

Master's or Reciprocity Application For Nursing Home Administrator Examination

Return this completed form, with a check or Money Order for the application fee of \$70, LiveScan processing fee \$51, State Exam fee \$210 and initial license fee \$280 (Total \$611)-Payable to NHAP. Please send to the following address:

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

In this space, attach a recent photo (within previous 90 days), sized approximately 2" by 2", clearly picturing the applicant's face.

(FOR IDENTIFICATION PURPOSES ONLY)

PRINT OR TYPE

APPLICANT'S LEGAL NAME (Last)	(First)	(M.I.)	SOCIAL SECURITY NUMBER *
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CURRENT ADDRESS (If PO Box, Must provide street address as well)

PERMANENT MAILING ADDRESS INCLUDING POSTAL CODE (if different from current address listed above)

BUSINESS MAILING ADDRESS

IDENTIFY PREFERRED PUBLIC RECORD ADDRESS Current Permanent Business	DAYTIME PHONE	EVENING PHONE
DATE OF BIRTH (MM/DD/YYYY)	E-MAIL(Optional)	FAX(Optional)

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 now, or were you, employed as a Nursing Home Administrator in any other state within the U.S.?** YES NO
(If "YES", fill in the information below.) (Provide each State with certification on page 5.)

State: _____	License #: _____	Date of Expiration: _____
State: _____	License #: _____	Date of Expiration: _____
State: _____	License #: _____	Date of Expiration: _____

2. **Former Names?** (If "YES", list in space below) YES NO

a. _____

b. _____

c. _____

3. State Examination Requested Date: _____

**** 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 is true and 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 State Examination and/or applying through reciprocity with the Nursing Home Administrator Program. 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 Nursing Home Administrator Program. I understand that all the fees are non-refundable.

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

<p>CASH. # _____</p> <p>NHAP INITIALS _____</p> <p>AMOUNT _____</p>	<table style="width: 100%;"> <tr> <td colspan="3">STATUS</td> </tr> <tr> <td><input type="checkbox"/> Approved</td> <td><input type="checkbox"/> Rejected</td> <td><input type="checkbox"/> Denied <input type="checkbox"/> Missing Information</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Correct Fees</td> <td><input type="checkbox"/> State Certifications</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Fingerprints / Livescan</td> <td><input type="checkbox"/> Provisional License #</td> </tr> <tr> <td><input type="checkbox"/> Unopened Transcripts</td> <td>STAFF</td> <td>DATE PROCESSED</td> </tr> </table>	STATUS			<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Denied <input type="checkbox"/> Missing Information	<input type="checkbox"/> Correct Fees		<input type="checkbox"/> State Certifications	<input type="checkbox"/> Fingerprints / Livescan		<input type="checkbox"/> Provisional License #	<input type="checkbox"/> Unopened Transcripts	STAFF	DATE PROCESSED
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MASTER’S OR RECIPROCITY APPLICATION FOR NURSING HOME ADMINISTRATOR EXAMINATION

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APPLICANT’S NAME (Last) _____	(First) _____	(M.I.) _____	SOCIAL SECURITY NUMBER _____
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- 3. Are you now or have you ever been licensed or certified by any other California State Agency?** (If “YES”, please complete below.)
- Agency: _____ License #: _____ Date of Expiration: _____
- Agency: _____ License #: _____ Date of Expiration: _____
- Agency: _____ License #: _____ Date of Expiration: _____
- 4. 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 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.
- 5. 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 AND LICENSE NAME AND NUMBER. _____
- 6. Have you ever voluntarily surrendered any other professional license?** YES NO
- 7. 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 a separate sheet of paper and attach to application package.
- 8. 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 agency, state, license name and number, and reason. _____
- 9. 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
- 10. 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 in a Long-Term Care Facility.
- Current Licensure as a Nursing Home Administrator in another state.

11. EDUCATION (Must submit unopened Official Transcript(s).)

DID YOU GRADUATE FROM HIGH SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED _____
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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		

12. MASTER’S DEGREE WITH INTERNSHIP

EXACT TITLE OF MASTER’S DEGREE _____

WAS YOUR INTERNSHIP IN A LONG-TERM CARE FACILITY? YES NO

NAME AND ADDRESS OF THE FACILITY _____

NUMBER OF WEEKS _____	NUMBER OF HOURS PER WEEK _____
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BRIEFLY DESCRIBE YOUR INTERNSHIP PROGRAM (Attach an extra sheet if necessary)

MASTER’S OR RECIPROCITY APPLICATION FOR NURSING HOME ADMINISTRATOR EXAMINATION

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APPLICANT’S NAME (Last) _____	(First) _____	(M.I.) _____	SOCIAL SECURITY NUMBER _____
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13. SPECIALIZED TRAINING

List in chronological order, from date of graduation from any professional school or program to the present, all professional post-graduate training not including continuing education coursework (i.e., residency, vocational training, practical or clinical training).

