Administrator-patient interrelationships
6. Administrator/family interrelationships

C. Regulations

Titles 6 (Civil Rights), 18 (Medicare), 19 (Medi-Cal); State health facility regulations. Title XXII, and building regulations; Joint Commission Accreditation of hospitals, Manual LTC, 1996; Federal Register

D. Census

1. Evaluation and mix
2. Walk-through of admission procedures
3. Actual admission
4. Marketing (as related to admissions)

E. Staffing ladder for all departments and wages

F. Purchasing

G. Financial reports

1. Labor analysis
2. Profit and loss statement
3. Accounts payable report
4. Budget report and how to prepare a budget

H. Cash flow

Daily P&L, accounts receivable, payroll costs, costs of payables

I. Department cost control

Key item expense worksheet, daily labor, purchasing procedures, staffing ladder

J. Committees and meetings

1. Utilization review
2. Quality assurance committee
3. Safety committee
4. MDS/discharge planning
5. Rehabilitation meetings
6. General staff meeting
7. Department Head meeting
8. Community committees

K. Survey reports**II. Administration/business office
– 300 hours**

- A. Job description and work assignments
- B. Policies and procedures (state and federal regulations)
- C. Reception desk, public relations
- D. Mail (open and distribute, etc.)
- E. Admission of a resident
- F. Discharge of a resident
- G. Census sheet (daily labor and census analysis)
- H. Medical control sheet
- I. Medicare control sheet
- J. Billing
- K. Cash receipts
- L. Banking (deposits, petty cash)
- M. Accounts receivable – collection procedure
- N. Accounts payable – petty cash
- O. Resident trust fund
- P. Bank reconciliation (resident trust fund)
- Q. Payroll (prepare the payroll twice)
- R. Maintenance of resident business records
- S. Miscellaneous
 1. Correspondence
 2. Filing
 3. Retain medical eligibility cards

III. Personnel – 45 hours

- A. Policy and procedure
- B. Union contract
- C. Job descriptions
- D. Interviews
- E. Hiring
- F. Discipline and termination
- G. Employee evaluations
- H. Insurance Claim processing
- I. Workers' compensation claims processing and follow-up
- J. Maintenance of personnel records

IV. Nursing – 308 hours

- A. Role of director of nursing
 1. Job description
 2. Nursing policies and procedures (state and federal regulations)
 3. Pharmacy policies, procedures and services
 4. Patient care plans
 5. Doctors' role in maintaining patient charts
 6. Interrelationships with patient and family
 7. Scheduling
 8. Staffing
 9. Hiring, discipline and termination
 10. Nursing supply, purchasing and budget
 11. Medicare eligibility requirements
 12. Supervision of patients, RNs and LVNs
 13. Patient chart audits
 14. Facility computer policy and procedure
 15. Drug disposal
 16. Utilization review preparation
 17. Development of new forms (flow sheet, central supply and other areas)
 18. In-services
 19. Incident reports
- B. Role of registered nurse (RN) supervisor
 1. Job description
 2. Patient admission
 3. Patient discharge
 4. Supervision of patients, licensed vocational nurses (LVNs) and aides (CNAs)
 5. Interrelationship with patient and family
 6. Patient chart audits
 7. Infection Control committee minutes
 8. Patient care planning conference
 9. In-services
 10. Medicare charting
- C. Role of licensed nurses (RNs, LVNs)
 1. Job description and work assignment
 2. Daily drug administration
 - a. Disbursement of medication
 - b. Charting
 - c. Drug ordering
 - d. Receiving drugs
 - e. Drug storage
 3. Emergency drug box
 4. Daily treatments
 5. Charting of treatments
 6. Weekly summary of patients
 7. Storage and usage of nursing equipment
 8. Supervision of patients and aides
 9. Interrelationship with patients and family

- 10. Observe the development of aide assignment
- 11. Observe licensed nurse completing a patient assessment

D. Role of the certified nursing assistant (CNA):
AIT will complete a portion of the CNA Pre-certification program

V. Central supply services – 20 hours

- A. Policies and Procedures and state and federal regulations
- B. Job descriptions
- C. Inventory control
- D. Receive and dispense supplies
- E. Develop new forms (when applicable)

VI. Marketing, public relations and community resources – 40 hours

- A. Physician calls
- B. Brochure (revision and/or development)
- C. Community advisory group
- D. Understanding in-house marketing
- E. Calls to local educational institutions

VII. Consultants and contracts – 15 hours

- A. Medical director (direct contact)
- B. Dietitian (direct contact)
- C. Pharmacist (direct contact)
- D. Social worker (direct contact)
- E. Medical records consultant (direct contact)
- F. Occupational therapist (direct contact)
- G. Dentist (review contract)
- H. Podiatrist (direct contact)
- I. Audiologist (review contract)
- J. Speech therapist (direct contact)
- K. Transfer agreements (review contract)

VIII. Medical records – 48 hours

- A. Policies and procedures (state and federal regulations)
- B. Job description (medical records designee/art function)
- C. Chart audits
- D. Maintenance and retention of records on current patients; retention of and procedures in placing charts in discharge files (ICD coding, disease index)
- E. Thinning charts and filing system

- F. Physician relations
- G. Utilization review minutes (content requirements and disposition)
- H. Disposal of records
- I. Ordering forms

IX. Physical and occupational therapy – 24 hours

- A. Policies and procedures (state and federal regulations)
- B. Job description
- C. Evaluation of patient
- D. Treatment plans (read and interpret a treatment plan)
- E. Documentation
- F. Equipment
- G. Purchasing
- H. Budget
- I. Billing and charge slips
- J. Body mechanics
- K. Role of physical therapist in relation to nursing
- L. Marketing (review page 1, marketing procedure and plan)
- M. Outpatient therapy
- N. Patient care planning conference

X. Staff development – 30 hours

- A. Policies and Procedures (state and federal regulations)
- B. Job description
- C. Orientation of new employees
- D. In-service training. Fire/disaster drill
- E. Certification of nursing assistants (explanation of certification program)
- F. Psycho-social aspect of patient care
- G. Medical terminology
- H. Documentation
- I. Planning and preparation of monthly calendar
- J. Library
- K. Budget (payroll)
- L. Professional resources for in-services
- M. Upkeep of employee physicals
- N. Lesson plans
- O. Skills inventories
- P. Body mechanics
- Q. Transfer belts

XI. Activities/social services – 40 hours

- A. Policies and procedures (state and federal regulations)

- B. Job description
- C. Scheduling activities, monthly calendar, coordinating with nursing and volunteer schedules
- D. Planning of Program to meet individual and group needs
- E. Budget
- F. Supplies
- G. Patient council meeting
- H. Library (patient library – talking and large-print books)
- I. Community resources and public relations
- J. Activity and social service documentation process (taking a social history)
- K. MDS conference
- L. Reality orientation program

XII. Dietary – 30 hours

- A. Policies and procedures (state and federal regulations)
- B. Job descriptions
- C. Scheduling
- D. Staffing
- E. Hiring, discipline, termination
- F. Budget (key item expense worksheet)
- G. Purchasing
- H. Inventory
- I. Receiving
- J. Food storage and rules
- K. Food preparation (AIT to prepare one meal, including tray line and cleanup)
- L. Food service (taste food, all meals check for appearance on sampling basis)
- M. Diets and nourishment
- N. Menus
- O. Sanitation (wipe down food carts and tray line)
- P. Dish washing (assist in dish washing process)
- Q. Tray line (set trays, work tray line, set up for next meal)
- R. Dietitian consultant
- S. Dietary documentation process
- T. Nutrition assessment
- U. MDS conference (setting criteria for information)

XIII. Laundry – 18 hours

- A. Policy and procedure
- B. Job description

- C. Equipment
- D. Cleaning schedule
- E. Linen usage and storage
- F. Linen purchasing and inventory
- G. Patients' personal laundry
- H. Supply purchasing and control

XIV. Housekeeping – 21 hours

- A. Policies and procedures and state and federal regulations
- B. Job descriptions
- C. Scheduling
- D. Staffing
- E. Hiring, discipline and termination
- F. Budget
- G. Purchasing
- H. Inventory supply/control
- I. Receiving
- J. Storage
- K. Equipment
- L. Use of chemicals
- M. Levels of cleaning
- N. Floor and carpet care (assist in cleaning a patient room and strip a floor)

XV. Building and grounds maintenance – 21 hours

- A. Policies, procedures, and state and federal regulations
- B. Job descriptions
- C. Heating and air conditioning
- D. Preventive maintenance and record keeping
- E. Contract services (groundskeeper, pest control, emergency services)
- F. Building maintenance (physical plant, environmental checklist and inspection report)
- G. Budget
- H. Purchasing
- I. Grounds (inspection and maintenance)
- J. Fire alarms, sprinkling system zoning and operations
- K. Electrical panel placement and operations
- L. Water mains and zoning

National Association of Boards of Nursing Home Examiners (NAB)

Domains of Practice

The National Association of Boards of Nursing Home Examiners (NAB) is the organization that developed and manages the National Nursing Home Administrator's Exam. The Domains of Practice represents NAB's view of the key skills that are required in order to be an effective nursing home administrator. The Domains of Practice, together with the federal OBRA regulations are the basis for the National Exam.

- Domain 1: **Resident Care Management**, 10.10-10.80
- Domain 2: **Personnel Management**, 20.10-20.40
- Domain 3: **Financial Management**, 30.10-30.30
- Domain 4: **Environmental Management**, 40.10-40.40
- Domain 5: **Governance and Management**, 50.10-50.70

• **10.00 – Resident Care Management**

10.10 – Nursing Services

Knowledge of: The aging process (psychological); the aging process (physiological); definition, concept, and basic principles of nursing; basic principles of restorative nursing; basic principles of rehabilitation; principles of infection control related to resident care; basic principles of drug administration; basic pharmacological terminology; resident care needs; overall care plan requirements and process; techniques of auditing care outcomes; professional ethics of licensed nursing personnel.

