

Title 30: Professions and Occupations

Part 2703: Licensure, Regulations, and Administrative Hearings

Part 2703 Chapter 1: Licensure

Rule 1.1 Licensure

A. Licensure Requirements Prior to July 1, 2012

- (1) In accordance with Section 73-17-11 of the Mississippi Code of 1972, as amended, an applicant may qualify for a license as a nursing home administrator by meeting the requirements of paragraph B of this Rule provided that the applicant has filed the requisite licensure application with the Board and paid the required fees by June 30, 2012 and meets all of the other fee and licensure requirements prescribed herein for licensure on or before January 31, 2014.
- (2) An individual:
 - (a) Files an application for the Administrator-in-Training (AIT) Program or initial license licensure with the Board on or before June 30, 2011 and pays the required fee(s) for the AIT Program or initial license;
 - (b) Is at least twenty-one (21) years of age;
 - (c) Is of good moral character;
 - (d) Is in good health;
 - (e) Meets one of the following educational and/or experiential requirements --
 - (i) has an associate degree from an accredited institution, or at least sixty-four (64) semester hours of college work from an accredited institution;
 - or
 - (ii) has at least one (1) year of supervisory or administrative responsibilities in a licensed sub-acute or long-term health care facility in Mississippi within the twelve (12) months before making application;

- (f) Has successfully completed a Board approved Administrator-in-Training Program prescribed in Part 2703, Chapter 1, Rule 1.3.
- (g) Has pursuant to the Board's standards developed consistent with Mississippi Code of Ann. 73-17-9(a), has completed a Domains of Practice Course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (h) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (i) Has successfully passed examinations administered by the Board to test his or her proficiency and basic knowledge in the area of nursing home administration at the then current passing score.
- (j) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3H.

B. Licensure Requirements on or after July 1, 2012

From and after July 1, 2012, in order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he or she:

- (1) Is at least twenty-one (21) years of age;
- (2) Is of good moral character.
- (3) Is in good health
- (4) Meets one of the following educational and/or experiential requirements for licensure:
 - (a) Has sixty-four (64) hours of college work from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program prescribed by Rule Part 2703, Chapter 1, Rule 1.3 is made or received by the Board. For the purpose of meeting the educational requirements of this paragraph, quarter hours will be converted into semester hours by the current standard conversion rate according to Institutions of Higher Learning (IHL);

- (b) Has an associate degree from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program established Part 2703, Chapter 1, Rule 1.3 is received by the Board;
- (c) Has a bachelor's degree in health care administration or a health care related field or business from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

or

Has a bachelor's degree in any other field of study from an accredited institution before making application for the Administrator-in-Training Program established Part 2703, Chapter 1, Rule 1.3;

- (d) For the purposes of licensure, the academic program must be accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA).
- (5) Causes a) a criminal record check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution or b) a state and federal criminal background to be sent directly to the Board's administrative office directly from the Mississippi Criminal Information Center. The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks shall be performed on the applicant at least six (6) months prior to licensure or a new criminal record check shall be required.
- (6) Meets one of the following clinical requirements –

- (a) Has completed the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3;

or

- (b) Has completed a Board approved Administrator-in-Training Program in Long-Term Care Administration from an academic institution during which time the institution held National

Association of Long-Term Care Administrator Board (NAB)
Program Approval through the Academic Approval process,

- (7) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a Domains of Practice course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (8) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (9) Has successfully passed the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators examination at the then current passing score.
- (10) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3.H and
- (11) Has met all of the requirements required by Section 73-17-11 of the Mississippi Code of 1972, as amended.

C. Applications for Licensure

The applicant shall file with the Board an application, signed and duly notarized, on a form prescribed by the Board and provide such other information as the Board may require. Applications will not be considered for approval until they are complete.

Applications which remain incomplete after one (1) year from the date of filing with the Board will be considered abandoned and the individuals seeking licensure shall be required to reapply with the Board.

The application fee is non-refundable and must accompany the application at the time of filing with the Board.

D. Applicants for Licensure by Individuals Licensed in Other States

- (1) An individual licensed in good standing as a nursing home administrator in another state may qualify for licensure as a nursing home administrator if his or her educational, training and administrative experience are equal to or exceeds those required in Mississippi and has passed both the National Association of Long-Term Care Administrator Board (NAB)

examination and the Mississippi State Board of Nursing Home Administrators State examination at the then current passing score.

