

## Master's or Reciprocity Application for Nursing Home Administrator Examination

Return this completed form with a check or money order (made payable to NHAP) with the appropriate fee to the following address:

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

For a current **Fee List and Detailed Fee Analysis**, please visit our website at:  
[www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/NHAPFees.aspx](http://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/NHAPFees.aspx)

Applicant's Name (Last)	(First)	(M.I.)	Social Security Number*
Public Address (Required) - Subject to Public Records Act Request Release**	(City)	(State)	(Zip Code)
Confidential Address (For CDPH Use Only***)	(City)	(State)	(Zip Code)
E-mail Address	Phone Number		Date Of Birth (MM/DD/YYYY)

### ANSWER THE FOLLOWING QUESTIONS:

1. On which basis are you applying for the Nursing Home Administrator Exam (**Check one**)?

Master's degree in Nursing Home Administration or a related health administration field, with an internship/residency of at least 480 hours in a skilled nursing or intermediate care facility.

Current licensure as a Nursing Home Administrator in another state. (Skip Question 13 if checked)

2. Are you now, or were you, employed as a Nursing Home Administrator in any other state within the U.S.? (If "**Yes**," fill in the information below. Provide each State with certification on the Verification of Nursing Home Administrator License page.)
- Yes      No

State: \_\_\_\_\_ License #: \_\_\_\_\_ Date of expiration: \_\_\_\_\_  
State: \_\_\_\_\_ License #: \_\_\_\_\_ Date of expiration: \_\_\_\_\_  
State: \_\_\_\_\_ License #: \_\_\_\_\_ Date of expiration: \_\_\_\_\_

3. Do you have any aliases? (If **Yes** List in space below) Yes No

- a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

4. State Examination Date Requested: \_\_\_\_\_

5. 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: \_\_\_\_\_

6. 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 sheet of paper. provide certified copies of arrest report and court documents that include the following as applicable: criminal complaint, plea and judgment, and probation report. if these records have been destroyed, the program requires a signed statement to that fact from the agency you are requesting your information. A conviction will not necessarily disqualify you.

7. Have you ever allowed your NHA license to lapse, or had a temporary license issued by any state licensing authority? Yes No

If "Yes", identify the State Agency, license name and number: \_\_\_\_\_

8. Have you ever voluntarily surrendered any other professional license? Yes No

9. Have you ever been the subject of disciplinary action by any licensing agency with regard to any other professional license? Yes No

If "Yes," provide detailed explanation on separate sheet of paper and attach to this application package.

10. Within the last five (5) years have you had a license or certification revoked or suspended, other disciplinary action taken or an application for licensure or certification refused, revoked or suspended by any professional licensing authority of another State, Territory or Country? Yes No

If "Yes," identify the agency, state license name, number and reason: \_\_\_\_\_

11. If required because of a subpoena for NHA licensure records, can you provide adequate documentation for any of the answers you provided above? Yes No

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**12. Education**

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Did you graduate from high school? Yes No

If not, did 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	Units		Diploma, degree or certificate obtained	Date Completed
		Semester	Quarter		

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**13. Master's Degree with Internship**

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Exact title of master's degree

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Was your internship in a long-term facility Yes No

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Name and address of the facility

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Number of weeks

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Number of hours per week

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Briefly describe your internship program (Attach an extra sheet if necessary)

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**14. Citizenship (Health and Safety Code 1416.22 (a))**

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(A) Are you a United States Citizen? Yes No

(B) Are you a Legal Resident? Yes No

(C) Are you at least eighteen (18) years of age or older? Yes No

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## 15. Family Support

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In accordance with the Welfare and Institutions Code Section 11350.6, applications for renewal of a license or a new license shall include the applicant's Social Security Number, and the licensee shall certify, under penalty of perjury, that he or she is not more than thirty (30) calendar days delinquent in complying with a child support order, order for spousal support or alimony or repayment obligation. Failure to certify may result in disciplinary or adverse action and making a false statement may subject the licensee to denial or revocation of provisional license.

You **must** check one of the following:

I am not more than \_\_\_\_ days delinquent in complying with a child support order/order for spousal support or alimony/educational loan repayment obligation.

I am more than \_\_\_\_ days delinquent in complying with a child support order/order for spousal support or alimony/educational loan repayment obligation.