Skill in: Assessing resident needs; auditing care management program for each resident and communicating results to appropriate individuals; auditing resident services with regard to resident care outcomes and communicating results to appropriate individuals.

10.20 – Social Services

Knowledge of: Social, emotional, psychological, spiritual and financial needs of residents and their families; basic principles of family consultation; dynamics of interpersonal relationships; social worker functions; community, local and state resources; grieving process; death and dying; group dynamics; care plan requirements; residents' rights; advanced medical directives (living wills, d.n.r., dn.i.); personalization of environment.

Skill in: Using basic counseling methods; using basic crisis intervention techniques; communicating with cognitively impaired residents; communicating with

individuals with a wide variety of social, economic, economics, educational, and religious backgrounds; establishing and maintaining relationship with residents' families or legal representatives; auditing social service programs with regard to outcomes and communicating results to appropriate individuals.

10.30 – Food Service Program

Knowledge of: Basic nutritional requirements; effects of dining experience on residents; frequency of meals; types of therapeutic diets; principles of dietary sanitation including dishwashing technique and water temperature; dietary service audit techniques; role of registered dietician; food service delivery; food storage temperature; storage and serving; nutritional supplement requirements; adaptive feeding equipment; care plan requirements.

Skill in: Auditing residents' satisfaction with nutrition program; auditing nutritional outcomes of residents; auditing food service program and communicating results to appropriate individuals.

10.40 – Medical Services

Knowledge of: Basic medical terminology; physicians' role in the facility; frequency of physician visits; provision of emergency medical services; physician/resident relationship(s); quality assurance; medical director role in the facility; care plan requirements; information the physician needs from the facility.

Skill in: Communicating state and federal regulations to medical directors and physicians; auditing communication between physicians and staff and communicating results to physicians and staff as appropriate; auditing delivery of medical services and communicating results to appropriate individuals.

10.50 – Recreational and Activity Programs

Knowledge of: Basic therapeutic recreational needs of residents; types of recreation and activity needs of residents; individual needs assessments; adaptive therapeutic equipment; volunteer resources; community resources; care plan requirements; basic confidentiality policies; techniques of activity program evaluation.

Skill in: Auditing residents' satisfaction with therapeutic recreational and activity programs; auditing the outcomes of therapeutic recreational and activ-

ity programs for residents; communicating results of program audits to appropriate individuals.

10.60 – Medical Records Program

Knowledge of: Basic medical record-keeping systems, including automation; clinical medical record content and format; federal documentation requirements including minimum data sets; basic confidentiality policies; safeguarding clinical record information.

Skill in: Auditing medical record-keeping systems and communicating results to appropriate individuals.

10.70 – Pharmaceutical Program

Knowledge of: Basic drug administration terminology (e.g., b.i.d., p.r.n); drug categories (e.g., psychotropic medication); drug regulations for handling, administration, labeling of drugs and biologicals, record-keeping, and drug destruction; systems of inventory controls; role of pharmaceutical consultant.

Skill in: Auditing pharmaceutical program and communicating results to appropriate individuals.

10.80 – Rehabilitation Program

Knowledge of: Basic resident rehabilitation needs; roles of all rehabilitation service disciplines; community rehabilitation resources; evaluation mechanisms for determining program success; rehabilitation care plan process; rehabilitation equipment; audit procedures for evaluation of rehabilitation program outcomes.

Skill in: Auditing rehabilitation program and communicating results to appropriate individuals.

• 20.00 – Personnel Management

20.10 – Communication

Knowledge of: Written and verbal communications to personnel; employee interview process; basic counseling procedures; grievance procedures.

Skill in: Conducting employment and exit interviews; using basic employee counseling techniques; conducting group meetings; using basic negotiating techniques.

20.20 – Recruitment and Training

Knowledge of: Facility staffing needs; staff position requirements; job descriptions; labor laws; union organizing; negotiations and contracts; civil rights laws; recruiting procedures; employment history and verification procedures; basic staff development

procedures; audit procedures to evaluate the effectiveness of training; procedures to analyze absenteeism and turnover; staff disciplinary procedures; legal liability; staff recognition and appreciation techniques; performance-based employee evaluation procedures; federal requirements for personnel files.

Skill in: Using interview techniques; using performance-based measurement techniques; using basic employee counseling techniques; using personnel recruiting techniques; developing wage scales; using team building techniques; negotiating wages, salaries, and benefits; matching qualifications of candidates to job requirements; auditing procedures to recruit, train, evaluate, and retain individuals to provide resident care and services and communicating results to appropriate individuals.

20.30 – Personnel Policies

Knowledge of: Labor laws; civil rights laws; federal rules and regulations; NLRB rules and regulations; federal and case law requirements for personnel files; work rules; employee benefits policies; performance-based evaluation procedures; staff grievance procedures; staff disciplinary procedures; safety procedures; basic management-union contracts.

Skill in: Developing clear and concise policies and procedures; establishing facility's wages and benefits in light of industry standards; predicting overall effect of personnel policies on the organization; auditing personnel policies and communicating results to appropriate individuals.

20.40 – Employee Health and Safety

Knowledge of: Basic safety training programs; federal rules and regulations governing employee health and safety, including OSHA; employee benefits insurance programs; worker's compensation; unemployment compensation; injury prevention procedures; incentives and discipline regarding safety rules and procedures; relationship between employees' health status and job performance.

Skill in: Implementing safety incentive and discipline programs; identifying and correcting potential safety hazards; implementing procedures for reporting injuries and follow-up; auditing employee health and safety programs and communicating results to appropriate individuals.

• **30.00 – Financial Management**

30.10 – Budgeting

Knowledge of: Generally accepted budget formats; budgeting methods; basic accounting and book-keeping methods; basic computer operations for budgeting; techniques for determining costs; financial statements; reimbursement mechanisms and income sources; hours, wages, compensation, and fringe benefits; industry trends; consumer wants and needs; facility's capital needs; regulatory requirements for budgeting; purchasing procedures and controls; need for reserve/profit.

Skill in: Preparing an integrated budget; interpreting financial statements; evaluating budget requests; forecasting operational changes; interpreting regulations.

30.20 – Financial Performance

Knowledge of: Internal controls; inventory controls; purchasing procedures; staffing hours and wages and relation to staffing schedule; financial planning process; programs and services offered by the facility; financial resources; financial analysis methods; fixed versus variable costs; industry financial standards; resident census ratios.

Skill in: Interpreting and using financial information; evaluating inventory controls; interpreting financial results for board and/or staff; auditing financial performance of facility and communicating results to appropriate individuals.

30.30 – Financial Audit and Reporting

Knowledge of: Cash flow procedures; cash flow needs and trends; basic property, liability, and casualty requirements; banking procedures; bookkeeping procedures; financial reports; payroll procedures and documentation; regulatory accounting requirements; collection procedures; billing procedures; resident financial assessment; resident banking procedures and account management; ancillary and other revenue-producing sources; account aging; purchasing methods and procedures; accounts payable control system; inventory control systems; CPA audit reports.

Skill in: Using audit report; evaluating the financial reporting system; analyzing variance between budget and actual financial performance.

• **40.00 – Environmental Management**

40.10 – Building Maintenance

Knowledge of: Preventive maintenance systems; equipment and operating manuals; retention of blueprints, approved "as built drawings", and original building documents; environmental design needs of nursing home residents; physical plant needs; equipment replacement program; codes, rules, and regulations for buildings, grounds, equipment, and maintenance.

Skill in: Anticipating physical plant needs of facility establishing maintenance procedures; evaluating environment's impact on residents; auditing preventive maintenance program outcomes designed to maintain and improve buildings, grounds, and equipment and communicating results to appropriate individuals.

40.20 – Housekeeping

Knowledge of: Residents' needs and wants to personalize their environment; basic housekeeping concepts and procedures; basic sanitation concepts and procedures; basic infection control concepts and procedures; pest control; federal rules and regulations.

Skill in: Auditing infection control outcomes and communicating results to appropriate individuals; auditing program outcomes designed to provide a clean, attractive, and homelike environment for residents, staff, and visitors and communicating results to appropriate individuals.

40.30 – Safety Program

Knowledge of: Safe housekeeping and maintenance practices; basic concepts regarding safety devices; potential hazards; required lighting; security measures; hazardous chemicals; federal rules and regulations.

Skill in: Identifying and minimizing health risks; interpreting and applying safety codes; auditing safety program outcomes designed to ensure the health, welfare, and safety of residents, staff; and visitors and communicating results to appropriate individuals.

40.40 – Emergency Programs

Knowledge of: Elements of fire and disaster programs; National Fire Protection Association (NFPA) guidelines; life safety codes; community emergency resources; in-house emergency equipment; training resources; evacuation resources; emergency procedures; natural disaster preparedness.

Skill in: Interpreting and applying life safety codes; assigning responsibility for specific fire and disaster program duties; coordinating implementation of disaster plan; evaluating availability of community resources; auditing staff use of fire and disaster plan and procedures and communicating results to appropriate individuals.

• **50.00 – Governance and Management**

50.10 – Governing Entities

Knowledge of: Medicare; Medicaid; labor laws; life safety codes; building codes; OSHA; HCFA rules (including survey process); strategic planning principles, licensing boards, governing entities, mission statement, bylaws, legal aspects of types of ownership, legal liability of the facility, legal liability of administration, ethical policies of the governing entity, professional ethics of the nursing home administrator.

Skill in: Interpreting rules and regulations; implementing policies and procedures to achieve compliance with rules and regulations; auditing facility's compliance to rules and regulations and communicating results to appropriate individuals.

50.20 – Policies and Procedures

Knowledge of: Community, social, educational and consumer organizations, role of ethics committees, functions of all departments and services provided, management principles and philosophies, information collection procedures, operational audit procedures.

Skill in: Recognizing the need for change, recognizing significant problems, collecting relevant information, performing cost/benefit analysis for alternative solutions including new trends and services, prioritizing alternative solutions, organizing and directing all facility departments, assessing the implication of change on each aspect of the operation, implementing change.