- (2) The Board, subject to the law pertaining to the licensing of nursing home administrators may at its discretion, endorse a nursing home administrator license issued by the proper authorities of any other state, upon payment of the biennial license fee and the application fee, and upon submission of evidence satisfactory to the Board that:
 - (a) The A.I.T. period may be waived if applicant can provide evidence of completion of at least a 1,040 hour A.I.T. program in the State of original license, or applicant shall have had two (2) years experience out of the past three (3) years as a sub-acute or long-term health care facility administrator;
 - (b) Applicant must be entering employment in a Mississippi sub-acute or long-term health care facility;
 - (c) Applicant must have successfully passed the NAB Exam with the then current passing score of the date of his or her initial license;
 - (d) Applicant successfully passed the Mississippi State Board of Nursing Home Administrators Exam within sixty (60) days after Board approval;
 - (e) Applicant has not had a license revoked or suspended in any state from which he or she has received a nursing home administrator license; and
 - (f) A temporary permit to practice as a nursing home administrator in Mississippi may be issued to an applicant who has applied for a Mississippi nursing home administrator license under the requirements stated above (Part 2703, Chapter 1, Rule 1.D of the Board's Rules and Regulations). A temporary permit may be considered when the applicant:
 - (i) Submits supporting documentation for the requirements in Part 2703, Chapter 1, Rule 1 to apply with the Board for a Mississippi nursing home administrator license, as well as payment of the current Application fee;
 - (ii) Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;

- (iii) Submits a formal request, along with the Application, documenting the circumstances that created the need for a temporary permit, as well as the temporary permit fee.
- (iv) Submits satisfactory proof from each state board that has issued him/ her a nursing home administrator license at any time in the past:
 - (a) that there has been no formal discipline taken against the license;
 - (b) that the applicant received an acceptable NAB Exam Scale score with the then current passing score of the date of his or her initial license;
 - (c) that the applicant either successfully completed a 1,040 hour A.I.T. Program, or he or she has been licensed and working as a long-term health care facility administrator for at least two of the three past years, prior to applying.
- (v) In no case shall a temporary permit be issued to an individual for a period longer than three (3) months.
- (g) In no case shall an individual nursing home facility be administered by a nursing home administrator holding a “temporary permit” for more than three (3) months in one (1) calendar year.
- (h) Under a declared state of emergency lawfully declared by either Federal, State or Local government, an administrator who holds a valid license in good standing in another state, may be eligible to work as the administrator of record in a MS nursing home facility after he or she submits to the Board office:
 - (i) a picture I.D.;
 - (ii) proof of a current nursing home administrator license which is valid and in good standing in another state;
 - (iii) a completed 1 page Application designed for this purpose;

The authority to work under these emergency conditions will be for a maximum period of sixty (60) days.

E. Burden of Proof for Licensure Applicants

It is the responsibility of the applicant to demonstrate that he or she meets the requirements for licensure set forth in *Mississippi Nursing Home Administrators Law of 1970*, as amended, and the Rules and Regulations of the Board.
Mississippi Nursing Home Administrators Law of 1970, as amended, and the Rules and Regulations of the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), (c) and (g)*(Rev. 2008).

Rule 1.2 Application for examination

A. An applicant for examination for license as a nursing home administrator shall apply in writing, on forms provided by the Board, shall pay an examination fee not to exceed four hundred dollars (\$400.00), payable prior to sitting for an examination, and shall furnish evidence satisfactory to the Board that he/she has met all pre-examination requirements as provided for in Part 2703, Chapter 1, Rule 1.1, Items (1) - (6) of these Rules and Regulations, which shall consist of at least the following:

- (1) satisfactory proof of age must accompany the application;
- (2) letters from three (3) references, who shall certify to the moral character of the applicant, and shall be individuals who have engaged in either business or professional work with the applicant, but shall not be related by blood or marriage;
- (3) a statement must accompany the application from the applicant's physician as to the health of the applicant, specifically, his/her physical ability to perform the duties of a nursing home administrator;
- (4) the applicant shall attach to his application a finished unmounted recent photograph of himself for identification. This photograph must not be less than 2" x 3" in size and must be signed by the applicant on the back;
- (5) a transcript, bearing the official seal of the educational institution, must be submitted to the Board office directly from the institution, for the purpose of documenting successful completion of college credits by the applicant;
- (6) the applicant shall attach to the application payment for the current non-refundable application fee in the amount set forth on the application to cover the costs associated with processing the application;
- (7) the applicant shall also attach to the application a completed Certificate of

Employment form and A.I.T./ Preceptor Agreement form, or proof of completion of an equivalent A.I.T. program in Long Term Care Administration from an academic institution as stated in Part 2703, Chapter 1, Rule 1.1(6).

The basic requirements for suitability set forth herein above are to be considered minimal and may not be waived.