I am currently in compliance with a family support order.

I am not currently under any child support order/spousal support or alimony or repayment obligation.

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## 16. Do you have a job offer for a NHA position with a nursing home or long-term care facility in the State of California?

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Yes No

If "Yes", please provide facility and contact information below **(To be completed by facility employer)**

Applicant's Name (Last)	(First)	(Middle)	
Facility Phone Number	Job Title Offered	Date To Begin	
Name of Facility, Office or Corporation		Telephone Number	
Address of Facility, Office or Corporation (Number and Street)	(City)	(State)	(Zip Code)
Name of SNF/ICF where job will be held		Telephone Number	
Address of SNF/ICF where job will be held (Number and Street)	(City)	(State)	(Zip Code)
Contact person at facility (Name and Title)		Telephone Number	

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

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Photo ID

Official Transcripts (unopened)

Criminal Conviction Documentation (if applicable)

Live Scan

Facility Employer Section Completed (16)

Certification form from each state of licensure

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**Certification – important – please read before signing – If not signed, this application may be rejected.\*\***

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I certify under penalty of the perjury laws of the State of California that the information I have entered on this application is true and correct. By virtue of filing this application, I do solemnly swear or affirm that I am of good moral character, and that I understand the instructions and terms as set forth in this application form, that I have personally completed this form, that the information given in this application is true, correct. I further understand that failure to disclose requested information or any false, incomplete, or incorrect statements may result in denial of this application and/or disqualification from the State Examination and/or applying through reciprocity with the NHAP. I hereby authorize the State of California to review state files pertaining to my licensure and practice, and all law enforcement records, administrative records, and court documents to confirm the accuracy and completeness of the information provided herein to verify any and all information contained in this application, including information maintained in applicable data banks, and to transmit this information to the licensing authority of the state to which this application is made. I authorize the employers, U.S. State Agencies and educational institutions identified on this application to release any information they may have concerning my licensure, disciplinary records, employment or education to the State of California NHAP. This application and signature shall act as authorization of entities in possession of applicable information to release such information to the licensing authority. I also understand that all the fees are non-refundable and non-transferable and will be forfeited.

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Applicant's Signature:

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Date:

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Information Collection and Access-Privacy Statement

\*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 California Department of Public Health (CDPH) 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, collection of delinquent State taxes if applicant appears on the Franchise Tax Board's top 500 delinquent taxpayers list pursuant to Business Codes Section 494.5 Subdivision (4), and for reporting disciplinary actions to the Health Integrity and Protection Data Bank as required by 45 CFR Section 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 CDPH 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.

\*\*Pursuant to a court order, the California Department of Public Health will be required to release the address of record for certified nurse assistants, home health aides, certified hemodialysis technicians, and licensed nursing home administrators in response to a Public Records Act request. (Government Code starting at section 6250.) Court Order: Service Employees International Union-United Healthcare Workers v. California Department of Public Health, Sacramento County Superior Court, February 21, 2018, No. 34-2017-80002636.

\*\*\*If the confidential address section is left blank, all departmental mail will be sent to the public address.

# Verification of Nursing Home Administrator License

(Please have the states you are licensed in submit a verification to us via mail or email)

## To The Applicant:

If you are applying for the California reciprocity on the basis of your licensure in another state, please have the following certification verification completed by the licensing board of the state in which you are currently licensed, and all other states in which you have ever held a license as a nursing home administrator. (Duplication of this page is permitted).

## To The State Board, Program or Licensing Agency in Which the Below Named Applicant Is or Ever Has Been Licensed:

\_\_\_\_\_ is applying for licensure as a nursing home administrator in California. Please furnish  
(Name) the following information concerning the applicant.

