

California Nursing Home Administrator Program Fact Sheet for Reciprocity

Basic Requirements

California Nursing Home Administrators are required to meet each of the following requirements (per California Professional and Vocational Regulations, Title 16, Division 31):

1. Education or Background

Applicants must meet at least one of the following education/background requirements:

- Hold a Masters Degree in Nursing Home Administration or a related health administration field, or;
- Hold a Bachelor's Degree, or;
- Have 10 years full-time work experience, within the immediate preceding 15 years, as a registered nurse in a nursing home, with at least 5 of those years in a supervisory position, or;
- Have 10 years full-time work experience, within the immediate preceding 15 years in any department of a nursing home and have 60 semester units or 90 quarter units of college or university classes.

2. Administrator-In-Training Requirement

Applicants must complete a 1,000 hour Administrator-In-Training program which provides basic skills necessary to serve as an administrator. These programs are tailored to meet the needs of individual candidates. Training is conducted under the supervision of a Preceptor, who is an experienced Administrator assigned to oversee the training of the applicant.

3. California Nursing Home Administrator Exam

Applicants must pass the California Nursing Home Administrator Exam with a minimum score of 75%. This is a two-hour, multiple-choice exam, which is offered at four times a year in different locations around the state.

4. Federal Nursing Home Administrator Exam

Applicants must pass the Federal Nursing Home Administrator Exam with a minimum score of 75%. California doesn't offer the Federal Exam directly, so applicants must make arrangements to take the exam through a neighboring state. The test is offered by computer at Sylvan Learning Centers, and can be scheduled at the location and date of the applicant's choice.

Reciprocity for Administrators Licensed in Other States

California currently offers limited reciprocity for Nursing Home Administrators who were licensed by other states and who wish to practice in California. Applicants must take and pass the California State Administrator Licensing Exam *before* they can practice as Nursing Home Administrators in California.

- Applicants must have a valid license issued by another state, with no serious infractions on their records or pending complaints, and have passed the Federal Licensing Exam with a minimum score of 75%.
- If the licensing requirements of the state which issued the applicant's license must be substantially equivalent to the California licensure requirements at the time the issue was licensed. This means that the licensing state must have had a state licensing exam and an Administrator in Training Program similar to California's 1,000 requirement. If equivalent, California offers reciprocity. If not equivalent, California reserves the right to require applicants to make up the California requirements they lack (as in up to 1,000 hours of AIT training).

Provisional License

This is a new provision, enacted into law effective January 1, 2002. A Provisional License can be issued to any Administrator in good standing, transferring from another state. A Provisional License allows the applicant to work in California for a period of no more than one year, during which time the applicant must pass the California state Nursing Home Administrator exam. Upon passing the California exam, the applicant can apply for a permanent California license. Administrator must have scored at least 75% on the national exam and meet all other provisions for licensure in California.

Reciprocity and Provisional License Costs

Reciprocity Candidates

\$50	Fee to review your eligibility for Reciprocity
\$70	Typical fees for fingerprinting and processing criminal background examinations
\$140	Fee for the State Exam (will rise to \$210 when the automated state exam begins)
\$190	First Year Nursing Home Administrator License Fee

\$800 Total Program Costs

Provisional Licensure Candidates

\$50	Fee to review your eligibility for Provisional Licensure
\$70	Typical fees for fingerprinting and processing criminal background examinations
\$140	Fee for the State Exam (will rise to \$210 when the automated state exam begins)
\$190	First Year Nursing Home Administrator License Fee

\$800 Total Program Costs

NHAP Forms and Applications

Current NHAP forms and application documents can be downloaded from:
The NHAP Web Site: <http://www.dhs.ca.gov/lnc/NHAP/default.htm>
The QCHF Web Site: <http://www.qchf.org/nursinghomeadm.php>

Contacts

Nursing Home Administrator Program, DHS, L&C
PO Box 942732, MS 3202
Sacramento, CA 94234-7320
phone: (916) 552-8773
fax: (916) 552-8854
e-mail: nhap@dhs.ca.gov