- B. The Board may designate a time and place at which an applicant may be required to present himself for inquiry as to his suitability as provided for herein.
- C. Abandonment of application
 - (1) A candidate shall be deemed to have abandoned the application if he does not begin the A.I.T. program within ninety (90) days from the date of Board approval to enter the program.
 - (2) An application submitted subsequent to the abandonment of a former application shall be treated as a new application and the Rules in force at the time of such new application shall govern.

The applicant shall be required to meet all the requirements of this and all other applicable laws and rules as prerequisite to sitting for the examinations as identified in Part 2703, Chapter 1, Rule 1.5.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (d) and 73-17-77(1) and (3)*(Rev. 2008).

Rule 1.3 Administrator-in-Training and Preceptor

- A. Administrator-in-Training (A.I.T.)
 - (1) After Board action is taken to approve the applicant's qualifications, as set forth in Part 2703, Chapter 1, Rule 1.1, the applicant must be employed in the facility while serving as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet.
 - (2) The A.I.T. program is a forty (40) hour per week program (Monday – Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. If due to no fault of the A.I.T., his/her preceptor becomes unable to complete

the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T. Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours).

- (3) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (4) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six (6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.
- (5) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board to determine if he/she has received training and experience consistent with guidelines established by the Board.
- (6) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification.
- (7) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.

B. Preceptor

- (1) The Preceptor must hold a Nursing Home Administrator license in Mississippi, be duly certified by the Board, and have three (3) consecutive years experience in Mississippi as an Administrator or Assistant Administrator in a licensed nursing home facility immediately prior to serving as a Preceptor. For licensed Administrators who have worked under a Temporary Permit, the three years will be calculated beginning the effective date of the temporary permit.

Preceptor Certification will also be considered for nursing home administrators who have direct management responsibility over one or more nursing homes for the period of time set forth above.

No preceptor certification shall be issued or granted to any person who has had a disciplinary action taken against his or her professional license within the three (3) years prior to date on which his or her eligibility as a preceptor is considered by the Board; who has resigned or surrendered his or her professional license in lieu of disciplinary action or while under investigation or while disciplinary action is pending. The Board may also refuse to grant a preceptor certification to an individual who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order, or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.

- (2) The A.I.T. experience must be guided by a training plan developed by the Nursing Home Administrator Preceptor. The Preceptor shall give close, personal, and direct supervision to the trainee for a minimum of eight (8) hours per week.
- (3) The Preceptor must complete a written evaluation of the trainee after a three (3) month and a six (6) month training period.
- (4) The evaluation form must include the following: length of training period, description of training activities, evaluation of trainee's performance, trainee's evaluation of training received, and signatures of the Preceptor and trainee. The evaluation forms must be filed in the Mississippi Board's office within fifteen days of the completed training period. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (5) The Preceptor must have no more than two (2) Administrators-in-Training concurrently for any Preceptor experience.
- (6) The Preceptor must work within 100 miles of the A.I.T.'s training facility.
- (7) The Preceptor in order to be eligible for recertification must meet the same qualifications as set forth in Part 2703, Chapter 1, Rule 1.3.B.(1). If his/her position or responsibility has changed since last certification, consideration will be given for recertification only if the Preceptor has direct management responsibility over one or more nursing homes and meets all other conditions as set forth in these Rules and Regulations.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), and (g)*(Rev. 2008).

Rule 1.4 Disqualifications; Re-Application

- A. An applicant for licensure who has been disqualified shall be given written notification by the Board of his/her disqualification and the reasons therefor and of his/her right to a hearing.
- B. An applicant for licensure who has been disqualified may petition the Board in writing within thirty (30) days of notification of disqualification for a hearing and a review of his/her application.
- C. Any person aggrieved by a decision of the Board in granting or refusing to grant a license, or aggrieved by an order, rule, or regulation of the Board, shall have the right to appeal to the chancery court of the county of the residence of the aggrieved party in the manner provided by law for appeals from administrative decisions.
- D. When an applicant for licensure has been disqualified, he/she may submit a new application for licensure; however, he/she shall be required to meet the requirements for licensing as shall be in force at the time of such re-application.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(c) and 73-17-15(1)(Rev. 2008).*

Rule 1.5 Examinations

In order to be eligible to sit for the examinations for licensure as a nursing home administrator, the applicant must meet all the requirements in Part 2703, Chapter 1, Rule 1.1, 1.2, and 1.3 hereinabove, and provide to the Board evidence of such completion, including but not limited to, Application for License as required in Part 2703, Chapter 1, Rule 1.2; evidence of satisfactory completion of an Administrator-in-Training program pursuant to Part 2703, Chapter 1, Rule 1.3; and evidence of completion of a Domains of Practice course, pursuant to Part 2703, Chapter 1, Rule 1.3.