50.30 – Quality of Life

Knowledge of: Monitor and evaluate resident satisfaction with quality of care and quality of life, through communications with resident, representatives, family, staff volunteers, and governing entities to, maximize resident quality of life, basic techniques of conflict resolution, grievance procedures for residents and families, role of the resident ombudsman, resident and responsible parties' participation in the care planning process, oral and written communication practices, community, social, educational and consumer organizations.



Specialized bathing equipment serves impaired nursing home residents.

Skill in: Using basic counseling methods, honoring and safeguarding residents rights, reviewing each resident's total program of care, reviewing each resident's satisfaction with quality of care and quality of life, auditing procedures to enhance resident satisfaction with quality of care and quality of life and communicating results to appropriate individuals, using interpersonal communication techniques.

50.40 – Resident's Rights

Knowledge of: Internal and external reporting procedures, monitoring systems, procedures, and information.

Skill in: Collecting relevant information, integrating resident rights and services provided.

50.50 – Risk Management

Knowledge of: Risk management principles, including legal liability issues.

Skill in: Integrating all risk management programs to ensure effective outcomes.

50.60 – Resident Services

Knowledge of: Basic public relations and marketing techniques.

Skill in: Verbal and written communications.

50.70 – Community Resources

Knowledge of: Basic contracts and agreements

Skill in: Negotiating contracts and agreements.

California Nursing Home Administrator Statutes/Regulations

The statutes and regulations that govern California nursing home administrators are included in both the California Health and Safety Code and the California Business and Professions Codes. The language of each is identical.

Every aspect of the selection, training and management of the nursing home administrator profession is controlled by these statutes/regulations.

The California State Legislature is responsible for writing and modifying these provisions.

California Health and Safety Code, Division 2, Chapter 2.35, Sections 1416-1416.86

(Note: This language is repeated in California Business and Professions Code, Division 2, Chapter 8.5.)

Article 1: **General Provisions**, 1416-1416.6

Article 2: **Administration**, 1416.10-1416.12

Article 3: **Licensing**, 1416.20-1416.50

Article 4: **Training**, 1416.55-1416.57

Article 5: **Enforcement**, 1416.60-1416.86

Article 1: General Provisions, 1416

This chapter shall be known and may be cited as the Nursing Home Administrators' Act.

1416.1

There is hereby established in the State Department of Health Services a Nursing Home Administrator Program (NHAP), which shall license and regulate nursing home administrators.

1416.2

(a) The following definitions shall apply to this chapter:

(1) "Department" means the State Department of Health Services.

(2) "NHAP" or "program" means the Nursing Home Administrator Program.

(3) "State" means California, unless applied to the different parts of the United States. In this latter case, "state" includes the District of Columbia and the territories.

(4) "Nursing home" means any institution, facility, place, building, or agency, or portion thereof, licensed as a skilled nursing facility, intermediate care facility, or intermediate care facility/developmentally disabled,

as defined in Chapter 2 (commencing with Section 1250). "Nursing home" also means an intermediate care facility/developmentally disabled habilitative, intermediate care facility/developmentally disabled-nursing, or congregate living health facility, as defined in Chapter 2 (commencing with Section 1250), if a licensed nursing home administrator is charged with the general administration of the facility.

(5) "Nursing home administrator" means an individual educated and trained within the field of nursing home administration who carries out the policies of the licensee of a nursing home and is licensed in accordance with this chapter. The nursing home administrator is charged with the general administration of a nursing home, regardless of whether he or she has an ownership interest and whether the administrator's function or duties are shared with one or more other individuals.

(6) "Administrator-in-Training Program" or "AIT Program" means a program that is approved by the NHAP in which qualified persons participate under the coordination, supervision, and teaching of a preceptor, as described in Section 1416.57, who has obtained approval from the NHAP.

(b) Nothing in this section shall be construed to allow the program to have jurisdiction over an administrator of an intermediate care facility/developmentally disabled-nursing or an intermediate care facility/developmentally disabled habilitative, if the administrator of the facility is not using licensure under this chapter to qualify as an administrator in accordance with subdivision (d) of Section 1276.5.

(c) Nothing in this section shall be construed to define an intermediate care facility/developmentally disabled-nursing or an intermediate care facility/developmentally disabled habilitative as a nursing home for purposes other than the licensure of nursing home administrators under this chapter.

1416.4

The program shall adopt rules and regulations that are reasonably necessary to carry out this chapter. The rules and regulations shall be adopted, amended, and repealed in accordance with Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. To the extent that the regulations governing the nursing home administrator program that are in effect prior to January 1, 2002,

are not in conflict with this chapter, they shall remain in effect until new regulations are implemented for purposes of this chapter.

1416.6

(a) It shall be a misdemeanor for any person to act or serve in the capacity of a nursing home administrator, unless he or she is the holder of an active nursing home administrator's license issued in accordance with this chapter. Persons carrying out functions and duties delegated by a licensed nursing home administrator shall not be acting in violation of this chapter.

(b)(1) This chapter shall not apply to any person who serves as an acting administrator as provided in this subdivision when a licensed administrator is not available because of death, illness, or any other reason.

(2) A person who is acting as an administrator shall notify the program in writing within five days of acting in this capacity and provide factual information and specific circumstances necessitating the use of an acting administrator.

(3) No person shall act as an administrator for more than 10 days unless arrangements have been made for part-time supervision of his or her activities by a nursing home administrator who holds a license or provisional license under this chapter. Supervision shall include at least 8 hours per week of direct onsite supervision by the licensed administrator. The program shall be notified in writing of the nature of this arrangement. No person shall act as an administrator for more than two months without the written approval of the program. The program shall not approve a person to act as an administrator for more than six months.

(4) If the acting administrator is an administrator in training, then the supervision required by paragraph (3) may be counted towards the total hours of supervised training required by subdivision (f) of Section 1416.57.

(c) Notwithstanding subdivision (b), an individual acting as an administrator for more than 10 days must have management experience in a health facility.

Article 2: Administration, 1416.10

In conformity with the requirements of Section 1908(c) of the Social Security Act (42 U.S.C. Sec. 1396g(c)), the program shall have all of the following powers and duties:

(a) To develop, impose, and enforce standards that shall be met by individuals in order to receive a

license as a nursing home administrator. At a minimum, the standards shall be designed to ensure that nursing home administrators shall be individuals who have not committed acts or crimes constituting grounds for denial of licensure and who are qualified by training or experience in the field of institutional administration to serve as nursing home administrators.

(b) To develop and apply procedures, including examinations and investigations, for determining whether an individual meets the standards.

(c) To issue licenses to individuals who have been determined to meet the standards, and to revoke or suspend licenses where grounds exist for those actions.

(d) To establish and carry out procedures designed to ensure that individuals licensed as nursing home administrators will, during any period that they serve as an administrator, comply with the required standards.

(e) To receive, investigate, and take appropriate action with respect to any charge or complaint filed with the program alleging that an individual licensed as a nursing home administrator has failed to comply with the required standards.

(f) To conduct studies of the administration of nursing homes within the state, with a view to the improvement of the standards imposed for the licensing of nursing home administrators, and of procedures and methods for the enforcement of standards with respect to administrators of nursing homes who have been licensed under this chapter.

(g) To receive and administer all funds and grants as are made available to the program in order to carry out the purposes of this chapter.

(h) To encourage qualified educational institutions and other qualified organizations to establish, provide, and conduct training and instruction programs and courses that will enable all otherwise qualified individuals to attain the qualifications necessary to meet the standards set by the program for licensed nursing home administrators, and to enable licensed nursing home administrators to meet the continuing education requirements for the renewal of their licenses.

(i) To consult with and seek the recommendations of the appropriate statewide professional societies,

associations, institutional organizations, and educational institutions in the development of educational programs.

(j) To give due consideration to the recommendations of the National Advisory Council on Nursing Home Administration, in accordance with the provisions of subdivision (f) of Section 1908 of Title XIX of the Social Security Act (42 U.S.C. Sec. 1396g(f)).

1416.12

The following enforcement actions taken by the department against a facility and the name of the licensed administrator of the facility shall be reported to the program.

(a) Temporary suspension orders.

(b) Final decertification from the Medi-Cal or Medicare programs based on failure to meet certification requirements.

(c) Service of an accusation to revoke a facility's license.

(d) All class "AA" citations and three class "A" citations issued to a facility with the same administrator within a one-calendar year period. The department shall notify the program in the event that citations are overturned or modified in citation review conference, through binding arbitration, or on appeal.

Article 3: Licensing, 1416.20

(a) The nursing home administrator licensing examination shall cover the broad aspects of nursing home administration.

(b) Unless otherwise provided in this article, every applicant for an initial license as a nursing home administrator shall pass a nursing home administrator licensing examination, which shall consist of a state and national examination. The state examination shall be held at least four times a year, at a time and place determined by the program. The national examination is computer-based and shall be scheduled by the applicant after the applicant is notified by the program of his or her eligibility to take the examination.

(c) If an applicant for licensure under this article, submits an endorsement certificate from another state indicating that he or she scored at least 75 percent on the national examination, the applicant shall be required to take only the California state part of the licensing examination. If the applicant scored less than

75 percent on the national examination, he or she shall take both the state and national examination.

1416.22

(a) To qualify for the licensing examination, an applicant must be at least 18 years of age, be a citizen of the United States, or a legal resident, be of reputable and responsible character, demonstrate an ability to comply with this chapter, and comply with at least one of the following requirements:

(1) Have a master's degree in nursing home administration or a related health administration field. The master's program in which the degree was obtained must have included an internship or residency of at least 480 hours in a skilled nursing facility or intermediate care facility.

(2)(A) With regard to applicants who have a current valid license as a nursing home administrator in another state and apply for licensure in this state, meet the minimum education requirements that existed in this state at the time the applicant was originally licensed in the other state.

(B) The minimum education requirements that have existed in California are as follows:

- Prior to 7/1/73: None
- From 7/1/73 to 6/30/74: 30 semester units
- From 7/1/74 to 6/30/75: 45 semester units
- From 7/1/75 to 6/30/80: 60 semester units
- From 7/1/80 to 1/1/02: Baccalaureate degree

(3) A doctorate degree in medicine and a current valid license as a physician and surgeon with 10 years of recent work experience, and the completion of a program-approved AIT Program of at least 1,000 hours.

