

**STATE OF MICHIGAN**  
**Michigan Nursing Home Administrator State Licensure Examination**

The Michigan Nursing Home Administrator Licensure Examination is designed to determine that entry-level administrators possess the knowledge essential to protect the public's health, safety, and welfare. The Michigan exam is called NHA State-based Exam on the exam registration website ([www.nabweb.org](http://www.nabweb.org)).

**STATE EXAMINATION INFORMATION**

The Michigan (State-based) Nursing Home Administrator Licensure Examination consists of 100 multiple-choice questions based on the laws and rules of Michigan that apply to nursing home administration and facilities management. The content and weighting of the examination are as follows:

- I. Community/Public Health Laws ..... 50%**
  - A. State Administration
  - B. Administrative Management of Facilities
  - C. Patient Care
  - D. Physician Services
  - E. Nursing Services
  - F. Infection Control
  - G. Food Services
  - H. Pharmaceutical Services
  - I. Other Services
  - J. Records
  - K. Building and Grounds
  - L. Emergency Procedures
  
- II. Medicaid Regulations..... 20%**
  - A. Contractual Obligations
  - B. Reporting Requirements
    - 1. Admission and Discharge
    - 2. Patient Financial Status Requirements
    - 3. Trust Fund Reporting Requirements
    - 4. Annual Cost Reporting
    - 5. Billing Procedures
  
- III. Nursing Home Administrators' State License Law, ..... 10%**  
**"Michigan Public Health Code", Article 15, Part 161 and Administrative Rules of Michigan Board**
  
- IV. State Fire Safety Laws ..... 10%**
  
- V. Michigan Labor Laws and Management Laws ..... 10%**
  - A. Unemployment Insurance
  - B. Worker's Compensation
  - C. Labor Relations

## **REFERENCE INFORMATION**

Suggested References for the Michigan Nursing Home Administrator Licensure Examination:

1. "Michigan Public Health Code", Article 17, Parts 201 and 217, and "Rules for Nursing Homes and Nursing Care Facilities" – Internet address: [www.michigan.gov/bhcs](http://www.michigan.gov/bhcs). On the left hand side of the page, select the "Long Term Care" link. Under the "Resources" section located in the middle of the page, select "Nursing Home Enforcement". Under "Statutory Reference Links" look for "Administrative Rules" and then download "Nursing Home and Nursing Care Facilities" rules. The state exam includes questions from the Public Health Code. On the left hand side of the page, select the "Long Term Care" link. Under the "Resources", section located in the middle of the page, select "Federal and State Legislation" from the bottom table named "Public Health Code", and then download "Facilities and Agencies" and "Nursing Homes". If you do not have internet access, contact the Department of Licensing and Regulatory Affairs (LARA), Long Term Care Division, PO Box 30035, Lansing, MI 48909, telephone: 517-334-8408.
2. "Nursing Facility" chapter of the Medicaid Provider Manual, Department of Community Health (DCH), Medical Services Administration (MSA) – Internet address: [www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders). Scroll through to the box in the middle of the page for the link that is titled "Policy and Forms", then click on "Medicaid Provider Manual" to obtain the chapter on Nursing Facilities. If you do not have internet access, contact Medicaid Policy Support by fax at 517-335-5136 or email a request to MSA-Forms@michigan.gov to order a CD copy of the Medicaid Provider Manual.
3. "Michigan Public Health Code", Article 15, Part 161. Internet address: [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense). Scroll to the bottom of the page. Under the "Resources" section, select "Public Health Code". Then click on the first document listed, [368-1978-15-161](#), Part 161 General Provisions. If you do not have internet access, contact the Bureau of Health Care Services, P.O. Box 30670, Lansing, MI 48909, telephone: 517-335-0918.
4. "Administrative Rules of the Nursing Home Administrators Board", Rules 339.14001 through 339.14035, Internet address: [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense). Scroll to the bottom of the page. Under the "Resource" section, select "Administrative Rules for the Health Boards" from the new webpage locate the Nursing Home Administrator rules. If you do not have internet access, contact the Bureau of Health Care Services, P.O. Box 30670, Lansing, MI 48909, telephone: 517-335-0918.
5. "Health Care Facilities Fire Safety Rules" – [Administrative Rule 29.1801 through Rule 29.1861](#) – Internet address: [www.michigan.gov/bfs](http://www.michigan.gov/bfs). On the left hand side of the page, click on "Public Acts and Administrative Rules", click on "BFS Administrative Rules" and finally select "Health Care Facilities Fire Safety Rules" If you do not have internet access, contact LARA, Bureau of Fire Services, P.O. Box 30700, Lansing, MI 48909, telephone: 517-241-8847.
6. "Workers' Compensation", 3 publications: Internet address: [www.michigan.gov/wca](http://www.michigan.gov/wca). Click on "Publications" on the left side of the page. Exam questions will come from three of the listed publications: WCA Administrative Rules, Medical Services: An Overview for Workers' Compensation in Michigan, and Workers' Disability Compensation Act of 1969, Act 317 of 1969. If you do not have internet access, contact LARA, Workers' Compensation Agency, P.O. Box 30016, Lansing, MI 48909, telephone: 1-888-396-5041 or 517-322-1980.
7. "Employer Handbook" – Available only through mail order. Order forms are available on-line at: [www.michigan.gov/uia](http://www.michigan.gov/uia). To download the UIA Employer Handbook Order Form, click on "Forms" on the left side of the page. Then, under the section titled "UIA Employer Forms", the UIA Employer Handbook Order Form is the last one listed.