- A. Each applicant for license must successfully complete the NAB Examination and the State Examination.
- B. In conjunction with NAB, the Board shall determine the subjects for examination of applicants for licensing as a nursing home administrator, and the scope, content, form, and character of such examinations, and shall provide the examination to applicants who have met the qualifications hereinabove.

The NAB Examination, which is administered by a computer based method at a Prometric Testing Center, must be scheduled by the applicant for licensure with the Prometric Testing Center for a date, time, and place agreeable to the applicant and the Center.

The State Examination will be administered at such times and places as designated by the Board. The contents and substance of the examination shall be the same for all applicants for licensure.

- C. Prior to sitting for the examinations, the applicant shall pay examination fees not to exceed a total of \$400.00.
- D. For those applicants who have satisfied their A.I.T. requirement by academic credentials as identified in Part 2703, Chapter 1, Rule 1.1 and 1.2, they will be eligible for the NAB and State examinations, assuming all other requirements herein have been met.
- E. Reexamination. An applicant may retake the NAB Examination no sooner than ninety (90) days after an unsuccessful attempt to pass the exam. The State Examination may be administered no sooner than thirty (30) days after an unsuccessful attempt to pass the exam. If an applicant shall fail either exam three (3) times, he/she shall wait one (1) calendar year before submitting a new application.

Following the close of every examination, a permanent record stating in detail the results of the examination for each candidate shall be kept by the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a) and (b) and 73-17-11(1)*(Rev. 2008).

Rule 1.6 Subjects for Examinations and Continuing Education

- A. Every applicant for license as a nursing home administrator shall meet the requirements for licensure as set forth in the Act and Part 2703, Chapter 1, Rule 1.1 of these Rules and Regulations, which include successfully passing written examinations. Such examinations shall be designed to test the proficiency and knowledge of the applicant for license in the area of nursing home administration. The following areas of study shall be considered by the applicant as guidelines in preparing for such examinations:
 - (1) Resident Care and Quality of Life
 - (2) Human Resources
 - (3) Finance
 - (4) Physical Environment and Atmosphere
 - (5) Leadership and Management

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a), (d), and (g)*(Rev. 2008).

Rule 1.7 Grading Examinations

- A. Every candidate for nursing home administrators license shall be required to pass an examination to be administered by the Board and which was prepared by the National Association of Boards of Examiners for Nursing Home Administrators.
- B. Passing Point for the NAB test will be 113 derived from the Angoff equated scale score factored by the professional testing service and the National Association of Board of Examiners.
- C. In addition to the foregoing examination, the Board may adopt and approve an examination to be administered by the Board, and upon such approval, said examination shall be considered a part of the examination which all applicants for licensure as nursing home administrators must pass. This examination shall be known as the State Examination.

Passing point for the State Examination is at least 75% of the questions answered correctly.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (c) and 73-17-11(1)(f)*(Rev. 2008).

Rule 1.8 Licenses

- A. An applicant for license as a nursing home administrator who has successfully complied with the requirements of these Rules and Regulations shall be issued a license on a form provided for that purpose by the Board.
- B. Any license issued by the Board shall be under signature of the Chairman and shall bear the seal of the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(c) and 73-17-11(1), (3) and (4)*(Rev. 2008).

Part 2703, Chapter 1

Rule 1.1 — Pre-Licensure Requirements: Conditions Precedent

In order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he/she:

- (1) — is at least twenty one (21) years of age;
- (2) — is of good moral character;
- (3) — is in good health;
- (4) — is a high school graduate, or the equivalent;
- (5) — for initial licensure on or after July 1, 2002, has an associate degree from an accredited institution, or at least sixty four (64) semester hours of college work from an accredited institution, or at least one (1) continuous year of full-time supervisory or administrative responsibilities in a licensed sub-acute or long-term health care facility in Mississippi within the twelve (12) months prior to making application;
- (6) — pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a nursing home administrator in-training program as set forth in Part 2703, Chapter 1, Rule 1.3, or has completed an equivalent A.I.T. program in Long Term Care Administration from an academic institution during which time the institution held NAB Program Approval through the Academic Approval process, to the satisfaction of the Board;
- (7) — pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a Domains of Practice course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3;
- (8) — pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a two-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3, and
- (9) — has successfully passed examinations administered by the Board to test his/her proficiency and basic knowledge in the area of nursing home administration.

Source: ~~Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a), (b), and (c) and 73-17-1(1)(Rev. 2008).~~

Practice Course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.

- (h) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (i) Has successfully passed examinations administered by the Board to test his or her proficiency and basic knowledge in the area of nursing home administration at the then current passing score.
- (j) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3H.

