

Rule 1.1 Licensure Requirements for Nursing Home Administrators

A. Licensure Requirements

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) semester hours of academic 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 records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or

(b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

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 must have been performed on the applicant within six (6) months immediately prior to the filing of the application for the Administrator-in-Training Program 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.

B. 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 the requirements specified in Rule 1.1.A. of Chapter 1, Part 2703 of these Rules and Regulations, 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, the application fee and all other applicable fees prescribed in Rule 1.3.H., Chapter 1, Part 2701, and 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 long-term health care facility administrator;
 - (b) Applicant must be entering employment in a Mississippi 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 State 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
- (3) A temporary permit to practice as a nursing home administrator in Mississippi may be issued to an individual applying for a Mississippi nursing home administrator license who meets the following conditions:
- (a) Submits supporting documentation showing that he or she meets the licensing requirements found in Rule 1.1.B. of Chapter 1, Part 2703 and pays all required fees;
 - (b) Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;
 - (c) 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.
 - (d) Submits satisfactory proof from each state board that has issued him/her a nursing home administrator license at any time in the past:
 - (i) that there has been no formal discipline taken against the license;
 - (ii) 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;
 - (iii) 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 (2) out of the three (3) years immediately prior to applying.
 - (e) In no case shall a temporary permit be issued to an individual for a period longer than three (3) months.
 - (f) 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.
- (4) 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 Mississippi nursing home facility after he or she submits to the Board office:

- (a) a picture I.D.;
- (b) proof of a current nursing home administrator license which is valid and in good standing in another state;
- (c) 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.

C. 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.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), (c) and (g)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.1 Licensure Requirements for Nursing Home Administrators

~~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.~~

BA. 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) semester hours of academic 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.~~

Causes:

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- (a) a criminal records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or
 - (b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

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 must have been performed on the applicant within six (6) months immediately prior to the filing of the application for the Administrator-in-Training Program 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.~~

~~DB.~~ 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 the requirements specified in Rule 1.1.A. of Chapter 1, Part 2703 of these Rules and Regulations, 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 all other applicable fees prescribed in Rule 1.3.H., Chapter 1, Part 2701, 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 State 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
- ~~(3)~~(f) A temporary permit to practice as a nursing home administrator in Mississippi may be issued to an applicant who has applied individual applying for a Mississippi nursing home administrator license who meets the following conditions: 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:~~

~~(a)(i)~~ Submits supporting documentation showing that he or she meets the licensing requirements found in Rule 1.1.B. of Chapter 1, Part 2703 and pays all required fees;~~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;~~

~~(b)(ii)~~ Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;

~~(c)(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.

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

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

~~(ii)(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;

~~(iii)(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 (2) out of the three (3) ~~past~~ years; immediately prior to applying.

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

~~(f)(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.

~~(4)~~ ~~(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~~ Mississippi nursing home facility after he or she submits to the Board office:

- (~~a~~) a picture I.D.;
- (~~b~~) proof of a current nursing home administrator license which is valid and in good standing in another state;
- (~~c~~) 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.

C~~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.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), (c) and (g)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).