

**Alabama Board of Examiners of Nursing Home Administrators**  
**4156 Carmichael Road**  
**Montgomery, Alabama 36106**

**NOTICE OF INTENDED ACTION**

The Alabama Board of Examiners of Nursing Home Administrators intends to adopt amendments to its existing rules and regulations as follows:

**Agency Name:** Alabama Board of Examiners of Nursing Home Administrators

**Rule No. & Title:** 620-X-11-.02 Public Records  
620-X-13-.01 Fees  
620-X-14-.01 Effective Date  
Appendix A – Form 23 Public Records Request Form

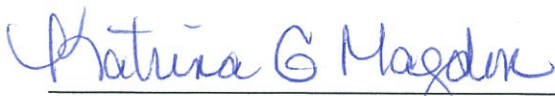
**Intended Action:** The Alabama Board of Examiners of Nursing Home Administrators proposes to update the following rules: 620-X-11-.02; 620-X-13-.01; 620-X-14-.01; and Appendix A – Form 23.

**Substance of Proposed Action:** The Alabama Board of Examiners of Nursing Home Administrators proposes to update the rules to comply with Governor Ivey's Executive Order 734 – Promoting Transparency in State Government Through Enhanced Accessibility to Public Records.

**Time, Place, Manner of Presenting Views:** Interested persons may present their views orally or in writing to the Executive Secretary of the Alabama Board of Examiners of Nursing Home Administrators, 4156 Carmichael Road, Montgomery, Alabama 36106. Requests for copies of the proposed amendments should be addressed to Katrina G. Magdon, Executive Secretary; mail 4156 Carmichael Road, Montgomery, Alabama 36106; by phone (334) 271-2342, by email [kmagdon@anha.org](mailto:kmagdon@anha.org); or can be viewed on the Board web site at [www.alboenha.alabama.gov](http://www.alboenha.alabama.gov).

**Final Date for Comment and Completion of Notice:** Deadline for comments or a request for a hearing is June 6, 2023.

**Contact Person at Agency:** Katrina G. Magdon, Executive Secretary, Alabama Board of Examiners of Nursing Home Administrators, 4156 Carmichael Road, Montgomery, Alabama, 36106, (334) 271-2342, [kmagdon@anha.org](mailto:kmagdon@anha.org).



Katrina G. Magdon, Executive Secretary

## Chapter 11. Required Personal, ~~and Business Information,~~ and Public Records

### 620-X-11-.02                      Public Records

(1)     Public records may be requested in writing using the Board's public records request form. Questions may be directed to the Executive Secretary. The public request form will be made available on the Board's website.

(2)     A fee shall be assessed for costs incurred for searching and producing records as described in rule 620-X-13-.01.

(3)     Records request will be categorized as either Standard records or Time-intensive records. The Board shall acknowledge all requests within two (2) business days of receipt. The Board will provide records, provided that the request has been submitted on the Board approved form and all fees are paid in full. The Board reserves the right to review and/or deny any records request that compromises legally protected information or to which the release of said records would be detrimental to the public.

- a.     Standard Records – are designated as public records that are easily made available to the public with little or no preparation time and with limited redaction needed to withhold legally protected information. These requests should be processed within fifteen (15) days of receipt. If the Board is unable to process the request within fifteen (15) days, the requestor will be notified by the Board within fifteen (15) days.
- b.     Time-Intensive Records – are designated as records that would involve more than eight (8) hours of preparation with need for review and redaction with regards to legally protected information. These requests should be processed within forty-five (45) days of receipt. If the Board is unable to process the request within forty-five (45) days, the requestor will be notified by the Board within forty-five (45) days.

Author: Katrina G. Magdon, Executive Secretary

Statutory Authority: Code of Ala. 1975, §34-20-13.

History: January 8, 1982; Filed September 30, 1982. Amended: Filed April 4, 2023.