B. Licensure Requirements on or after July 1, 2012

From and after July 1, 2012, in order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he or she:

- (1) Is at least twenty-one (21) years of age;
- (2) Is of good moral character.
- (3) Is in good health
- (4) Meets one of the following educational and/or experiential requirements for licensure:
 - (a) Has sixty-four (64) hours of college work from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program prescribed by Rule Part 2703, Chapter 1, Rule 1.3 is made or received by the Board. For the purpose of meeting the educational requirements of this paragraph, quarter hours will be converted into semester hours by the current standard conversion rate according to Institutions of Higher Learning (IHL);
 - (b) Has an associate degree from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the

Administrator-in-Training Program established Part 2703, Chapter 1, Rule 1.3 is received by the Board;

- (c) Has a bachelor's degree in health care administration or a health care related field or business from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

or

Has a bachelor's degree in any other field of study from an accredited institution before making application for the Administrator-in-Training Program established Part 2703, Chapter 1, Rule 1.3;

- (d) For the purposes of licensure, the academic program must be accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA).

- (5) Causes a) a criminal record check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution or b) a state and federal criminal background to be sent directly to the Board's administrative office directly from the Mississippi Criminal Information Center. The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks shall be performed on the applicant at least six (6) months prior to licensure or a new criminal record check shall be required.

- (6) Meets one of the following clinical requirements –

- (a) Has completed the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3;

or

- (b) Has completed a Board approved Administrator-in-Training Program in Long-Term Care Administration from an academic institution during which time the institution held National Association of Long-Term Care Administrator Board (NAB) Program Approval through the Academic Approval process.

- (7) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a Domains of Practice

course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.

- (8) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (9) Has successfully passed the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators examination at the then current passing score.
- (10) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3.H and
- (11) Has met all of the requirements required by Section 73-17-11 of the Mississippi Code of 1972, as amended.

C. Applications for Licensure

The applicant shall file with the Board an application, signed and duly notarized, on a form prescribed by the Board and provide such other information as the Board may require. Applications will not be considered for approval until they are complete.

Applications which remain incomplete after one (1) year from the date of filing with the Board will be considered abandoned and the individuals seeking licensure shall be required to reapply with the Board.

The application fee is non-refundable and must accompany the application at the time of filing with the Board.

D. Applicants for Licensure by Individuals Licensed in Other States

- (1) An individual licensed in good standing as a nursing home administrator in another state may qualify for licensure as a nursing home administrator if his or her educational, training and administrative experience are equal to or exceeds those required in Mississippi and has passed both the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators State examination at the then current passing score.
- (2) The Board, subject to the law pertaining to the licensing of nursing home administrators may at its discretion, endorse a nursing home administrator

license issued by the proper authorities of any other state, upon payment of the biennial license fee and the application fee, and upon submission of evidence satisfactory to the Board that:

- (a) The A.I.T. period may be waived if applicant can provide evidence of completion of at least a 1,040 hour A.I.T. program in the State of original license, or applicant shall have had two (2) years experience out of the past three (3) years as a sub-acute or long-term health care facility administrator;
- (b) Applicant must be entering employment in a Mississippi sub-acute or long-term health care facility;
- (c) Applicant must have successfully passed the NAB Exam with the then current passing score of the date of his or her initial license;
- (d) Applicant successfully passed the Mississippi State Board of Nursing Home Administrators Exam within sixty (60) days after Board approval;
- (e) Applicant has not had a license revoked or suspended in any state from which he or she has received a nursing home administrator license; and
- (f) A temporary permit to practice as a nursing home administrator in Mississippi may be issued to an applicant who has applied for a Mississippi nursing home administrator license under the requirements stated above (Part 2703, Chapter 1, Rule 1.D of the Board's Rules and Regulations). A temporary permit may be considered when the applicant:
 - (i) Submits supporting documentation for the requirements in Part 2703, Chapter 1, Rule 1 to apply with the Board for a Mississippi nursing home administrator license, as well as payment of the current Application fee;
 - (ii) Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;
 - (iii) Submits a formal request, along with the Application, documenting the circumstances that created the need for a temporary permit, as well as the temporary permit fee.

(iv) Submits satisfactory proof from each state board that has issued him/ her a nursing home administrator license at any time in the past:

(a) that there has been no formal discipline taken against the license;

(b) that the applicant received an acceptable NAB Exam Scale score with the then current passing score of the date of his or her initial license;

(c) that the applicant either successfully completed a 1,040 hour A.I.T. Program, or he or she has been licensed and working as a long-term health care facility administrator for at least two of the three past years, prior to applying.

(v) In no case shall a temporary permit be issued to an individual for a period longer than three (3) months.

