



State of Alabama Board of Examiners of
Nursing Home Administrators
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Board Meeting Important Facts:

- ◆The Board meets approximately every 8 to 10 weeks.
- ◆Board meeting dates are posted on our website.
- ◆Board meetings are open to the public.

AIT Important Facts (See Rule 620-X-5-.07):

- ◆AIT must be a minimum of 20 hours a week.
- ◆AITs can hold down flexible part time jobs NOT during the AIT time .
- ◆AITs cannot during normal working hours of their program, fill a specific, specialized position in the facility.
- ◆AITs must rotate through all of the various departments of the facility.
- ◆You cannot apply for licensure until you are within 30 days of finishing the AIT Program .
- ◆AITs will not be given credit for programs that are not prior approved by the Board.
- ◆AITs must find their own Preceptor.

Reciprocity/Endorsement Important Facts:

- ◆Reciprocity/Endorsement applicants must have a current active license in the state from which they are coming from.
- ◆A Reciprocity Questionnaire must be completed by each and every state in which the applicant currently holds or has ever held a license as a nursing home administrator.
- ◆Reciprocity/Endorsement applicants must complete the NHA application process.
- ◆Every Reciprocity/Endorsement applicant MUST take and pass the Alabama State Written Exam.

◆State Exam Study Materials:

Medicare and Medicaid Requirements for Long Term Care Facilities (OBRA Guidelines)
*{Purchase information - Alabama Nursing Home Association 334-271-6214 or the
American Health Care Association www.ahcancal.org }*

Survey, Certification, and Enforcement Procedures for Long-Term Care Facilities
*{Purchase information - Alabama Nursing Home Association 334-271-6214 or the
American Health Care Association www.ahcancal.org }*

Rules of Alabama State Board of Health - Nursing Homes, Chapter 420-5-10 (Blue
Book) www.adph.org

Alabama Board of Examiners of Nursing Home Administrators Rules and Regulations,
Chapter 620 www.alboenha.state.al.us

Alabama Medicaid Agency Administrative Code: Chapter 22 - Nursing Facility
Reimbursement and Chapter 10 - Long Term Care www.medicaid.state.al.us

- ◆There is no practice test or pre-licensure course for the State Exam.
- ◆The written state examination consists of 50 multiple choice questions.

Emergency Permit Important Facts (See Rule 620-X-10-.01):

- ◆An Emergency Permit is issued to an applicant based on a Facility’s need.
- ◆It is issued to an individual at a particular facility. If facility changes administrators or if the individual leaves the facility then the emergency permit is void.
- ◆By getting an emergency permit, it does **NOT** in any way enable an applicant to qualify for full licensure.
- ◆The emergency permit process is totally separate and apart from any other licensure process.
- ◆An emergency permit can only be issued for up to a total of **180 days**.

License Renewal Important Facts (See 620-X-7-.01):

- ◆You must have 24hours of approved continuing education to renew your license.
- ◆You can only have 6 hours of NAB/NCERS approved self -study courses every renewal cycle.
- ◆Licenses expire at the end of your original licensure month.
- ◆Licenses must be renewed annually.

Qualifications for Initial Licensure:

In order to become a licensed Nursing Home Administrator in the State of Alabama:

(a) that he/she is at least nineteen (19) years of age;

(b) that he/she is a citizen of the United States of America or that he/she has duly declared their intention of becoming a citizen of the United States of America;

(c) that he/she is of good moral character;

(d) that he/she is suitable and fit to be licensed and to practice as a nursing home administrator; and

(e) that he/she has satisfactorily completed a course of study and has been graduated from a high school or secondary school approved and recognized by the educational authorities of the state in which such school is located or a political subdivision thereof, or has submitted a certificate indicating that he/she has obtained high school, GED, or secondary school equivalency, such certificate being duly certified by a state educational authority or a political subdivision thereof; and

1. Holds an associate degree from an accredited college or university; and

Has worked in a supervisory capacity (supervisory capacity means a department head or licensed professional supervising one or more individuals) at a licensed nursing home for a minimum of four years (two years of work experience equals one year of college); and

Has fulfilled the requirements of an approved 2,000-hour nursing home administrator-in-training program prescribed by the Board; or

2. Holds a baccalaureate degree from an accredited college or university; and

Has fulfilled the requirements of an approved 1,000-hour nursing home administrator-in-training program prescribed by the board; or

3. Holds a baccalaureate degree from an accredited college or university and majored in health care administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 500-hour nursing home administrator-in-training program prescribed by the Board; or

4. Holds a masters degree from an accredited college or university and majored in healthcare administration or hospital administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 200-hour nursing home administrator-in-training program prescribed by the Board; or

5. As a minimum has met the applicable requirements defined in 620-X-5-.02 (f) 1-3 of these Rules and Regulations and the Final Rules of the Omnibus Budget Reconciliation Act of 1987, Public Law 100-203, Sections 1819(f)(4) and 1919(f)(4) as published in the Federal Register, as it applies to Qualifications of Nursing Home Administrators.

6. Has completed a National Association of Boards of Examiners of Long Term Care Administrators Academic University Approved Program.