

## **Part 2703, Chapter 1, Rule 1.2**

### **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, pay the applicable examination fees, 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)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).