Applicant's Signature (As Shown on Your Records)

Date of Birth (MM/DD/YYYY)	Social Security Number	
Original License Number	Date Issued	Expiration Date

1. Has the licensee ever had any application for any professional license refused or denied by your licensing authority? Yes No
2. Has the licensee ever been refused or denied the privilege of taking an examination required for any professional licensure? Yes No
3. Has the licensee ever been dropped, suspended, placed on probation, fined or requested to resign license in lieu of adverse action by your state's licensing authority? Yes No  
If "Yes," list offense, duration of discipline, discipline type, date(s) of discipline and completion date(s):  
\_\_\_\_\_  
\_\_\_\_\_

4. Has the applicant's NHA license ever been revoked? Yes No
5. Has the licensee ever been the subject of disciplinary action with regard to your state's NHA license, been sanctioned by any other licensing authority, association, licensed facility, or staff of such facility? Yes No
6. Are there any unresolved or pending complaints against the licensee with any licensing agency in your state? Yes No  
Length of time needed to resolve these:  
\_\_\_\_\_

7. The number, type and date(s) of complaints filed against licensee:  
\_\_\_\_\_  
\_\_\_\_\_

8. Does the applicant comply with your state's regulatory requirements governing long-term care administrators or facilities? Yes No
9. Were any citations issued against the licensee? Number of citations that were upheld against the licensee: \_\_\_\_\_ Yes No  
Citation level (AA, A, B, etc.): \_\_\_\_\_
10. Candidate's National Examination score: \_\_\_\_\_
11. Did licensee complete an Administrator-in-Training Program in your state? Yes No  
If "Yes," number of hours completed: \_\_\_\_\_
12. What is/was the licensee's length of time licensed in your state? \_\_\_\_\_
13. Is the licensee a preceptor in your state? Yes No
14. Is the licensee's Continuing Education current? Yes No

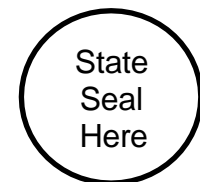
Signature Or Executive Officer or Director			Date Signed	
Name Of Executive Officer (Please Print or Type)				
Agency Name				
Address (Number and Street)		(City)	(State)	(Zip Code)
Telephone Number		Fax Number		
Website		E-mail Address		

**State Board: Please Complete and Return Form Directly To:**

**Nursing Home Administrator Program**

**P.O. Box 997416, MS 3302**

**Sacramento, CA 95899-7416**



# Instructions For Filling Out The Master's or Reciprocity Application for Nursing Home Administrator Examination

## Page 1

Please answer the demographic section on the top of the page.

- 1. On which basis are you applying for the Nursing Home Administrator Exam (Check one)?**  
Please check one of the two boxes.
- 2. Are you now, or were you, employed as a Nursing Home Administrator in any other state within the U.S.?** If yes, please enter the state, license number, and expiration date.

## Page 2

- 3. Do you have any aliases? (If "Yes" List in space below)** If you had a previous name, please enter the information.
- 4. State Examination Date Requested:** Please provide the state exam you wish to attend.
- 5. Are you now, or have you ever been licensed or certified by any other California State Agency?** Please answer yes or no. If yes, please enter the information.
- 6. Have you ever pled guilty or nolo contendere to, or been convicted of, any crime (other than minor traffic violations)?** Please answer yes or no. If yes, please explain fully on a sheet of paper and attached it to this application.
- 7. Have you ever allowed your NHA license to lapse, or had a temporary license issued by any state licensing authority?** Please answer yes or no. If yes, please identify the state agency, license name and number.
- 8. Have you ever voluntarily surrendered any other professional license?** Please answer yes or no.
- 9. Have you ever been the subject of disciplinary action by any licensing agency with regard to any other professional license?** Please answer yes or no. If yes, please explain fully on a sheet of paper and attached it to this application.
- 10. Within the last five (5) years have you had a license or certification revoked or suspended, other disciplinary action taken or an application for licensure or certification refused, revoked or suspended by any professional licensing authority of another State, Territory or Country?** Please answer yes or no. If yes, identify the agency, state license name, number and reason.
- 11. If required because of a subpoena for NHA licensure records, can you provide adequate documentation for any of the answers you provided above?** Please answer yes or no.



### Page 3

**12. Education:** Complete this section.

**13. Master's Degree with Internship** Complete this section if you checked the master's degree box from question 1.

**14. Citizenship:** Complete this section. All information is required.

### Page 4

**15. Family Support:** Please check one of the 4 options and fill in the number of days if applicable.

**16. Do you have a job offer for a NHA position with a nursing home or long-term care facility in the State of California?** Please answer yes or no. If yes, please have the facility employer complete the remaining section.

Please double check you have added the necessary attachments.

### Page 5

Please sign the attestation

### Pages 6 and 7

Please have the states you are licensed in submit a verification to us via mail or email.