(4) A baccalaureate degree, and the completion of a program-approved AIT Program of at least 1,000 hours.

(5) Ten years of recent full-time work experience, and a current license, as a licensed registered nurse, and the completion of a program-approved AIT Program of at least 1,000 hours. At least the most recent five years of the 10 years of work experience shall be in a supervisory or director of nursing position.

(6) Ten years of full-time work experience in any department of a skilled nursing facility, an intermediate care facility, or an intermediate care facility developmentally/disabled with at least 60 semester units (or 90 quarter units) of college or university courses, and the completion of a program-approved AIT Program of at least 1,000 hours. At least the most recent five years of the 10 years of work experience shall be in a position as a department manager.

(7) Ten years of full-time hospital administration experience in an acute care hospital with at least 60

semester units (or 90 quarter units) of college or university courses, and the completion of a program-approved AIT Program of at least 1,000 hours. At least the most recent five years of the 10 years of work experience shall be in a supervisory position.

(8) If the applicant and the preceptor provide compelling evidence that previous work experience of the applicant directly relates to nursing home administrator duties, the program may accept a waiver exception to a portion of the AIT program that requires 1,000 hours.

(b) The applicant shall submit an official transcript that evidences the completion of required college and university courses, degrees, or both. An applicant who applies for the licensing examination on the basis of work experience shall submit a declaration signed under penalty of perjury, verifying his or her work experience. This declaration shall be signed by a licensed nursing home administrator, physician and surgeon, chief of staff, director of nurses, or registered nurse who can attest to the applicant's work experience.

1416.24

(a) An application for a nursing home administrator license shall be submitted to the program on a form provided by the program, with the appropriate nonrefundable fee for any required examination, the application, and licensure. The application shall contain information the program deems necessary to determine the applicant's qualifications and a statement whether the individual has been convicted of any crime other than a minor traffic violation.

Each applicant shall meet the current requirements for any required examination and licensure. Applicants for licensure shall submit evidence of electronic transmission of fingerprints or fingerprint cards to the program.

(b) A completed application package, together with the examination application, and licensure fees must be received by the program at least 30 days prior to the examination date.

(c)(1) The withdrawal of an application for a license after it has been filed with the department shall not, unless the department consents in writing to the withdrawal, deprive the department of its authority to institute or continue a proceeding against the applicant for the denial of the license upon any ground provided by law or to enter an order denying the license upon that ground.

(2) The suspension, expiration, or forfeiture by operation of law of a license issued by the department, the suspension, forfeiture, or cancellation by order of the department or a court of law of a license, or the surrender without the written consent of the department of a license, shall not deprive the department of its authority to institute or continue a disciplinary proceeding against the licensee upon any ground provided by law or to enter an order suspending or revoking the license or otherwise taking disciplinary action against the licensee on any grounds.

(d) An application that is submitted to the program is valid for only one year after the date of receipt. An applicant who fails to meet all requirements for licensure, including successfully passing the national and state examinations during that one-year period, shall be required to submit another application and appropriate application and examination fees to the program before attempting further examinations.

(e) The program may extend the one-year period described in subdivision (d) upon a showing of good cause. For purposes of this subdivision, good causes shall include, but shall not be limited to, delays in the processing of the application, or delays in applying for and taking the examination caused by illness, accident, or other extenuating circumstances.

(f) An applicant shall submit documentation and evidence to the program of his or her eligibility for licensure.

(g) At the time of the examination, the applicant shall read and sign the Examination Security Agreement and comply with its terms.

1416.26

(a) As part of the application process for a nursing home administrator license, an applicant shall submit to the department two sets of completed fingerprint cards for a criminal record clearance through the Department of Justice and the Federal Bureau of Investigation. As an alternative, the applicant may also provide proof of electronic transmission of fingerprints to the Department of Justice and the Federal Bureau of Investigation. Upon receipt of the fingerprints, the Department of Justice and the Federal Bureau of Investigation shall notify the department of the criminal record information. If no criminal record information has been recorded, the Department of Justice and the Federal Bureau of Investigation shall provide the department with a statement of that fact.

(b) This criminal record clearance shall be completed prior to issuing a license. Applicants shall be responsible for any costs associated with the criminal record clearance. The fee to cover the processing costs of the Department of Justice, not including the costs associated with rolling the fingerprint cards, shall not exceed thirty-two dollars (\$32) per card for state fingerprints, and shall not exceed twenty-four dollars (\$24) per card for federal fingerprints.

1416.28

(a) Notwithstanding any other law, the program shall at the time of application, issuance, or renewal of a nursing home administrator license require that the applicant or licensee provide his or her federal employer identification number or his or her social security number.

(b) Any applicant or licensee failing to provide his or her federal identification number or social security number shall be reported by the program to the Franchise Tax Board and, if failing to provide after notification pursuant to paragraph (1) of subdivision (b) of Section 19528 of the Revenue and Taxation Code, shall be subject to the penalty provided in paragraph (2) of subdivision (b) of Section 19528 of the Revenue and Taxation Code.

(c) In addition to the penalty specified in subdivision (b), the program may not process any application, original license, or renewal of a license unless the applicant or licensee provides his or her federal employer identification number or social security number where requested on the application.

(d) The program shall, upon request of the Franchise Tax Board, furnish to the Franchise Tax Board the following information with respect to every licensee:

- (1) Name.
- (2) Address or addresses of record.
- (3) Federal employer identification number or social security number.
- (4) Type of license.
- (5) Effective date of license or renewal.
- (6) Expiration date of license.
- (7) Whether license is active or inactive, if known.
- (8) Whether license is new or a renewal.

(e) The reports required under this section shall be filed on magnetic media or in other machine-readable form, according to standards furnished by the Franchise Tax Board.

(f) The program shall provide to the Franchise Tax

Board the information required by this section at a time that the Franchise Tax Board may require.

(g) Notwithstanding Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code, the social security number and federal employer identification number furnished pursuant to this section shall not be deemed to be a public record and shall not be open to the public for inspection.

(h) Any deputy, agent, clerk, officer, or employee of the program described in this chapter, any former officer or employee, or other individual who in the course of his or her employment or duty has or has had access to the information required to be furnished under this chapter, may not disclose or make known in any manner that information, except as provided in this section to the Franchise Tax Board or as provided in subdivision (j).

(i) It is the intent of the Legislature in enacting this section to utilize the social security account number or federal employer identification number for the purpose of establishing the identification of persons affected by state tax laws and for purposes of compliance with Section 17520 of the Family Code and, to that end, the information furnished pursuant to this section shall be used exclusively for those purposes.

(j) If the program utilizes a national examination to issue a license, and if a reciprocity agreement or comity exists between California and the state requesting release of the social security number, any deputy, agent, clerk, officer, or employee of the program described in this chapter may release a social security number to an examination or licensing entity, only for the purpose of verification of licensure or examination status.

1416.30

(a) The program shall require compliance with any judgment or order for support prior to issuance or renewal of a license.

(b) Each applicant for the issuance or renewal of a nursing home administrator license, who is not in compliance with a judgment or order for support shall be subject to Section 11350.6 of the Welfare and Institutions Code.

(c) "Compliance with a judgment or order of support" has the same meaning as specified in paragraph (4) of subdivision (a) of Section 11350.6 of the Welfare and Institutions Code.

1416.32

(a) Prior to admission to the licensing examination, the applicant shall read and sign an examination security agreement and comply with its terms.

(b) The program may deny, suspend, revoke, or otherwise restrict the license of an applicant or a licensee for any of the following acts:

(1) Having or attempting to have an impersonator take the examination on one's behalf.

(2) Impersonating or attempting to impersonate another to take the examination on that person's behalf.

(3) Communicating or attempting to communicate about the examination content with another examinee or with any person other than the examination staff. This includes divulging the content of specific written examination items to examination preparation providers.

(4) Copying questions or making notes of examination materials or revealing the content of the examination to others who are preparing to take the NHAP examination or who are preparing others to take such examination.

(5) Obstructing or attempting to obstruct the administration of the examination in any way.

(c) It is a misdemeanor for any person to engage in any conduct that subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to, the following conduct:

(1) Conduct that violates the security of the examination materials, removing from the examination room any examination materials without authorization, the unauthorized reproduction by any means of any portion of the actual licensing examination, aiding by any means the unauthorized reproduction of any portion of the actual licensing examination, paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination, obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination, using or purporting to use any examination questions or materials that were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination, or selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.

(2) Communicating with any other candidate during the administration of a licensing examination, copying answers from another examinee or permitting one's

answers to be copied by another examinee, having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination, or impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

(d) Nothing in this section shall preclude prosecution under the authority provided for in any other provision of law.

(e) In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

(f) The proceedings under this section shall be governed by Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure.

(g) The remedy provided for by this section shall be in addition to, and not a limitation on, the authority provided for in any other provision of law.

1416.34

(a)(1) In order to have a passing score on either the national or state examination, an examinee shall earn a score of at least 75 percent.

(2) An applicant who fails to pass either the national or state examination shall retake the entire national or state examination.

(3) An applicant who fails to pass either the state or national examination after three attempts shall receive additional training as outlined by the program from a program-approved preceptor, prior to participating in another examination.

(b) The examination shall be administered and evaluated by either of the following:

(1) The department.

(2) A contractor or vendor pursuant to a written agreement with the program or department.

(c) The results of the examination shall be provided to each applicant in a timely manner, not to exceed 90 days from the date of the examination.

(d) The program shall issue a license to an applicant who successfully passes the required examination and has satisfied all other requirements for licensure.

(e) A license shall be effective for a period of two years from the date of issuance.

(f) The program shall issue a provisional license to candidates who meet the provisional licensure requirements established by this chapter.

