

**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 Public Health Code and Administrative Rules for this profession can be found at the end of this guide.*

**LICENSURE REQUIREMENTS CHECKLIST**

(Listed below are the minimum requirements needed to obtain a nursing home administrator 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](http://www.michigan.gov/miplus).

- Application Fee + 2-year License Fee (Must be paid by Visa, Mastercard, Discover, or American Express credit or debit card.):
  - NHA – By Endorsement – \$150.80
  - NHA – By Exam – \$150.80
  - NHA – Relicensure – \$170.80

**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 Training – 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.

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- 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 at PO Box 30670, Lansing, MI 48909.
- 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](#) of the Public Health Code – General Rules.
- Implicit Bias Training – Beginning June 1, 2022, individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license.

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

- 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). 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](http://www.miachca.org). **An applicant may sit for the CORE and the NHA LOS examinations a maximum of 4 times each.**

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**

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- 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 (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 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 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), 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 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 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.

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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](http://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](http://www.miachca.org).

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application For a Nursing Home Administrator Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- Renewal Application Fee (Must be paid by Visa, Mastercard, Discover, or American Express credit or debit card.):  
  
Nursing Home Administrator Renewal Application Fee: \$134.30
- 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.
- Implicit Bias Training – Beginning June 1, 2022, and all renewals thereafter, licensees seeking renewal must have completed a minimum of 1 hour of implicit bias training for each year of the applicant’s license cycle. For the first renewal on or after June 1, 2022, licensees will only need to have 1 hour for each year since the rule’s promulgation date of June 1, 2021.

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- Human Trafficking Training – 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.
- 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 339.14024 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](http://www.michigan.gov/healthlicense) and clicking on the nursing home administrator link.

## 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](#).