Application to enter an AIT program, and support for active AITs and Preceptors
Travis Green
phone: (916) 552-8773
fax: (916) 552-8854
e-mail: tgreen@dhs.ca.gov

The CAHF staff person responsible for NHAP issues is:
Jim Koontz
phone: (916) 441-6500, ext. 102
fax: (916) 446-4454
e-mail: jkoontz@cahf.org

Key References Available for Purchase

QCHF sells a reference manual that contains all of the federal and state regulations, policies, interpretive guidelines and reference documents on which NHA exam questions are based. Prices and ordering information can be found at:
<http://www.qCHF.org/fliers/OrderForm-2Page.pdf>

Key References Available On-Line

Title 22—Downloadable <http://www.dss.cahwnet.gov/getinfo/cacoderegs.html>
Title 22—Online, searchable <http://www.leginfo.ca.gov/calaw.html>
OBRA—Online, searchable . http://www.access.gpo.gov/nara/cfr/waisidx_99/42cfr483_99.html

Exam Preparation and Review Programs

RMP & Associates, in collaboration with QCHF, offers one-day review and exam preparation sessions for the California NHA Exam and for the National NHA Exam.

Find dates and locations at: <http://www.qCHF.org/NHAP/ExamPrepFlyer.pdf>

Find prices, registration and ordering information at:
http://www.qCHF.org/NHAP/AIT-Exam_Prep_Registration_Form.pdf

For more information contact RMP & Associates at:
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fax: (562) 598-6092
e-mail: RMPandAssoc@aol.com

California Nursing Home Administrator Code Effective January 1, 2002

1416.36. (a) The fees prescribed by this chapter are as follows:

(9) The fee for a provisional license shall be two hundred fifty dollars (\$250).

1416.40. (a) For purposes of this chapter, "reciprocity applicant" means any applicant who holds a current license as a nursing home administrator in another state has been licensed and in good standing, has passed the national examination, and the applicant is otherwise qualified.

(b) An applicant who holds a current valid license as a nursing home administrator in another state may be issued a one-year provisional license as a reciprocity applicant pursuant to this section. The provisional license authorizes the holder to work in this state at a licensed nursing facility during the one-year licensure period.

(c) The applicant shall obtain an application form from the program, complete the form accurately, and, under penalty of perjury, certify the experience, education, and criminal record history information supplied in the application. The applicant shall submit the application to the program, along with any supporting documents to substantiate the application and the applicable provisional, examination, and licensure fees.

(d) The provisional license may be granted to a reciprocity applicant who complies with all of the following informational requirements:

(1) Provides a statement of health consistent with an ability to perform the duties of a nursing home administrator.

(2) Discloses the fact of and the circumstances surrounding any of the following:

(A) Conviction of any criminal law violation of any country, state, or municipality, except minor traffic violations. The applicant shall submit appropriate criminal record information for purposes of this subparagraph.

(B) Any discipline affecting nursing home administrator licensure in any state.

(C) Any pending investigations or disciplinary actions concerning, or surrender of, nursing home administrator licensure in any state. The applicant shall submit an endorsement certificate to verify state licensure and substantiate if he or she has no pending investigation, disciplinary action, or surrender under this subparagraph.

(3) Submits official transcripts as evidence of completed college or university courses and degrees.

(4) Provides satisfactory evidence of current or recent employment experience within the last five years as a licensed nursing home administrator.

(5) Submits proof that the applicant is at least 18 years of age.

(e) The reciprocity applicant who holds a provisional license as authorized by this section shall be required to pass the state examination. If the provisional licensee, fails to pass the state examination within the one-year provisional licensure period, the provisional license shall expire and no further reciprocity accommodations shall be allowed. The provisional license may not be renewed or extended. At the expiration of the provisional license the applicant may seek licensure in this state through standard procedures.