(g) The program shall replace a lost, damaged, or destroyed license certificate upon receipt of a written request from a licensee and payment of the duplicate license fee. A licensee shall complete a request for a duplicate license on the required program form, and then submit it to the program.

(h) A licensee shall inform the program of the licensee's current home address, mailing address, and if employed by a nursing facility, the name and address of that employer. A licensee shall report a change in any of this information to the program within 30 calendar days. Failure of the licensee to provide timely notice to the program may result in a citation penalty. A licensee shall provide to the program an address to be included in the public files.

(i) A licensee shall display his or her license and show to anyone upon request in order to inform patients or the public as to the identity of the regulatory agency that they may contact if they have questions or complaints regarding the licensee.

1416.36

(a) The fees prescribed by this chapter are as follows:

(1) The application fee for reviewing an applicant's eligibility to take the examination shall be twenty-five dollars (\$25).

(2) The application fee for persons applying for reciprocity consideration licensure under Section 1416.40 shall be fifty dollars (\$50).

(3) The application fee for persons applying for the AIT Program shall be one hundred dollars (\$100).

(4) The examination fees shall be:

(A) Two hundred seventy-five dollars (\$275) for an automated national examination.

(B) Two hundred ten dollars (\$210) for an automated state examination or one hundred forty dollars (\$140) for a written state examination.

(5) The fee for an initial license shall be one hundred ninety dollars (\$190).

(6) The renewal fee for an active or inactive license shall be one hundred ninety dollars (\$190).

(7) The delinquency fee shall be fifty dollars (\$50).

(8) The duplicate license fee shall be twenty-five dollars (\$25).

(9) The fee for a provisional license shall be two hundred fifty dollars (\$250).

(10) The fee for endorsement of credentials to the licensing authority of another state shall be twenty-five dollars (\$25).

(11) The preceptor certification fee shall be fifty dollars (\$50) for each three-year period.

(12) The biennial fee for approval of a continuing education provider shall be one hundred fifty dollars (\$150).

(13) The biennial fee for approval of a continuing education course shall be not more than fifteen dollars (\$15).

(b) Commencing July 1, 2002, fees provided in this section shall be adjusted annually, as directed by the Legislature in the annual Budget Act. The proposed adjustment in the examination fees shall not exceed the increase in the California Consumer Price Index, except as provided in subdivision (d). The department shall provide an annual fiscal year program fee report to the Legislature each April 1, commencing on April 1, 2002.

(c) The department shall, by July 30 of each year, publish a list of actual numerical fee charges as adjusted pursuant to this section.

This adjustment of fees and the publication of the fee list shall not be subject to the requirements of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.

(d) If the revenue projected to be collected is less than the projected costs for the budget year, the department may propose that fees be adjusted by not more than twice the increase in the Consumer Price Index.

1416.38

(a) The Nursing Home Administrator's State License Examining Board Fund in the Professions and Vocations Fund in the State Treasury is hereby renamed the Nursing Home Administrator's State License Examining Fund and continued in existence in the State Treasury.

(b) Within 10 days after the beginning of every month, all fees collected by the program for the month preceding, under this chapter, shall be paid into the Nursing Home Administrator's State License Examining Fund.

(c) The funding paid into the Nursing Home Adminis-

trator's State License Examining Fund shall be continuously appropriated to the program for expenditures in the manner prescribed by law to defray the expenses of the program and in carrying out and enforcing the provisions of this chapter.

1416.40

(a) For purposes of this chapter, "reciprocity applicant" means any applicant who holds a current license as a nursing home administrator in another state has been licensed and in good standing, has passed the national examination, and the applicant is otherwise qualified.

(b) An applicant who holds a current valid license as a nursing home administrator in another state may be issued a one-year provisional license as a reciprocity applicant pursuant to this section. The provisional license authorizes the holder to work in this state at a licensed nursing facility during the one-year licensure period.

(c) The applicant shall obtain an application form from the program, complete the form accurately, and, under penalty of perjury, certify the experience, education, and criminal record history information supplied in the application. The applicant shall submit the application to the program, along with any supporting documents to substantiate the application and the applicable provisional, examination, and licensure fees.

(d) The provisional license may be granted to a reciprocity applicant who complies with all of the following informational requirements:

(1) Provides a statement of health consistent with an ability to perform the duties of a nursing home administrator.

(2) Discloses the fact of and the circumstances surrounding any of the following:

(A) Conviction of any criminal law violation of any country, state, or municipality, except minor traffic violations. The applicant shall submit appropriate criminal record information for purposes of this subparagraph.

(B) Any discipline affecting nursing home administrator licensure in any state.

(C) Any pending investigations or disciplinary actions concerning, or surrender of, nursing home administrator licensure in any state. The applicant shall submit an endorsement certificate to verify state licensure and substantiate if he or she has no pending investigation, disciplinary action, or surrender under this subparagraph.

(3) Submits official transcripts as evidence of com-

pleted college or university courses and degrees.

(4) Provides satisfactory evidence of current or recent employment experience within the last five years as a licensed nursing home administrator.

(5) Submits proof that the applicant is at least 18 years of age.

(e) The reciprocity applicant who holds a provisional license as authorized by this section shall be required to pass the state examination. If the provisional licensee, fails to pass the state examination within the one-year provisional licensure period, the provisional license shall expire and no further reciprocity accommodations shall be allowed. The provisional license may not be renewed or extended. At the expiration of the provisional license the applicant may seek licensure in this state through standard procedures.

1416.42

(a) Except for provisional licenses issued pursuant to Section 1416.40, each license issued pursuant to this chapter shall expire 24 months from the date of issuance.

(b) To renew an unexpired license the licensee shall, at least 30 days prior to the expiration of the license, submit an application for renewal on a form provided by the program, accompanied by the renewal fee. An applicant may request either an active license or an inactive license. If an applicant requests an active license, he or she shall submit proof of completion of the required hours of program-approved continuing education.

(c) A delinquency fee is payable for license renewals not received by the program one day after the license expires.

(d) A license which has expired may be reinstated within three years following the date of expiration. The licensee shall apply for reinstatement on a form provided by the program and submit the completed form together with the current fee for license renewal. If the licensee requests an active license, he or she shall furnish proof of completion of the required hours of continuing education. The reinstatement shall be effective on the date that the completed application, including required fees, is submitted and approved.

1416.44

(a) Notwithstanding any other provision of law, a licensee who permitted his or her license to expire while serving in any branch of the armed services of the United States during a period of war, as defined

in subdivision (e), may, upon application, reinstate his or her license without examination or penalty if the following conditions are met:

- (1) His or her license was valid at the time he or she entered the armed services.
- (2) The application for reinstatement is made while serving in the armed services, not later than one year from the date of discharge from active service or return to inactive military status, or within three years following the license date of expiration whichever is the most recent time period.
- (3) The application for reinstatement is accompanied by an affidavit showing the date of entrance into the service, whether still in the service or date of discharge, and the renewal fee for the current renewal period in which the application is filed is paid.
- (4) The application for reinstatement indicates no criminal convictions while absent from the profession.

(b) If application for reinstatement is filed more than one year after discharge or return to inactive status, the applicant, in the discretion of the licensing program, may be required to pass an examination and pay additional fees.

(c) Unless otherwise specifically provided by law, any licensee who, either part time or full time, practices in this state the nursing home administrator profession shall be required to maintain his or her license in good standing even though he or she is in military service.

(d) For the purposes in this section, time spent by a licensee in receiving treatment or hospitalization in any veterans' facility during which he or she is prevented from practicing his or her profession or vocation shall be excluded in determining the periods specified in paragraph (2) of subdivision (a).

(e) As used in this section, "war" means any of the following circumstances:

- (1) Whenever Congress has declared war and peace has not formally been restored.
- (2) Whenever the United States is engaged in active military operations against any foreign power, whether or not war has been formally declared.
- (3) Whenever the United States is assisting the United Nations, in actions involving the use of armed force, to restore international peace and security.

1416.45

A licensee may not engage in licensed activity while his or her license is suspended or revoked, or after it has expired.

1416.46

(a) A revoked license may not be renewed.

(b) A licensee whose license has been revoked may petition the program for reinstatement after a period of not less than one year has elapsed from the effective date of the decision or from the date of the denial of a similar petition. The petitioner shall be afforded an opportunity to present either oral or written argument before the program. The program shall decide the petition and the decision shall include the reasons therefor, and any terms and conditions that the program reasonably deems appropriate to impose as a condition of reinstatement.

1416.48

A licensee who does not intend to engage in activity requiring nursing home administrator licensure may file a request to place his or her license in inactive status. An inactive license is subject to all requirements for renewal, including payment of fees, but completion of continuing education is not required to renew an inactive license. However, proof of completion of 40 continuing education credits during the last two years shall be submitted together with an application for reinstatement of an active license.

1416.50

(a) For purposes of this chapter, "continuing education" means any course of study offered by an educational institution, association, professional society, or organization for the purpose of providing continuing education for nursing home administrators.

(b) This section shall govern the continuing education requirements needed by a nursing home administrator to renew his or her nursing home administrator license.

(c) In order to renew a license, the applicant shall provide evidence satisfactory to the program that he or she has completed 40 hours of program-approved continuing education courses, of which at least 10 total hours shall be specifically in the area of aging or patient care.

(d) The continuing education courses to be approved for credit toward the continuing education requirements may include the following subject areas offered by accredited colleges, universities, community colleges, or a training entity approved by the department.

- (1) Resident care.

- (2) Personnel management.
- (3) Financial management.
- (4) Environmental management.
- (5) Regulatory management.
- (6) Organizational management.
- (7) Patient care and aging.

(e) No continuing education credit shall be allowed for courses failed according to the institution's grading determination.

(f) If the program finds that programs of training and instruction conducted within the state are not sufficient in number or content to enable nursing home administrators to meet requirements established by law and this chapter, the program may approve courses conducted within and without this state as sufficient to meet educational requirements established by law and this chapter. For the purposes of this subdivision, the program shall have the authority to receive funds in a manner consistent with the requirements of the federal government.