(g) In no case shall an individual nursing home facility be administered by a nursing home administrator holding a “temporary permit” for more than three (3) months in one (1) calendar year.

(h) Under a declared state of emergency lawfully declared by either Federal, State or Local government, an administrator who holds a valid license in good standing in another state, may be eligible to work as the administrator of record in a MS nursing home facility after he or she submits to the Board office:

(i) a picture I.D.;

(ii) proof of a current nursing home administrator license which is valid and in good standing in another state;

(iii) a completed 1 page Application designed for this purpose;

The authority to work under these emergency conditions will be for a maximum period of sixty (60) days.

E. Burden of Proof for Licensure Applicants

It is the responsibility of the applicant to demonstrate that he or she meets the requirements for licensure set forth in *Mississippi Nursing Home Administrators*

Law of 1970, as amended, and the Rules and Regulations of the Board.
Mississippi Nursing Home Administrators Law of 1970, as amended, and the
Rules and Regulations of the Board.

Source: Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), (c) and (g)(Rev. 2008).

Rule 1.2 Application for examination

- A. An applicant for examination for license as a nursing home administrator shall apply in writing, on forms provided by the Board, shall pay an examination fee not to exceed four hundred dollars (\$400.00), payable prior to sitting for an examination, and shall furnish evidence satisfactory to the Board that he/she has met all pre-examination requirements as provided for in Part 2703, Chapter 1, Rule 1.1, Items (1) - (6) of these Rules and Regulations, which shall consist of at least the following:
- (1) satisfactory proof of age must accompany the application;
 - (2) letters from three (3) references, who shall certify to the moral character of the applicant, and shall be individuals who have engaged in either business or professional work with the applicant, but shall not be related by blood or marriage;
 - (3) a statement must accompany the application from the applicant's physician as to the health of the applicant, specifically, his/her physical ability to perform the duties of a nursing home administrator;
 - (4) the applicant shall attach to his application a finished unmounted recent photograph of himself for identification. This photograph must not be less than 2" x 3" in size and must be signed by the applicant on the back;
 - (5) a transcript, bearing the official seal of the educational institution, must be submitted to the Board office directly from the institution, for the purpose of documenting successful completion of college credits by the applicant;
 - (6) the applicant shall attach to the application payment for the current non-refundable application fee in the amount set forth on the application to cover the costs associated with processing the application;
 - (7) the applicant shall also attach to the application a completed Certificate of Employment form and A.I.T./ Preceptor Agreement form, or proof of completion of an equivalent A.I.T. program in Long Term Care Administration from an academic institution as stated in Part 2703, Chapter 1, Rule 1.1(6).

The basic requirements for suitability set forth herein above are to be considered minimal and may not be waived.

- B. The Board may designate a time and place at which an applicant may be required to present himself for inquiry as to his suitability as provided for herein.
- C. Abandonment of application
 - (1) A candidate shall be deemed to have abandoned the application if he does not begin the A.I.T. program within ninety (90) days from the date of Board approval to enter the program.
 - (2) An application submitted subsequent to the abandonment of a former application shall be treated as a new application and the Rules in force at the time of such new application shall govern.

The applicant shall be required to meet all the requirements of this and all other applicable laws and rules as prerequisite to sitting for the examinations as identified in Part 2703, Chapter 1, Rule 1.5.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (d) and 73-17-77(1) and (3)*(Rev. 2008).

Rule 1.3 Administrator-in-Training and Preceptor

- A. Administrator-in-Training (A.I.T.)
 - (1) After Board action is taken to approve the applicant's qualifications, as set forth in Part 2703, Chapter 1, Rule 1.1, the applicant must be employed in the facility while serving as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet.
 - (2) The A.I.T. program is a forty (40) hour per week program (Monday – Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. If due to no fault of the A.I.T., his/her preceptor becomes unable to complete the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T. Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours).

- (3) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (4) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six (6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.
- (5) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board to determine if he/she has received training and experience consistent with guidelines established by the Board.
- (6) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification.
- (7) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.

B. Preceptor

- (1) The Preceptor must hold a Nursing Home Administrator license in Mississippi, be duly certified by the Board, and have three (3) consecutive years experience in Mississippi as an Administrator or Assistant Administrator in a licensed nursing home facility immediately prior to serving as a Preceptor. For licensed Administrators who have worked under a Temporary Permit, the three years will be calculated beginning the effective date of the temporary permit.

Preceptor Certification will also be considered for nursing home administrators who have direct management responsibility over one or more nursing homes for the period of time set forth above.