INSTITUTION NAME	LOCATION (City and State or Country)	DATES OF ATTENDANCE		DID YOU COMPLETE TRAINING?
		FROM (month/year)	TO (month/year)	
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

14. CITIZENSHIP (Health and Safety Code 1416.22(a))

- (a) Are you a United States Citizen? YES NO
- (b) Are you a Legal Resident? YES NO
- (c) Are you at least 18 years of age or older? YES NO

15. FAMILY SUPPORT

In accordance with the Welfare and Institution 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 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 examination application.

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 then ____ days delinquent in complying with a child support order/order for spousal support or alimony repayment obligation.
- I am current in compliance with a family support order.
- I am not currently under any child support order/spousal support or alimony repayment obligation.

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 (If Applicable) | <input type="checkbox"/> Live Scan |
| <input type="checkbox"/> Unopened Transcripts | <input type="checkbox"/> Certification forms from each state of licensure | <input type="checkbox"/> Document Verification |

I declare under penalty of perjury under the laws of the State of California that the information furnished in 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, and complete to the best of my knowledge, and that the photograph attached hereto is a true likeness of myself. I hereby authorize the State of California 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 licensing authority of the State of California to review state files pertaining to my licensure and practice, and all law enforcement records, administrative records, motor vehicle records, and court documents to confirm the accuracy and completeness of the information provided herein. This application and signature shall act as authorization of entities in possession of applicable information to release such information to the licensing authority.

APPLICANT’S SIGNATURE _____	DATE _____
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MASTER’S OR RECIPROCITY APPLICATION FOR NURSING HOME ADMINISTRATOR CERTIFICATION

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TO THE APPLICANT:

If you are applying for CA reciprocity on the basis of your licensure in another state, please have the following certification 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 the following information concerning the applicant.
(Name)

APPLICANT’S NAME (AS SHOWN ON YOUR RECORDS)

DATE OF BIRTH SOCIAL SECURITY NUMBER

ORIGINAL LICENSE NUMBER DATE ISSUED EXPIRATION DATE

- | | |
|--|---|
| <p>1. Has the licensee ever had any application for any professional license refused or denied by your licensing authority?</p> <p>2. Has the licensee ever been refused or denied the privilege of taking an examination required for any professional licensure?</p> <p>3. Has the licensee ever been dropped, suspended, placed on probation, fined or requested to resign license in lieu of adverse action by your states licensing authority?
If YES, list offense, duration of discipline, discipline type, date(s) of discipline, and completion date(s).

_____</p> <p>4. Has the applicants NHA license ever been revoked?</p> <p>5. Has the licensee ever been the subject of disciplinary action with regard to your states NHA license, been sanctioned by any other licensing authority, association, licensed facility, or staff of such facility?</p> <p>6. Are there any unresolved or pending complaints against the licensee with any licensing agency in your state?
Length of time needed to resolve these? _____.</p> <p>7. The number, type, and date(s) of complaints filed against licensee: _____.</p> <p>8. Does the applicant comply with your states regulatory requirements governing long-term care administrators or facilities?</p> <p>9. Were any citations issued against the licensee? Number of citations that were upheld against the licensee _____ . Citation level (AA, A, B, etc.) _____.</p> <p>10. Candidate’s National Examination score _____.</p> <p>11. Did licensee complete an Administrator-in-Training Program in your state?
If YES, number of hours completed: _____.</p> <p>12. What is/was the licensee’s length of time licensed in your state?</p> <p>13. Is the licensee a preceptor in your state?</p> <p>14. Is the licensee’s Continuing Education current?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
|--|---|

SIGNATURE OF EXECUTIVE OFFICER OR DIRECTOR DATE SIGNED

NAME OF EXECUTIVE OFFICER (PLEASE PRINT OR TYPE)

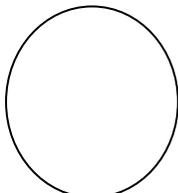
AGENCY

ADDRESS (STREET AND NUMBER) (CITY) (STATE) (ZIP CODE)

TELEPHONE NUMBER FAX NUMBER

WEBSITE E-MAIL ADDRESS

**STATE BOARD: PLEASE RETURN THIS COMPLETED FORM DIRECTLY TO THE: NURSING HOME ADMINISTRATOR PROGRAM
P.O. BOX 997416, MS 3302
SACRAMENTO, CA 95899-7416**



PLACE SEAL HERE