

## NURSING HOME ADMINISTRATOR LICENSING GUIDE

### **ELIGIBILITY FOR NURSING HOME ADMINISTRATOR (NHA) LICENSE BY EXAMINATION (first license)**

- Complete an approved course of instructional training in Nursing Home Administration (at least 9 semester credits or 144 clock hours that includes administrative management, human resources or personnel management, financial management, state and federal laws, gerontology or the aging process, patient care, provision of services, infection control, environmental issues, emergency preparedness) or provide proof of employment as a chief executive or administrative officer at a state-licensed hospital.
- Arrange for submission of verification of licensure in any state where licensed, even if the license is no longer active.
- Submit the NHA by Examination Application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27543---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27543---,00.html) along with the appropriate application fee.
- A fingerprint report and criminal background check are required. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.
- Pass the Nursing Home Administrator (NHA) and the Michigan Laws and Regulations (NSBL) licensing examination that are administered through the National Association of Long Term Care Administrator Boards (NAB).

### **ELIGIBILITY FOR NHA LICENSE BY ENDORSEMENT (currently licensed in another state)**

- Arrange for submission of verification of licensure in any state where licensed, even if the license is no longer active.
- If licensed less than five years in another state, must meet the educational requirements listed under License by Examination.
- Submit the NHA by Endorsement Application found at [http://www.michigan.gov/lara/0,4601,7-154-27417\\_27529\\_27543---,00.html](http://www.michigan.gov/lara/0,4601,7-154-27417_27529_27543---,00.html) along with the appropriate application fee.
- A fingerprint report and criminal background check are required. Fingerprints must be taken using the instructions and ID numbers that are sent to the applicant after the license application and fee are received.
- Pass the Michigan Laws and Regulations (NSBL) licensing examination that is administered through the National Association of Long Term Care Administrator Boards (NAB).