No preceptor certification shall be issued or granted to any person who has had a disciplinary action taken against his or her professional license within the three (3) years prior to date on which his or her eligibility as a preceptor is considered by the Board; who has resigned or surrendered his

or her professional license in lieu of disciplinary action or while under investigation or while disciplinary action is pending; ~~who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.~~ The Board may also refuse to grant a preceptor certification to an individual who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order, or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.

- (2) The A.I.T. experience must be guided by a training plan developed by the Nursing Home Administrator Preceptor. The Preceptor shall give close, personal, and direct supervision to the trainee for a minimum of eight (8) hours per week.
- (3) The Preceptor must complete a written evaluation of the trainee after a three (3) month and a six (6) month training period.
- (4) The evaluation form must include the following: length of training period, description of training activities, evaluation of trainee's performance, trainee's evaluation of training received, and signatures of the Preceptor and trainee. The evaluation forms must be filed in the Mississippi Board's office within fifteen days of the completed training period. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (5) The Preceptor must have no more than two (2) Administrators-in-Training concurrently for any Preceptor experience.
- (6) The Preceptor must work within 100 miles of the A.I.T.'s training facility.
- (7) The Preceptor in order to be eligible for recertification must meet the same qualifications as set forth in Part 2703, Chapter 1, Rule 1.3.B.(1). If his/her position or responsibility has changed since last certification, consideration will be given for recertification only if the Preceptor has direct management responsibility over one or more nursing homes and meets all other conditions as set forth in these Rules and Regulations.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), and (g)*(Rev. 2008).

Rule 1.4 Disqualifications; Re-Application

- A. An applicant for licensure who has been disqualified shall be given written

notification by the Board of his/her disqualification and the reasons therefor and of his/her right to a hearing.

- B. An applicant for licensure who has been disqualified may petition the Board in writing within thirty (30) days of notification of disqualification for a hearing and a review of his/her application.
- C. Any person aggrieved by a decision of the Board in granting or refusing to grant a license, or aggrieved by an order, rule, or regulation of the Board, shall have the right to appeal to the chancery court of the county of the residence of the aggrieved party in the manner provided by law for appeals from administrative decisions.
- D. When an applicant for licensure has been disqualified, he/she may submit a new application for licensure; however, he/she shall be required to meet the requirements for licensing as shall be in force at the time of such re-application.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(c) and 73-17-15(1)(Rev. 2008).*

Rule 1.5 Examinations

In order to be eligible to sit for the examinations for licensure as a nursing home administrator, the applicant must meet all the requirements in Part 2703, Chapter 1, Rule 1.1, 1.2, and 1.3 hereinabove, and provide to the Board evidence of such completion, including but not limited to, Application for License as required in Part 2703, Chapter 1, Rule 1.2; evidence of satisfactory completion of an Administrator-in-Training program pursuant to Part 2703, Chapter 1, Rule 1.3; and evidence of completion of a Domains of Practice course, pursuant to Part 2703, Chapter 1, Rule 1.3.

- A. Each applicant for license must successfully complete the NAB Examination and the State Examination.
- B. In conjunction with NAB, the Board shall determine the subjects for examination of applicants for licensing as a nursing home administrator, and the scope, content, form, and character of such examinations, and shall provide the examination to applicants who have met the qualifications hereinabove.

The NAB Examination, which is administered by a computer based method at a Prometric Testing Center, must be scheduled by the applicant for licensure with the Prometric Testing Center for a date, time, and place agreeable to the applicant and the Center.

The State Examination will be administered at such times and places as designated by the Board. The contents and substance of the examination shall be the same for all applicants for licensure.

- C. Prior to sitting for the examinations, the applicant shall pay examination fees not to exceed a total of \$400.00.
- D. For those applicants who have satisfied their A.I.T. requirement by academic credentials as identified in Part 2703, Chapter 1, Rule 1.1 and 1.2, they will be eligible for the NAB and State examinations, assuming all other requirements herein have been met.
- E. Reexamination. An applicant may retake the NAB Examination no sooner than ninety (90) days after an unsuccessful attempt to pass the exam. The State Examination may be administered no sooner than thirty (30) days after an unsuccessful attempt to pass the exam. If an applicant shall fail either exam three (3) times, he/she shall wait one (1) calendar year before submitting a new application.

Following the close of every examination, a permanent record stating in detail the results of the examination for each candidate shall be kept by the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a) and (b) and 73-17-11(1)*(Rev. 2008).

