

## Bureau of Professional Licensing

### Nursing Home Administrators FAQ

**1. How long is a Nursing Home Administrator license issued for?**

An initial Nursing Home Administrator license is valid until the next license expiration date of the profession unless the license is issued less than 120 days prior to the expiration date and then it will carry to the following year. After the first renewal, the license will be valid for two years.

**2. When can I renew my license? How do I renew my license?**

Licensees can begin to renew their licenses approximately 90 days prior to the expiration date of their current license.

Licensees will be mailed a renewal notification to their address on record approximately 90 days prior to the expiration date of the license. Remember to notify the Department in writing of any address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal notification, or to notify the Department of an address change, does not exempt a licensee from renewing their license on time.

Licensees are required to renew their license(s) by using the online renewal system at [www.michigan.gov/elicense](http://www.michigan.gov/elicense) using a debit or credit card containing a MasterCard, Visa or Discover logo or by electronic check.

**3. Do I have to send in proof of completing the continuing education (CE) requirements with my renewal application?**

An applicant for renewal is not required to submit proof of completion of their CE hours. An applicant for renewal shall retain documentation of meeting the requirements for a period of 3 years after renewal of the license. If selected for audit, a licensee is required to submit copies of their documentation confirming the completion of the CE requirements.

**4. There have been changes to the Public Health Code and Administrative Rules that require licensees and individuals seeking licensure to complete training to identify victims of human trafficking. When does this take effect?**

Beginning with the October 2018 renewal cycle, and all renewal cycles thereafter, licensees must have completed training in identifying victims of human trafficking that meet the standards established in Administrative Rule 339.14002.

Beginning March 17, 2021, individuals seeking licensure must have completed training to identify victims of human trafficking prior to obtaining a license as a Nursing Home Administrator.

Licensees, or individuals seeking licensure, must complete training in identifying victims of human trafficking only one time. The department may select and audit a sample of individuals and request documentation of proof of completion of training.

**5. How do I file a complaint against a health care professional?**

Information on how to [File an Allegation Against a Health Care Licensee](#) can be located on the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl).

**6. Where can I find a copy of the administrative rules pertaining to Nursing Home Administrators?**

You may view the current [Administrative Rules](#) and proposed revisions on the website [www.michigan.gov/bpl](http://www.michigan.gov/bpl).