

## MICHIGAN NURSING HOME ADMINISTRATOR LICENSING GUIDE

### OVERVIEW:

The nursing home administrator license type allows a licensee to engage in the practice of nursing home administration.

*NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.*

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### LICENSURE REQUIREMENTS CHECKLIST

#### APPLICATION AND FEES

- Online Application for a Michigan Nursing Home Administrator License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

Nursing Home Administrator By Exam or Endorsement: \$150.80

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- 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).

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- 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.
- Social Security Number (SSN) – 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 an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the applicant, and sanctions are not in force at the time of application. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- Implicit Bias Training – Individuals applying for licensure are required to complete 1 hour of implicit bias training for each year of their license or registration cycle. Please note, this is not a one-time training and must be completed for each renewal cycle prior to the renewal being completed.
- Human Trafficking Training – Individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 339.14006 prior to being issued a license. The training must only be completed one time.
- English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant’s required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.

## **ADDITIONAL REQUIREMENTS FOR LICENSURE BY EXAMINATION (These are in addition to the requirements stated above that apply to ALL applicants)**

- **Beginning May 7, 2026;** Arrange for official transcripts to be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909 confirming one of the following:
  - Applicants that hold a valid, active license as a registered nurse must verify, they have earned an associate’s degree or higher in nursing from a Council for Higher Education and Accreditation (CHEA) accredited college or university.
  - Those that do not hold a valid, active license as a registered nurse must verify, they have earned a bachelor’s degree from a Council for Higher Education and Accreditation (CHEA) accredited college or university.
- 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

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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.

- You must have 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.
- ☐ 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](http://www.nabweb.org).

## OR

- ☐ Hold a current, valid Health Services Executive (HSE) Designation granted by the National Association of Long-Term Administrator Boards (NAB).

### ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT (These are in addition to the requirements stated above that apply to All applicants)

**If you have been registered or licensed for less than 5 years in another state prior to applying for a Michigan license you must provide the following.**

- ☐ Proof of current, valid Health Services Executive (HSE) Designation granted by the National Association of Long-Term Administrator Boards (NAB). Information may be obtained at NAB's website: [www.nabweb.org](http://www.nabweb.org)

## OR

- ☐ Meet the requirements for licensure by examination.

**If you have been registered or licensed in another state for 5 years or more:**

- ☐ Verification of licensure must be sent directly to our office by the licensing agency of any state of the United States or country in which you hold or ever held a license. The verification must show the disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

### ADDITIONAL REQUIREMENTS FOR FOREIGN EDUCATED OR TRAINED APPLICANTS WHO RECEIVED EDUCATION OR TRAINING OUTSIDE THE UNITED STATES

- ☐ Those trained in foreign countries are required to meet the requirements for licensure listed above.

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## ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE (These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) and selecting **MiPLUS Login**. Once logged in select “**Modification**” next to your license number and then select “**Relicensure.**”
- 2 year Nursing Home Administrator Relicensure Application and Fee: \$170.80 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

**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 minimum of 2 continuing education hours must be earned in pain and symptom management.

**Applicants for relicensure whose license has lapsed for 3 years or more and ARE currently licensed in another state or province of Canada 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 minimum of 2 continuing education hours must be earned in pain and symptom management.

**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 minimum of 2 continuing education hours must be earned in pain and symptom management.
- Pass the National Core of Knowledge Exam for Long Term Care Administrators (CORE) and the National Nursing Home Administrators Line of Service Examination (LOS) within 2 years of the application for relicensure. 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](http://www.nabweb.org).

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Nursing Home Administrator Renewal – Must be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus) no sooner than 90 days prior to the expiration date of current license.
- Nursing Home Administrator Renewal Application Fee: \$134.30 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)
- 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

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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.
- Implicit Bias Training – Licensees seeking renewal must have completed a minimum of 1 hour of implicit bias training for each year of the applicant’s license cycle.
- Human Trafficking Training – Licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 339.14006 prior to renewing their license. The training must only be completed one time.
- 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 renewal period and all information provided on your renewal application is true and correct:
  - 36 hours of continuing education as outlined in Rule 339.14021 approved by the board earned as follows:
    - A minimum of 2 continuing education hours must be earned in pain and symptom management.
    - Continuing Education courses must cover a qualifying subject specified in R 339.14032.