## Chapter 13. Fees

### 620-X-13-.01 Fees.

The fee requirements of this chapter shall apply to all nursing home administrators. In accordance with the Military Family Jobs Opportunity Act, the Board may waive the initial licensing fee for those eligible individuals upon written request to the Board. The fees to be paid are as follows:

- (1) A state examination fee not to exceed \$700.00;
- (2) An application fee not to exceed \$300.00;
- (3) An original license fee not to exceed \$300.00;
- (4) An emergency permit fee not to exceed \$1500.00;
- (5) A renewal fee not to exceed \$300.00;
- (6) An AIT application fee (200 - 500 hour program) not to exceed \$400.00;
- (7) An AIT application fee (1000 hour program) not to exceed \$500.00;
- (8) An AIT application fee (2000 hour program) not to exceed \$700.00;
- (9) A preceptor certification and recertification fee not to exceed \$300.00;
- (10) A late renewal penalty not to exceed \$800.00;
- (11) A reciprocity questionnaire fee not to exceed \$150.00;
- (12) An inactive status reactivation fee not to exceed \$1,000.00;
- (13) Copying of records at a fee not to exceed \$3.00 per page; ~~and~~
- (14) A Return Check fee in accordance with the maximum fee allowed by Code of Alabama 1975 §8-8-15; and
- (15) Document retrieval and preparation \$20.00 per hour or any portion thereof.

Author: Katrina G. Magdon, Executive Secretary

Statutory Authority: Code of Ala. 1975, §34-20-7.

History: New Rule: Filed July 20, 1993; effective August 24, 1993. Amended: Filed May 18, 1998; effective June 22, 1998. Amended: Filed January 16, 2001; effective February 20, 2001. Amended: Filed December 10, 2009; effective January 14, 2010. Amended: Filed December 10, 2009; effective January 14, 2010. Amended: Filed March 13, 2012; effective April 17, 2012. Amended: Published February 28, 2020; effective April 13, 2020. Amended: Filed April 4, 2023.

## Chapter 14. Effective Date of Rules and Regulations

620-X-14-.01 Effective Date.

These revised Rules and Regulations shall become effective on ~~October 15, 2022~~ September 1, 2023.

Author: Katrina G. Magdon, Executive Secretary

Statutory Authority: Code of Ala. 1975, §34-20-7.

History: January 8, 1982. Amended: Filed July 20, 1993; effective August 24, 1993. Amended: Filed May 18, 1998; effective June 22, 1998. Amended: Filed January 16, 2001; effective February 20, 2001. Amended: Filed September 11, 2003; effective October 16, 2003. Amended: Filed December 10, 2009; effective January 14, 2010. Amended: Filed August 8, 2011; effective September 12, 2011. Amended: Filed March 13, 2012; effective April 17, 2012. Amended: Filed June 15, 2016; effective July 30, 2016; operative August 1, 2016. Amended: Published February 28, 2020; effective April 13, 2020. Amended: Published October 29, 2021; effective December 13, 2021. Amended: Published August 31, 2022; effective October 15, 2022. Amended: Filed April 4, 2023.

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**4156 Carmichael Road, Montgomery, Alabama 36106**  
**(334) 271-2342**

**Public Records Request Form**

Complete and submit this form to make a public records request. All fields must be completed with accurate information for your request to be processed.

Payment of fees will be required before your request is fulfilled. You will be notified of the fees incurred prior to fulfilling your request.

(Please print clearly or type all answers - if there is not sufficient space, use additional sheets and number accordingly).

**Requestor's Contact Information:**

NAME: \_\_\_\_\_

ADDRESS: (Street) \_\_\_\_\_ (City) \_\_\_\_\_

(State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*My signature indicates I am willing to pay \$20 per hour to process the request in addition to \$.50 per page.*

*I am willing to pay up to \$\_\_\_\_\_ in processing fees without prior notice by the agency.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Alabama Nursing Home Administrator Records Requested**

Nursing Home Administrator Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Time Frame of Records Requested (*days, months, years, etc.*) \_\_\_\_\_

Records requested:

*Records requested must be as specific as possible (licensure application, renewal information, disciplinary action, etc.), requests that are overly broad may qualify as time-intensive requests and will take longer to respond to.*