Article 4: Training, 1416.55

(a) An Administrator-in-Training Program (AIT Program) shall be developed by the NHAP, in consultation with representatives from the long-term care industry and advocacy groups. The AIT Program shall include, but not be limited to, all of the following areas of instruction:

- (1) Orientation.
- (2) Administration and business office.
- (3) State and federal regulations governing long-term care facilities.
- (4) Residents' rights and abuse prevention.
- (5) Staffing requirements and workforce retention.
- (6) Nursing services.
- (7) Resident activities.
- (8) Resident care.
- (9) Social services.
- (10) Dietary management.
- (11) Environmental care, including housekeeping, laundry, and maintenance.
- (12) Financial management.
- (13) General management.
- (14) Government regulations.
- (15) Legal management.
- (16) Personnel management and training.
- (17) Consultants and contracts.
- (18) Medical records.
- (19) Public relations and marketing.

(b) A person who seeks to satisfy requirements for admission to licensure examinations through partici-

pation in an AIT Program shall first receive approval to begin the AIT Program. An applicant shall successfully complete the AIT Program in a program-approved facility under the coordination, supervision, and teaching of a preceptor who has obtained certification from the program and continues to meet the qualifications set forth in the rules and regulations of the program.

(c) In order to be eligible for the AIT Program, an applicant shall submit an application package on forms provided by the NHAP, and pay the applicable fees established by this chapter. The applicant shall be at least 18 years of age.

(d) In addition to the requirements in subdivision (c), the applicant shall meet one or a combination of the following requirements to be eligible for the AIT Program:

- (1) A doctorate degree in medicine and a current valid license as a physician and surgeon with at least 10 years of recent work experience.
- (2) A baccalaureate degree.
- (3) Ten years of full-time work experience and a current valid license as a registered nurse. At least the most recent five years of the 10 years of work experience shall be in a supervisory or director of nursing position.
- (4) Ten years of full-time work experience in any department of a skilled nursing facility, an intermediate care facility, or an intermediate care facility/developmentally disabled with at least 60 semester units (or 90 quarter units) of college or university courses. At least the most recent five years of the 10 years of work experience shall be in a position as a department manager.
- (5) Ten years of full-time hospital administration experience in an acute care hospital with at least 60 semester units (or 90 quarter units) of college or university courses. At least the most recent five years of the 10 years of work experience shall be in a supervisory position.

(e) The applicant shall submit an official transcript that evidences the completion of required college or university courses, degrees, or both. An applicant who qualifies for the AIT Program on the basis of work experience shall submit a declaration signed under penalty of perjury verifying his or her work experience. This declaration shall be signed by a licensed nursing home administrator, physician and surgeon, chief of staff, director of nurses, or registered nurse who can attest to the applicant's work experience.

1416.57

(a) An individual may, upon compliance with the requirements of this section, be approved by the program to be a preceptor who is authorized to provide a training program in which the preceptor coordinates, supervises, and teaches persons seeking to meet specified requirements to qualify for the licensing examination under this chapter. The approval obtained under this section shall be effective for a period of two years, after which the preceptor is required to renew his or her preceptor status and attend a preceptor training course provided by the program.

(b) In order to qualify to be a preceptor, a person shall meet all of the following conditions:

- (1)** Be a current active California licensed nursing home administrator.
- (2)** Have no pending disciplinary actions.
- (3)** Have served for at least two years as the designated administrator of a California licensed nursing home or for at least four years as the designated assistant administrator of a California licensed nursing home.
- (4)** Have gained experience in all administrative functions of a nursing home.

(c) The applicant seeking approval to be a preceptor shall submit an application form provided by the program that requires the applicant's name, address, birth date, the states and dates of issuance of all professional licenses, including those as a nursing home administrator, and any other information required by the program.

(d) At the time of application, for purposes of substantiating that the conditions specified in subdivision (b) have been met, the applicant shall provide satisfactory evidence of his or her education, experience, and knowledge that qualifies him or her to supervise the training of an AIT Program participant and verification that the facilities at which the applicant has had direct management control as an administrator had a continuous operating history, free from major deficiencies, during the period of the applicant's administration.

(e) An applicant shall not be approved as a preceptor until the applicant attends a preceptor's training seminar provided or approved by the program.

(f)(1) For purposes of this section, "AIT" means Administrator-in-Training.

(2) The following requirements shall apply to a preceptor approved pursuant to this section:

(A) The preceptor shall provide a directly supervised training program that will include a minimum of 20 hours per week and a maximum of 60 hours per week and be available at least by telephone at all other times. There shall be regular personal contact between the preceptor and the AIT during the training program. For purposes of this subparagraph, "a directly supervised training program" means supervision by a preceptor of an AIT during the performance of duties authorized by this section. The preceptor shall be available during the AIT's performance of those duties.

(B) The preceptor shall be the designated administrator of the facility where the training is conducted.

(C) The preceptor may not supervise more than two AIT trainees during the same time period.

(D) The preceptor shall inform the NHAP of any significant training program changes dealing with his or her specific AIT.

(E) The preceptor shall rate the AIT's training performance and complete an AIT evaluation report at the end of the AIT's training.

(F) The preceptor shall be evaluated by the program based on the examination success and failure history of his or her AIT trainees and the program may revoke or suspend preceptor certificates as appropriate.

Article 5: Enforcement, 1416.60

Each licensee shall, within 30 days, after each appointment as the designated administrator of a nursing home and after any termination of that appointment, notify the program. Each notification shall include the name of the administrator, the nursing home administrator number assigned, the name and address of the facility or facilities involved, and the date of the appointment or termination. All information provided pursuant to this section shall be public information.

1416.62

The program shall maintain a current list of nursing home administrators who have been placed on probation or had their licenses suspended or revoked within the last three years. The program shall provide the current list of these administrators to licensed nursing homes and the department district offices every six months. The current list shall also be available to the general public upon request.

1416.64

(a) The program shall maintain a record of enforcement actions reported to the program, pursuant to Section 1416.12. The program shall routinely review

the citation logs and files of nursing home administrators whose facilities have received citations from the department to determine if remedial or disciplinary action against the administrator is warranted based on the administrator's involvement or culpability in the citations. Regardless of the facility's performance record, the program may initiate disciplinary action against an administrator who violates any statute or regulation governing licensed nursing home administrators.

(b) Following receipt of reports on temporary suspension orders, service of an accusation for facility license revocations, or final decertification of a facility from participation in the Medi-Cal or Medicare programs, due to failure to meet certification standards, the program shall make a determination as to whether the evidence available warrants remedial or disciplinary action against the administrator or constitutes grounds for denial, suspension, or revocation pursuant to Section 1416.76.

(c) If the program determines that action against the administrator is not warranted, the program shall document in the file the reasons and specific circumstances for not taking remedial or disciplinary action against the administrator's license.

(d) The program shall consider all of the following prior to making a determination to initiate disciplinary action:

- (1)** Any information provided to the program by the administrator pursuant to this section.
- (2)** Whether the administrator was in fact the designated administrator of the facility when the violation occurred, or the designated administrator of the facility during the period of time the citation covered.
- (3)** Whether the administrator should have or could have prevented the violation or violations that occurred.

(e) Prior to making a final determination to initiate action against an administrator, the program shall notify the administrator that the program is considering action and provide the administrator with an opportunity to show just cause why remedial or disciplinary action should not be initiated.

(f) If the program determines that grounds for remedial or disciplinary action exist, the program may initiate either or both of the following actions, as warranted:

- (1)** Remedial action, including, but not limited to, a conference with the administrator, a letter of warning, or both.

(2) Disciplinary action, including, but not limited to, citations, fines, formal letters of reprimand, probation, denial, suspension, revocation of the administrator's license, or any combination of these actions.

1416.66

(a) The program shall develop and make available a form that may be utilized at the nursing home administrator's option to provide the program with relevant information, documentation, and background on any actions reported to the program pursuant Section 1416.12.

(b) Any reports received pursuant to Section 1416.12 shall remain in the administrator's file for five years, unless the program is notified that the action has been modified or overturned. Any modification of an action shall be noted and documented in the administrator's file.

1416.68

(a) It is the responsibility of the nursing home administrator as the managing officer of the facility to plan, organize, direct, and control the day-to-day functions of a facility and to maintain the facility's compliance with applicable laws, rules, and regulations.

(b) The administrator shall be vested with adequate authority to comply with the laws, rules, and regulations relating to the management of the facility.

(c) No licensee shall be cited for any violation caused by any person licensed pursuant to the Medical Practice Act (Chapter 5 (commencing with Section 2000) of Division 2 of the Business and Professions Code) if the person is independent of, and not connected with, the facility and the licensee shows that he or she has exercised reasonable care and diligence in notifying these persons of their duties to the patients in the nursing facility.

(d) The delegation of any authority by a licensee shall not diminish the responsibilities of that licensee.

1416.69

(a) Within 24 hours after the nursing home administrator acquires actual knowledge or credible information that any of the events specified in subdivision (b) has occurred, the nursing home administrator shall notify the department's district office for licensing and certification of that knowledge or information. This notification may be in written form if it is provided by telephone facsimile or overnight mail, or by telephone with a written confirmation within five calendar days.

The information provided pursuant to this subdivision may not be released to the public by the department unless its release is needed to justify an action taken by the department or it otherwise becomes a matter of public record. A violation of this section may result in a citation.

(b) All of the following occurrences shall require notification pursuant to this section as long as the administrator has actual knowledge of the occurrence:

- (1)** The licensee of a facility receives notice that a judgment lien has been levied against the facility or any of the assets of the facility or the licensee.
- (2)** A financial institution refuses to honor a check or other instrument issued by the licensee to its employees for a regular payroll.
- (3)** The supplies, including food items and other perishables, on hand in the facility fall below the minimum specified by any applicable statute or regulation.
- (4)** The financial resources of the licensee fall below the amount needed to operate the facility for a period of at least 45 days based on the current occupancy of the facility.
- (5)** The licensee fails to make timely payment of any premiums required to maintain required insurance policies or bonds in effect, or any tax lien levied by any government agency.