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/healthlicense](http://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](#)
- Track continuing education using CE Broker - The Bureau of Professional Licensing (BPL) has partnered with CE Broker to help licensed professionals keep track of their continuing education (CE) credits. Additional information can be found on our [website](#).

## FREQUENTLY ASKED QUESTIONS

### 1. How can I contact the Board of Nursing Home Administrators, Licensing Division?

Email (Questions): [BPLHelp@michigan.gov](mailto:BPLHelp@michigan.gov)  
Email (Submit Documents): [BPLData@michigan.gov](mailto:BPLData@michigan.gov)  
Phone: (517) 241-0199  
Mailing Address: Bureau of Professional Licensing  
Board of Nursing Home Administrators  
PO Box 30670  
Lansing, MI 48909

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## 2. How do I verify my Michigan Nursing Home Administrator license?

Certified license verification requests must be obtained from the Michigan Board of Nursing Home Administrators. You must submit your request via the MiPLUS system at [www.michigan.gov/miplus](http://www.michigan.gov/miplus). There is a \$15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged \$30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day.

Licenses may also be verified online on the Bureau's License Verification website free of charge. You may need to confirm with the recipient if verifying a license on this website is acceptable or if a certified license verification is needed.

## 3. How will I know when I need to renew? Can I renew my license early?

You will be sent a renewal notification to both your mailing and email address on record approximately 90 days prior to the expiration date of your license. You will not be able to renew before that time. Remember to notify the Department of any address change by submitting a MiPLUS modification. It is your responsibility as a licensed health professional to renew your license on time. **Failure to receive the renewal postcard, email notification, or to notify the Department of an address change does not exempt you from renewing your license on time.**

## 4. How change I change my name and address?

Name and address changes must be completed through your MiPLUS account by submitting a modification. You are required to upload supporting documentation such as a driver's license, marriage certificate, divorce decree, or court order for all name changes.

## 5. Is there a grace period for my renewal?

Yes, there is a 60-day grace period in which you may renew your license without having to go through the relicensure process. However, if you renew during the 60-day grace period, there is an additional \$20.00 late fee for each license type when you renew your license(s).

## 6. 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. However, an applicant for renewal shall retain documentation of meeting the requirements for a period of 4 years from the date of applying for license renewal. If selected for audit, a licensee is required to submit copies of their documentation confirming the completion of the CE requirements.

## 7. What happens if my license expires?

If your license is not renewed within the 60-day grace period after your expiration date, your license will lapse. The expiration date will reflect the original expiration date – it will not include the grace period. For example: If your license expires January 31, you have until April 1 to pay your renewal fee. If you do not renew by April 1, the end of the 60-day grace period, your license is considered lapsed as of January 31.

When your license lapses, you can no longer practice your profession, nor can you identify yourself as a licensed individual.

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It is your responsibility to make sure your license is current and valid. We send renewal information to the last address on record 90 days prior to the expiration date of the license. If we have incorrect contact information and you do not receive the renewal reminder, you are still responsible for making sure your license has been renewed timely.

**8. If I'm licensed in more than one state, Canada or in another country, do you need verification from all locations in which I hold or ever held a license in?**

Yes, we need verification from any state of the United States, Canada or country in which you hold or ever held a license. The verification must show that disciplinary proceedings are not pending against the application, and sanctions are not in force at the time of application.

**9. How long will you keep my licensure application on file?**

Your application and fee are valid for two years. If you fail to meet the licensure requirements within that time period, your application and fees are no longer valid.

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

Visit the Bureau of Professional Licensing's website at [www.michigan.gov/bpl](http://www.michigan.gov/bpl) for information on how to [File a Complaint Against a Health Care Licensee](#).