

MICHIGAN NURSING HOME ADMINISTRATOR LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a dentist license.)

APPLICATION AND FEES

- Online Application For a Michigan Nursing Home Administrator License - Complete all fields, answer all questions, and upload any supporting documentation. Online application can be completed by visiting www.michigan.gov/miplus
- Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
 - NHA – By Endorsement – \$147.90
 - NHA – By Exam – \$147.90
 - NHA – Relicensure – \$167.90

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Criminal Background Check – Once the online application is completed and submitted you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years).
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- Human Trafficking – Beginning March 17, 2021, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 339.14012 prior to being issued a license. The training must only be completed one time.
- Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – If you hold a current license or ever held a license as a nursing home administrator, verification of licensure will be required to be submitted directly to this office by the licensing agency of any state of the United States in which you hold or ever held a license. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.

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ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAM

- Pass the National Core of Knowledge Exam for Long Term Care Administrators (CORE) and the National Nursing Home Administrators Line of Service Examination (LOS). The Nursing Home Administrators Core of Knowledge and Line of Service Examinations are computerized examinations developed and administered by the National Association of Long-Term Care Administrator Boards (NAB). Information may be obtained at NAB's website: www.nabweb.org. Please note that you will not be able to schedule an examination until this office receives the required documentation and determines you eligible to sit for the examination(s). The Michigan Chapter of the American Health Care Administrators sponsors exam review courses. Information is available on their website: www.miachca.org.

Comply with either of the following:

- You must have a Certification of Nursing Home Administrator Education form submitted directly to this office by your educational institution accredited by the Council for Higher Education and Accreditation (CHEA) that indicates you have completed a minimum of 9 semester credits or 144 clock hours of instruction and must include all of the following subjects: 1) Administrative management of a nursing home; 2) Human resources management in a nursing home; 3) Financial management of a nursing home; 4) State and federal laws and regulations regarding the nursing home industry, 5) Operation of a nursing home, emergency preparedness, including Medicare and Medicaid provider compliance with the requirements of the Life Safety Code, and the protection of patients' health, safety, and welfare in a nursing home 6) Gerontology or the aging process; and 7) Identification of elder abuse and neglect.
OR
- A Certification of Employment form submitted directly to this office by the director of the Michigan-licensed hospital where you have been employed as a chief executive or administrative officer for not less than 5 of the 7 years immediately preceding the date of this application.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT

- If you have been licensed less than 5 years in another state prior to applying for a Michigan license,** you must also have a Certification of Nursing Home Administrator Education form submitted directly to this office by your educational institution accredited by the Council for Higher Education and Accreditation (CHEA) that indicates you have completed a course of instruction that is a minimum of 9 semester credits or 144 clock hours of instruction and must include all of the following subjects: 1) Administrative management of a nursing home; 2) Human resources management in a nursing home; 3) Financial management of a nursing home; 4) State and federal laws and regulations regarding the nursing home industry, 5) Operation of a nursing home, emergency preparedness, including Medicare and Medicaid provider compliance with the requirements of the Life Safety Code, and the protection of patients' health, safety, and welfare in a nursing home; 6) Gerontology or the aging process; and 7) Identification of elder abuse and neglect.

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE

- Online application can be completed by visiting www.michigan.gov/miplus, select **MiPlus Login**, select **“Modification”** next to your license number and then select **“Relicensure.”**

Applicants for relicensure whose license has lapsed for less than 3 years at the time of application must complete the following:

- Provide proof of earning not less than 36 hours of board-approved continuing education credits during the 2 years immediately preceding the date of application. A maximum of 20 continuing education hours may be earned through online or electronic media, such as videos, internet web-based seminars, video conference, online continuing education programs, or through any other media that do not permit live interaction between the presenter and the licensee. A minimum of 2 continuing education hours must be earned in pain and symptom management. A minimum of 1 continuing education hour must be earned in state specific laws and regulations pertaining to licensed nursing home and nursing care facilities.