1416.70

(a) The program shall establish a system for the issuance of citations to licensees, examinees, or participants of any program activity offered or approved by the program. The citations may contain an order of abatement, an order to pay an administrative fine assessed by the program chief, or both, where the licensee, examinee, or participant is in violation of any state or federal statute or regulation governing licensed nursing home administrators.

(b) The system shall contain all of the following provisions:

- (1)** Citations shall be in writing and shall describe with particularity the nature of the violation, including specific reference to the provision of law determined to have been violated.
- (2)** Where appropriate, the citation shall contain an order of abatement fixing reasonable time for abatement of the violation.
- (3)(A)** Administrative fines assessed by the program shall be separate from and shall not preclude the levying of any other fines or any civil or criminal penalty.
- (B)** In no event shall the administrative fine assessed by the program be less than fifty dollars (\$50) or ex-

ceed two thousand five hundred dollars (\$2,500) for each violation. The total assessment shall not exceed ten thousand dollars (\$10,000) for each investigation or for counts involving fraudulent billings submitted to insurance companies, Medi-Cal, or Medicare programs.

(4) In assessing a fine, the program shall give due consideration to the appropriateness of the amount of the fine with respect to factors such as the gravity of the violation, the good faith effort of the licensee, examinee, or participant, the unprofessional conduct, including, but not limited to, incompetence and negligence in the performance of the duties and responsibilities of an administrator, the extent to which the cited person has mitigated or attempted to mitigate any damage or injury caused by his or her violation, whether the violation was related to patient care, the history of any previous violations, and other matters as may be appropriate.

(5) A citation or fine assessment issued pursuant to a citation shall inform the licensee, examinee, or participant, that if he or she desires a hearing to contest the finding of a violation, the hearing shall be requested by written notice to the program within 30 days after the date of issuance of the citation or assessment. A licensee may, in lieu of contesting a citation pursuant to this section, transmit to the state department 75 percent of the amount specified in the citation for each violation within 15 business days after the issuance of the citation.

(6) Failure of a licensee, examinee, or participant to pay a fine within 30 days of the date of the assessment, unless the citation is being appealed, may result in further disciplinary action being taken by the program. Where a citation is not contested and a fine is not paid, the full amount of the assessed fine, along with any accrued penalty interest, shall be added to the fee for renewal of the license. A license shall not be renewed without payment of the renewal fee, fine, and accrued interest penalty. A citation may be issued without the assessment of an administrative fine.

(c) Assessment of administrative fines may be limited to only particular violations of the applicable licensing act. Notwithstanding any other provisions of law, where a fine is paid to satisfy an assessment based on the finding of a violation, payment of the fine shall be represented as satisfactory resolution of the matter for purposes of public disclosures. Administrative fines collected pursuant to this section shall be deposited in the Nursing Home Administrator's State License Examining Fund.

1416.72

(a) The program may issue a citation to any person who holds a license from the program and who violates any statute or regulation governing licensed nursing home administrators.

(b) Any licensee served with a citation may contest the citation by appeal to the program within 30 days of service of the citation. Appeals shall be conducted pursuant to Section 100171.

(c) In addition to requesting a hearing before an administrative law judge, the licensee may, within 10 days after service of the citation, notify the department in writing of his or her request for an informal conference with the department regarding the violations cited in the citation. At the time of requesting an informal conference, the licensee shall inform the department whether he or she shall be represented at the informal conference by legal counsel.

Failure to notify the department of legal representation shall not result in forfeiture of the right to have legal counsel present. Unless the request for an informal hearing is made within the 10-day period, the licensee's right to an informal hearing is deemed waived.

(d) The department shall hold an informal conference with the licensee and, if applicable, his or her legal counsel or authorized representatives. At the conclusion of the informal conference the department may affirm, modify, or dismiss the citation, including any administrative fine levied, or order of abatement issued.

(e) The licensee does not waive his or her request for a hearing to contest a citation by requesting an informal conference. If the citation is dismissed after the informal conference, the request for a hearing on the matter of the citation shall be deemed to be withdrawn. If the citation, including any administrative fine levied or order of abatement, is modified or affirmed, the citation shall be upheld and the licensee shall, within 15 working days from the date the citation review conference decision was rendered, notify the director or the director's designee that he or she wishes to appeal the decision through the procedures set forth in Section 100171.

1416.74

(a) The time allowed for abatement of violation shall begin the first day after the order of abatement has been served or received. If a licensee who has been

issued an order of abatement is unable to complete the correction within the time set forth in the citation because of conditions beyond his or her control after the exercise of reasonable diligence, the licensee may request from the program an extension of time in which to complete the correction.

The request shall be in writing and made within the time set for abatement.

(b) An order of abatement shall either be personally served upon the licensee or mailed by certified mail, return receipt requested.

(c) When an order of abatement is not contested, or if the order is appealed and the licensee does not prevail, failure to abate the violation cited within the time specified in the citation shall constitute a violation and failure to comply with the order of abatement. Where a licensee has failed to correct a violation within the time specified in the citation the department shall assess the licensee a civil penalty in the amount of fifty dollars (\$50) for each day that the violation continues beyond the date specified in the citation. If the licensee disputes a determination by the department regarding alleged failure to correct a violation or regarding the reasonableness of the proposed deadline for correction, the licensee may request an informal conference to contest the determination.

(d) Any unpaid administrative fine shall begin accruing a 7-percent interest penalty on the unpaid balance due. This interest shall continue to accrue until the administrative fine and interest are paid in full.

1416.75

The program may deny, or may suspend or revoke, a license upon any of the following grounds:

(a) Gross negligence.

(b) Incompetence.

(c) The conviction of any crime involving dishonesty or which is substantially related to the qualifications, functions, or duties of a nursing home administrator. A conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.

(d) Using fraud or deception in applying for a license or in taking the examination provided for in this chapter.

(e) Treating or attempting to treat any physical or mental condition without being currently licensed to do so.

(f) Violating Section 650 of the Business and Professions Code, any provision of this chapter, or any rule or regulation of the program adopted pursuant to this chapter.

(g) Lack of any qualification requirement for the license.

(h) Failure to report under Section 1416.60 to the program, without just cause.

1416.76

(a) The program may deny a nursing home administrator applicant or licensee, a license, based on one of the following grounds:

(1) Conviction of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. The program may take action following the establishment of a conviction after the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under Section 1203.4 of the Penal Code.

(2) Commits any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself or herself or another, or substantially injure another.

(3) Commits any act which, if done by a licentiate, would be grounds for suspension or revocation of license. The program may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of a nursing home administrator.

(b) Notwithstanding any other provision of this chapter, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Section 4852.01 of the Penal Code, or that he or she has been convicted of a misdemeanor and has met all applicable requirements of the criteria of rehabilitation developed by the program pursuant to subdivision (f).

(c) The program may deny a nursing home administrator license on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license.

(d) The program may suspend or revoke a license on the ground that the applicant or licensee has been convicted of a crime, as defined in paragraph (1) of subdivision (a), if the crime is substantially related to the qualifications, functions, or duties of a nursing home administrator.

(e) The program shall develop criteria to use to determine whether a crime or act is substantially related to the qualifications, functions, or duties of a nursing home administrator, and shall use the criteria when considering the denial, suspension, or revocation of a license.

(f) The program shall develop criteria to be used by the program to evaluate the rehabilitation of a person when considering the denial, suspension, or revocation of a license under this section.

(g) The program shall take into account all competent evidence of rehabilitation furnished by the applicant or licensee pursuant to the evaluation process set forth in subdivision (f).

1416.77

The program may deny, or may suspend or revoke, a nursing home administrator license or participation in specific training program areas under this chapter upon any of the following grounds:

(a) Misappropriation of funds or property of the facility, the patients, or of others.

(b) Using fraud, deception, or misrepresentation in applying for the AIT Program, the examination for licensure, or any other program functions provided for in this chapter.

(c) Procuring a nursing home license by fraud, deception, or misrepresentation.

(d) Impersonating any applicant or acting as a proxy for an applicant in an examination.

(e) Impersonating any licensed nursing home administrator.

(f) Treating or attempting to treat any physical or mental condition without having a valid license to do so.

(g) Violating Section 650 of the Business and Professions Code, any provisions of this chapter, or any rule

or regulation of the program adopted pursuant to this chapter.

(h) Lack of any qualification requirement for a license, participation in the AIT Program or preceptor program.

(i) A pattern of failure to report changes under Section 1416.60 to the program without just cause.

(j) Failure to comply with this chapter or the laws, rules, and regulations relating to health facilities.

(k) The commission of any dishonest, corrupt, or fraudulent act or any act of physical or mental, including sexual, abuse of any person in connection with the administration of, or any patient in, a nursing home.

(l) Violation by the licensee of any of the provisions of this chapter or of the rules and regulations promulgated under this chapter.

(m) Aiding, abetting, or conspiring with another person to violate provisions of this chapter or of the rules and regulations promulgated under this chapter.

(n) Violation of the examination security agreement.

1416.78

(a) The program may place a nursing home administrator license on probation in lieu of formal action to suspend or revoke the license if the department determines that probation is the appropriate action. Upon successful completion of the probation period, the license shall be restored to regular status.

(b) The probationary license shall be based upon an agreement entered into between the licensee and the program that specifies terms and conditions of licensure during the probationary period.

The terms and conditions shall be related to matters, including, but not limited to, work performance, rehabilitation, training, counseling, progress reports, and treatment programs.

(c) The term of the probationary license shall not exceed two years. If the licensee successfully completes the term of probation, as determined by the department, no further action shall be taken upon the allegations that were the basis for the probationary license. If the licensee fails to comply with the terms

and conditions of the probationary license agreement, the department may proceed with a formal action to suspend or revoke the license.

1416.80

Upon the determination to deny application for licensure for grounds specified in Section 1416.77, the program shall immediately notify the applicant in writing by certified mail. A petition for an administrative hearing must be received by the program within 20 business days of receipt of notification. Upon receipt, the department shall set the matter for administrative hearing, pursuant to procedures specified in Section 100171.