Rule 1.6 Subjects for Examinations and Continuing Education

- A. Every applicant for license as a nursing home administrator shall meet the requirements for licensure as set forth in the Act and Part 2703, Chapter 1, Rule 1.1 of these Rules and Regulations, which include successfully passing written examinations. Such examinations shall be designed to test the proficiency and knowledge of the applicant for license in the area of nursing home administration. The following areas of study shall be considered by the applicant as guidelines in preparing for such examinations:
 - (1) Resident Care and Quality of Life
 - (2) Human Resources
 - (3) Finance
 - (4) Physical Environment and Atmosphere
 - (5) Leadership and Management

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a), (d), and (g)*(Rev. 2008).

Rule 1.7 Grading Examinations

- A. Every candidate for nursing home administrators license shall be required to pass an examination to be administered by the Board and which was prepared by the National Association of Boards of Examiners for Nursing Home Administrators.
- B. Passing Point for the NAB test will be 113 derived from the Angoff equated scale score factored by the professional testing service and the National Association of Board of Examiners.
- C. In addition to the foregoing examination, the Board may adopt and approve an examination to be administered by the Board, and upon such approval, said examination shall be considered a part of the examination which all applicants for licensure as nursing home administrators must pass. This examination shall be known as the State Examination.

Passing point for the State Examination is at least 75% of the questions answered correctly.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (c) and 73-17-11(1)(f)*(Rev. 2008).

Rule 1.8 Licenses

- A. An applicant for license as a nursing home administrator who has successfully complied with the requirements of these Rules and Regulations shall be issued a license on a form provided for that purpose by the Board.
- B. Any license issued by the Board shall be under signature of the Chairman and shall bear the seal of the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(c) and 73-17-11(1), (3) and (4)*(Rev. 2008).

Rule 1.9 Reciprocity or Endorsement

~~The Board, subject to the law pertaining to the licensing of nursing home administrators may at its discretion, endorse a nursing home administrator license issued by the proper authorities of any other state, upon payment of the biennial license fee and the application fee, and upon submission of evidence satisfactory to the Board that:~~

- ~~A. The A.I.T. period may be waived if applicant can provide evidence of completion of at least a 1,040 hour A.I.T. program in the State of original license, or Applicant shall have had two (2) years experience out of the past three (3) years as a sub-acute or long-term health care facility administrator;~~
- ~~B. Applicant must be entering employment in a Mississippi sub-acute or long-term~~

health care facility;

- C. ~~Applicant must have a NAB score of 113 as outlined in Part 2703, Chapter 1, Rule 1.7;~~
- D. ~~Applicant for endorsement is examined and successfully passes the State Test within sixty (60) days after Board approval;~~
- E. ~~Applicant has not had a license revoked or suspended in any state from which he has received a nursing home administrator license or reciprocal endorsement; and~~
- F. ~~Such licensing jurisdiction extends reciprocity to licensees of the State of Mississippi under reasonable terms and conditions.~~
- G. ~~A temporary permit, to practice as a nursing home administrator in Mississippi, may be issued to an applicant who has applied for a Mississippi nursing home administrator license under the requirements stated above (Part 2703, Chapter 1, Rule 1.9) of the Board's Rules and Regulations. A temporary permit may be considered when the applicant:
 - 1. ~~Submits the original documentation for all of the above requirements to apply with the Board for a Mississippi nursing home administrator license through Reciprocity/Endorsement, as well as payment of the current Application fee;~~
 - 2. ~~Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;~~
 - 3. ~~Submits a formal request, along with the Application, documenting the circumstances that created the need for a temporary permit, as well as the temporary permit fee.~~
 - 4. ~~Submits satisfactory proof from each state board that has issued him/ her a nursing home administrator license at any time in the past:
 - a. ~~that there has been no formal discipline taken against the license;~~
 - b. ~~that the applicant received an acceptable NAB Exam Scale score of 113 or greater;~~
 - c. ~~that the applicant either successfully completed a 1,040 hour A.I.T. Program, or he/she has been licensed and working as a long term health care facility administrator for at least two of the three past years, prior to applying.~~~~~~

~~5. In no cases shall a temporary permit be issued for a period of longer than three (3) months.~~

~~a. In no case shall an individual nursing home facility be administered by a nursing home administrator holding a "temporary permit" for more than three (3) months in one (1) calendar year.~~

~~H. Under a lawfully declared state of emergency by either Federal, State or Local government, an administrator who holds a valid license in good standing in another state, is eligible to work as the administrator of record in a MS nursing home facility after:~~

~~1. submitting a picture I.D. to the Board office;~~

~~2. submitting to the Board office proof that he/she currently holds a nursing home administrator license which is valid and in good standing in another state;~~

~~3. completes and submits to the Board office a 1 page Application designed for this purpose;~~

~~4. the authority to work under these conditions will be for a maximum period of 60 days.~~

Source: ~~Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a) and (c) and 73-17-11(2) and (3)(Rev. 2008).~~