Applicants for relicensure whose license has lapsed for 3 years or more and are currently licensed in another state at the time of application must complete the following:

- Provide proof of earning not less than 36 hours of board-approved continuing education credits during the 2 years immediately preceding the date of application. A maximum of 20 continuing education hours may be earned through online or electronic media, such as videos, internet web-based seminars, video conference, online continuing education programs, or through any other media that do not permit live interaction between the presenter and the licensee. A minimum of 2 continuing education hours must be earned in pain and symptom management. A minimum of 1 continuing education hour must be earned in state specific laws and regulations pertaining to licensed nursing home and nursing care facilities.

Comply with one of the following:

- You must have a Certification of Nursing Home Administrator Education form submitted directly to this office by your educational institution accredited by the Council for Higher Education and Accreditation (CHEA) that indicates you have completed a minimum of 9 semester credits or 144 clock hours of instruction and must include all of the following subjects: 1) Administrative management of a nursing home; 2) Human resources management in a nursing home; 3) Financial management of a nursing home; 4) State and federal laws and regulations regarding the nursing home industry, 5) Operation of a nursing home, emergency preparedness, including Medicare and Medicaid provider compliance with the requirements of the Life Safety Code, and the protection of patients' health, safety, and welfare in a nursing home; 6) Gerontology or the aging process; and 7) Identification of elder abuse and neglect.

OR

- Provide verification that you have been licensed or registered and practicing as a nursing home administrator for 5 consecutive years or more in any state or territory of the United States immediately preceding the date of application. Verification must come directly from the state board where you are licensed.

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Applicants for relicensure whose license has lapsed for more than 3 years and are NOT currently licensed in another state at the time of application must complete the following:

- Provide proof of earning not less than 36 hours of board-approved continuing education credits during the 2 years immediately preceding the date of application. A maximum of 20 continuing education hours may be earned through online or electronic media, such as videos, internet web-based seminars, video conference, online continuing education programs, or through any other media that do not permit live interaction between the presenter and the licensee. A minimum of 2 continuing education hours must be earned in pain and symptom management. A minimum of 1 continuing education hour must be earned in state specific laws and regulations pertaining to licensed nursing home and nursing care facilities.
- Pass the National Core of Knowledge Exam for Long Term Care Administrators (CORE) and the National Nursing Home Administrators Line of Service Examination (LOS). The Nursing Home Administrators Core of Knowledge and Line of Service Examinations are computerized examinations developed and administered by the National Association of Long-Term Care Administrator Boards (NAB). Information may be obtained at NAB's website: www.nabweb.org. Please note that you will not be able to schedule an examination until this office receives the required documentation and determines you eligible to sit for the examination(s). The Michigan Chapter of the American Health Care Administrators sponsors exam review courses. Information is available on their website: www.miachca.org.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Nursing Home Administrator Renewal – Can be completed by visiting www.michigan.gov/miplus
- Renewal Application Fee (Must be paid by Visa, Mastercard, or Discover credit or debit card.):
Nursing Home Administrator Renewal Application Fee: \$131.70
- Renewal Cycle: 2 years
- Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met the following continuing education requirements during the 2-year period immediately preceding the application for renewal and the human trafficking requirement:
 - Human Trafficking – Beginning in 2018, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 339.14012 prior to renewing their license. The training must only be completed one time.

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- 36 hours of continuing education as outlined in Rule 339.14024 approved by the board earned as follows:
 - A maximum of 20 continuing education hours may be earned through online or electronic media, such as videos, internet web-based seminars, video conference, online continuing education programs, or through any other media that do not permit live interaction between the presenter and the licensee.
 - A minimum of 2 continuing education hours must be earned in pain and symptom management.
 - A minimum of 1 continuing education hour must be earned in state specific laws and regulations pertaining to licensed nursing home and nursing care facilities.
- Additional information regarding continuing education can be found by accessing the Administrative Rules for Nursing Home Administrators at: www.michigan.gov/healthlicense and clicking on the nursing home administrator link.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/healthlicense and clicking on the nursing home administrator link you can access the following helpful resources and forms.

Resources:

- Michigan Public Health Code
- Administrative Rules for Nursing Home Administrator