1416.82

(a) Proceedings to suspend or revoke licensure for grounds specified in Section 1416.77 shall be conducted in accordance with Section 100171. In the event of conflict between this chapter and Section 100171, Section 100171 shall prevail.

(b)(1) The program may temporarily suspend any license prior to any hearing if the action is necessary to protect the public welfare.

The program shall notify the licensee of the temporary suspension and the effective date. Upon receipt of a notice of defense by the licensee, the department shall set the matter within 15 days. The administrative hearing conducted in accordance with Section 100171 shall be held as soon as possible but not later than 30 days after receipt of the notice. The temporary suspension shall remain in effect until the hearing is completed and the department has made a final determination on the merits. However, the temporary suspension shall be deemed vacated if the department fails to make a final determination on the merits of the action within 60 days after the original hearing has been completed. If the provisions of this chapter or the rules or regulations promulgated by the director are violated by a licensee, the director may suspend the license for the violation.

(2) If the program determines that the temporary suspension shall become an actual suspension, the department shall specify the period of the suspension, not to exceed two years. The program may determine that the suspension shall be stayed, and place the licensee on probation for a period that shall not exceed two years.

(c) The program may suspend or revoke a license prior to any hearing when immediate action is nec-

essary in the judgment of the director to protect the public welfare. Proceedings for immediate revocation shall be conducted in accordance with Section 100171. The department shall set the matter for hearing within 15 days and hold the administrative hearing as soon as possible but not later than 30 calendar days from receipt of the request for a hearing. A written hearing decision upholding or setting aside the action shall be sent by certified mail to the licenseholder within 30 calendar days of the hearing.

1416.84

Whenever any person has engaged, or is about to engage, in any acts or practices that constitute, or will constitute, a violation of this chapter, the superior

court in and for the county in which those acts or practices take place, or are about to take place, may issue an injunction or other appropriate order, restraining the conduct, on application of the program, to the Attorney General, or the district attorney.

1416.86

If any provision of this chapter, or the application thereof to any person or circumstance, is held invalid, that invalidity shall not affect other provisions or applications of this chapter that can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.



NHA Dorothy Haemer and Housekeeper Carla Derry share a word at Mission Carmichael Health Care Center, a 135-bed skilled nursing facility in the Sacramento area. As president of the Sacramento Association of Health Facilities, a chapter of the California Association of Health Facilities, Haemer is active in the statewide professional affairs of nursing home administrators.



Continuing Education Fact Sheet

*Nursing Home Administrator Program, P.O. Box 997416, MS 3302, Sacramento, CA 95899-7416
Phone: 916-552-8780 Fax No.: 916-552-8777 E-Mail: NHAP@dhs.ca.gov*

What Is Continuing Education (CE)?

Continuing Education is any course of study offered by an educational institution, association, professional society, or organization for the purpose of providing continuing education for nursing home administrators.

How Many Hours of Credits Can I Receive As A Licensed Nursing Home Administrator?

A NHA licensee must complete 40 hours of NHAP approved continuing education (CE) courses, of which 10 hours shall be in the area of patient care or aging. Licensees must complete courses offered by NHAP approved providers during each two-year licensing period.

How Many CE Hours Can I Claim For Being A Preceptor?

The maximum amount of hours a preceptor can claim for precepting an AIT is 20 hours.

How Is The Credit For Course Work Allocated?

Students attending a NHAP approved course will receive one hour of credit for each class hour attended.

Fifteen (15) classroom hours of credit will be awarded for each semester unit and ten (10) hours of credit for each quarter of unit for university and/or college courses submitted for Program approval.

One hour of credit will be allocated to NHA's for each hour completed as an instructor of a NHAP approved course, not exceeding sixteen (16) hours for each two-year renewal period.

How Can I Become a NHAP CE Provider?

Applicants must complete the appropriate application and pay the current fee of \$150.00. CE Provider applications are available from the NHAP upon request or can be downloaded from the website.

How Long Will It Take My Request For Course Approval To Be Processed?

Approximately 30 days from the date received by the NHAP. However, if the application is not turned in 30 days prior to the date the course is being offered, it may be denied and the fee is non-refundable.

Is There A CE Provider List Available?

Yes. A licensee must send a written request to the NHAP along with a check for \$15.00 for a current list of CE providers. The providers can then be contacted directly for information regarding the availability of their courses.

I Am A Licensee. Can I Request Course Approval?

Yes. A licensee must provide complete and accurate information on a form approved by the Program and include a check or money order in the amount of \$15.00 for each CE course within 30 days following the final class session.

What Type Of Courses Am I Allowed To Receive Credit For?

Courses that directly relate to the duties, responsibilities, and functions of a nursing home administrator as well as courses in aging or patient care including courses in gerontology, aging, or nursing care may be approved for full credit. Many courses offered by colleges to business administration receive full continuing education credit.

Publications and resources

NHAP Forms and Applications

Current NHAP forms and application documents can be downloaded from:

NHAP Web Page: www.dhs.ca.gov/Inc/NHAP/default.htm

ASC Web Page: www.aging.org/i4a/pages/index.cfm?pageid=343

QCHF Web Page: www.qchf.org/nursinghomeadm.php

Statutes and Regulations

OBRA (Omnibus Budget Reconciliation Act of 1987), CFR Title 42, Public Health

Sections 483.5 to 483.15 Guidance to Surveyors for Long Term Care Facilities

Chapter 3, Division 5 SNF Requirements of Participation

Appendix N Survey Procedures for Pharmaceutical Services in LTC Facilities

Appendix P Principles of Documentation

Appendix Q Guidelines for Determining Immediate and Serious Threat to Patient Health and Safety

CMS State Operations Manual, Chapter 7 – Survey & Enforcement Process for SNFs & NFs

California Business and Professions Code, Division 2, Chapter 8.5

Statute and Regulations governing Nursing Home Administrators (included in this document).

Mirrors language in Health and Safety Code.

California Health and Safety Code, Chapter 2.35, Sections 1416 to 1416.86

Statute and Regulations governing Nursing Home Administrators (included in this document). Mirrors language in Business and Professions Code.

Title 22, California Code of Regulations

Chapter 2.5

Article 1

Article 2

Article 3

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Article 5

Certified Nurse Assistant Programs

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Intermediate Care Facilities

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License (Facility)

Required Services

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Physical Plant

Violations and Civil Penalties Publications and Resources

Publications and resources

To acquire federal laws and regulations

Hard copy: Available from Heaton Publications
(800) 438-8884 www.heaton.org
or
United States General Accounting Office, Publications Sales
(888) 293-6498 www.access.gpo.gov/su_docs/chklist/chklist.html
• Select publication you want by CFR number
• OBRA is CFR 42, section 483

Online: Code of Federal Regulation
www.access.gpo.gov/nara/cfr/cfr-table-search.html
• Go to CFR Title 42 and check the most recent date
• Select individual sections to read, print or download

State Enforcement Manual
www.cms.hhs.gov/center/snf.asp

CMS Policy Transmittals and Guidance Letters
www.cms.hhs.gov/center/snf.asp

To acquire California codes and regulations

Hard copy: Barclay's Official California Code of Regulations
50 California Street, Nineteenth Floor, San Francisco, CA 94111
(800) 888-3600 www.westgroup.com

Online: California Law Codes Web site: www.leginfo.ca.gov/calaw.html
• Select appropriate Code (check box)
• Enter search parameters in Search Box
• If you want table of contents for a particular code, leave the Search Box empty
• Hit Search Button

California Code of Regulations Web site: www.calregs.com/
• Select "List of CCR Titles"
• Select Title 22, Social Security

Web sites

Industry information

- Aging Services of California** www.aging.org
- American Health Care Association** www.ahca.org
- American Association of Homes and Services for the Aging** www.aahsa.org
- American College of Health Care Administrators** www.achca.org
- California Association of Health Facilities** www.cahf.org
- MyZiva** www.myziva.com
 Web site devoted to long-term care industry news, products, and education
- National Association of Examiners of Long Term Care Administrators (NAB)** www.nabweb.org
- Quality Care Health Foundation** www.qchf.org
 Education arm of CAHF, offering seminars and workshops

Publication vendors

Companies that sell materials that are specifically designed for long-term care providers, including regulatory and training manuals, training aids, certification programs, and facility supplies.

- Briggs Corporation** www.briggscorp.com
- Caresource** www.caresource.com
- Frontline Publishing** www.frontlinepub.com
- Heaton Publications** www.heaton.org
- MedCom** www.medcominc.com
- MedPass** www.med-pass.com

Continuing Education

California Virtual Campus www.cvc.edu
 Link to the online educational programs available from California's public university (UC, CSU) and community college systems. CSU Fullerton is developing a series of educational programs for AITs, which will be available through the California Virtual Campus later in 2002.

CEUs-R-EZ www.ceus-r-ez.com
 Web site offering continuing education units for health care professionals delivered over the internet. Materials tend to be very basic. Administrator courses have NAB accreditation.

Distance Learning Network www.dlnetwork.com
 Web based health professions training programs, geared primarily for physicians.

HealthStream Solutions www.healthstream.com
 Web based training programs for healthcare professionals. Primarily geared to acute care settings, but with many programs that are applicable to long-term care.

Long Term Care Education.com www.longtermcareeducation.com/D/sitemap.asp
 Distance learning Web site devoted to long-term care issues. Heavy emphasis on assisted living, but excellent resources for skilled nursing as well.

My Free CE www.myfreece.com/welcome.asp
 Web site provides nursing CEUs for an extremely low price. For \$14.95 a year, users can take an unlimited number of 1-credit-hour nursing education courses.

RMP and Associates www.aitexamprep.com
 Study materials and review sessions for California state and federal exams.

Skilled Nursing Resource Site www.love2learn.com
 Web site dedicated to nursing education and development of training materials appropriate for the adult learner.

Nursing Home Administrator

Guide to an Amazing Career

Reference materials and pertinent information
on caring for residents of skilled nursing homes
plus official application forms for the
Administrator in Training (AIT) Program

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