

What do I need to apply successfully?

NOTE: You must pay the applicable fees online before you are considered an active applicant - all fees paid are **non-refundable**. **All applicants must apply online at <https://nha.hlb.state.mn.us/#/login>** . All applicants must meet the following minimum qualifications:

1. Minimum education of a GED/ High school degree plus two years of work experience in the continuum of long-term services and supports, including one year in a management or supervisory position; an associate’s degree plus one year work experience in the continuum of long-term services, including 6 months in a management or supervisory position; or bachelor’s degree or higher plus 6 months of work experience in a management or supervisory position in the continuum of long-term services and supports as stated in MN Rules 6400.7005 (F).

2. Has read and understands parts 6400.7000 to 6400.7095 and the Department of Health rules relating to the licensure of assisted living. Specific application paths have further application requirements. Please view to following chart:

ALD- Education (31)	ALD- MN NHA Approved (33)	ALD- Endorsement (32)	ALD- In Residency (IR) (34).
<ul style="list-style-type: none"> • Be accepted into a Minnesota-approved education program for Assisted Living. Program list can be found: https://mn.gov/boards/nursing-home/applicants/assisted-living-director/ald-education.jsp 	<ul style="list-style-type: none"> • To be accepted and enrolled in a MN BELTSS- or NAB NHA approved education program. These programs can be found: https://mn.gov/boards/nursing-home/applicants/nha-info/accredited-colleges/ 	<ul style="list-style-type: none"> • Be licensed as an ALD or a NHA in another state. Your license must be active and in good standing. • Licensure is equivalent to 6400.7005 or validated by NAB or MN BELTSS approved. • Licensure from another state must meet MN Rule 6400.7045. Contact the office for a list of States that qualify. 	<ul style="list-style-type: none"> • To have a position/position offer for an Assisted Living Director in Residence or a similar role for residency permit issuance. Refer to MN Rules 6400.7030 & 6400.7080 • To have a mentor who possesses an active HSE license or MN ALD license or a NAB endorsed ALD License. • Has experience in the management of an assisted living or a related facility. Or you must be enrolled in a BELTSS approved program within 6 months of permit issuance. Refer to MN Rule 6400.7080B

After you Apply: The board office will contact you within 5 to 10 business days of your application via email. Updates to your application will be provided via the online application portal.

Quick Guide to the Different ALD License Types

Application Type	Who is this application best suited for?	To earn my ALD License under this application Path I must:	Application Length (before expiration)
ALD- Education (31)	Individuals who have no previous license and are not /do not plan on completing an MN NHA education program.	<ul style="list-style-type: none"> • Graduate from an MN approved ALD program. • Pass the MN State ALD exam. • Pass the NAB CORE & NAB RCAL Exam. • Complete the required Field Experience (also known as practicum). 	<ul style="list-style-type: none"> • 18 months after submission • CBC expires 12 months after submission
ALD- MN NHA Approved (33)	Individuals who are currently/ plan on being enrolled in a MN NHA education program and desire an ALD License.	<ul style="list-style-type: none"> • Graduate from an MN approved NHA program which includes ALD courses and field experience requirements. • Pass the MN State ALD exam. • Pass the MN State NHA exam. 	<ul style="list-style-type: none"> • 18 months after submission • CBC expires 12 months after submission
ALD- Endorsement (32)	Individuals who hold actives NHA and/or ALD licenses in another state.	<ul style="list-style-type: none"> • License verifications for licenses held in other states (LALD or NHA). • Complete course requirements in 6400.7020 • Pass the MN State ALD exam 	<ul style="list-style-type: none"> • 18 months after submission • CBC expires 12 months after submission
ALD- In Residency (IR) (34).	Individuals need to complete an ALD application while also working as an ALD director or a similar position for an ALD licensed facility.	<ul style="list-style-type: none"> • Graduate from an MN approved ALD program or MN approve NHA program. • Pass the MN State ALD exam. • Pass the NAB CORE & NAB RCAL Exam. • Complete the required Field Experience (also known as practicum). 	<ul style="list-style-type: none"> • 18 months after submission • CBC expires 12 months after submission • Residency Permit expires 12 months after issuance.

I would like to serve as an Assisted Living Director in the State of Minnesota.

Which fits you best? I AM

Health Services Executive (LHSE) License

You are currently a Health Services Executive (LHSE)

You can serve as an Assisted Living Director with a MN HSE license.

No Health Services Executive (LHSE) or Nursing Home Administrator (LNHA) License

I do not hold an active LNHA or LHSE license in any state.

You will have to apply for licensure as a new Assisted Living Director (ALD) license. To know which pathway to take answer the following. Will you be employed as the Assisted Living Director In Residence (ALDIR)?

Nursing Home Administrator (LNHA) License or Assisted Living Director (ALD) License in another state

I have an active Nursing Home Administrator (LNHA) and/or as Assisted Living Director (ALD) or equivalent in a different state.

Are you/will you be employed as an Assisted Living Director at a facility in MN during your application period?

NO

I am not currently employed as an Assisted Living Director or a similar position.

NO

YES

Are you taking NHA courses at an MN approved NHA Program?

NO

YES

You would need to apply as an ALD-Education application. Use application basis **ALD- Education (31)**. Please view the **minimum requirements to qualify for & complete this application on our website:** <https://mn.gov/boards/nursing-home/applicants/assisted-living-director/>

You would need to apply as an ALD- MN NHA Approved. Use application basis **ALD- MN NHA Approved (33)**. Please view the **minimum requirements to qualify for & complete this application on our website:** <https://mn.gov/boards/nursing-home/applicants/assisted-living-director/>

You would need to apply as an ALD-Endorsement. Use application basis **ALD-Endorsement (32)**. Please view the **minimum requirements to qualify for & complete this application on our website:** <https://mn.gov/boards/nursing-home/applicants/assisted-living-director/>

You need to apply for ALDIR permit. Use application basis **ALD- In Residency (34)**. Please view the **minimum requirements to qualify for this application on our website:** <https://mn.gov/boards/nursing-home/applicants/assisted-living-director/>