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Licensure Handbook for Applicants

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Application Package

If you need application materials:
go to our website and obtain the forms online at <http://www.benha.state.mn.us>, or
e-mail us at benha@state.mn.us, or
call the board office at (651) 201-2730

Application—to open a file with the board
Course review request forms
Applicant Handbook
NAB exam study guide order form
State exam study document order form

Applications for the MN State exam and information to register for the NAB exam can only be provided after you have made official application and opened a file with the board to pursue licensure.

Licensure Handbook

Background

BENHA's mission is to promote the public's interest in quality care and effective services for residents of nursing facilities by ensuring that licensed administrators are qualified to perform their administrative duties.

Minnesota Statutes require that the administrators of the approximately 390 skilled nursing facilities in Minnesota maintain licensure with the Board of Examiners for Nursing Home Administrators (BENHA).

BENHA is a Minnesota Health Related Licensing Board whose 11 members are appointed by the governor. Board membership is set in statute and includes licensed administrators, a nurse, a doctor, and public members. BENHA currently has approximately 850 licensees.

To become licensed as an administrator a person must meet board requirements and pass examinations to test their knowledge of subjects related to nursing home administration.

To remain licensed, an administrator must meet continuing education requirements set by the board and practice in accord with federal and state laws and regulations and board standards.

Handbook Purpose

This handbook has two purposes:

- 1) to interest prospective administrators in a career as a nursing home administrator, and
- 2) to inform persons who have become interested in a nursing home administrator career about the board's requirements and the process for licensure in Minnesota.

Further explanation about the information in this handbook

Minnesota Law and Board Rules govern licensure requirements and process. If there is an unforeseen conflict between Minnesota Statute and Rules and this Handbook, the law and rules supersede.

The information in this handbook was current as of March 2014. As statutes, rules, and board interpretations change, the information in this Handbook may become outdated. Applicants are responsible for insuring that they have knowledge of and comply with all current laws and rules. Call the Board office with any questions or to ensure the currency of information.

In compliance with the Americans with Disabilities Act, this information may be made available in alternative formats upon request.

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So . . . you're thinking about a career in nursing home administration.

Here are some of the questions you may ask:

What do nursing home administrators do?

Although specific duties vary from facility to facility, every administrator of every Minnesota nursing home is required by Minnesota Department of Health rules to be the person in immediate charge of the operation and administration of the nursing home s/he serves. Administrators develop long-term strategic plans and day-to-day operational policies and procedures for the operation, management and maintenance of the nursing home. They enforce rules and regulations to ensure quality care and safety of residents and to protect their personal and property rights. They maintain an effective human resources program to train and manage all staff of the facility through subordinate supervisors such as the Director of Nurses, Business Manager, Dietary, Housekeeping, Maintenance and other department heads. They develop and oversee the facility budget and accounting system, market the facility to prospective residents and their families, and maintain effective public relations with the community at large and the health care community in particular.

Who must be licensed as a nursing home administrator?

Anyone who is employed as the administrator of any of the approximately 390 long term care facilities in the state, which are licensed by the Minnesota Department of Health as nursing homes under the provisions of state law, must be licensed. This includes persons who administer nursing home beds in units attached to hospitals whether or not those persons also serve as hospital administrators.

Many persons who are not the administrators in charge of nursing homes (and therefore are not legally required to be licensed) also choose to obtain and retain a license as a nursing home administrator. These persons typically work at other jobs in long term care—as assistant administrators, as managers in corporate headquarters of organizations that operate nursing homes, as managers of senior housing and assisted living facilities or of home health services, as owners or managers of community-based intermediate care facilities for the mentally retarded, or of board and care homes, and as vendors of products or services sold to nursing homes or other long term care facilities. Some employers in these related areas look for nursing home administrator licensure as a short-cut means of identifying qualified persons for their jobs or prefer to have licensed administrators in their employ to be available to accept temporary assignments as administrators while decisions about more permanent staffing are being made.

Where do administrators work and under what conditions?

Just about anywhere. In large metropolitan or suburban facilities of over 500 residents and hundreds of staff, in small urban or rural facilities of less than 25 residents and approximately the same number of staff, in stand-alone nursing homes or in wings attached to hospitals, on campuses of senior-serving complexes where the nursing home is one of many housing and health alternatives available, for management companies or individual owners with for-profit or not-for-profit charters, for city, county and state-government owned and operated facilities. Regardless of the size or location of the facility administered, each administrator operates under state and generally, also, federal laws and rules in an industry which is heavily regulated to ensure good care to residents through effective management practices.

How much are administrators paid?

Information about pay rates for administrators (categorized under medical and health service managers) obtained in May 2012 from the Bureau of Labor Statistics shows a national wage range from \$53,940 to \$150,560 annually and a national average in Nursing Care Facilities (SNF) of \$82,240. Keep in mind that this data reflects rates paid to all administrators, some whom have many years of experience. Starting salaries will likely be lower. Rates tend to vary between metro and rural facilities and with the size of the facility as well.

What kind of preparation do I need to become an administrator?

Current board rules require a bachelor's degree from an accredited college or university. Though there is no requirement that the degree have been earned in any particular field, most frequently persons pursuing licensure have earned degrees in health care areas, social services or business administration. Some persons opt to complete a 4-year bachelor's degree curriculum designed specifically to prepare them for a career in nursing home administration. Others make a "mid-career shift" to nursing home administration, most often from a career in health care or business administration. Those making a career shift typically concentrate strictly on fulfilling the course requirements.

Some facilities, particularly smaller ones in non-metro areas, are willing to hire new licensees, without previous administrative experience, "fresh out of school." So are some of the larger management companies that often put their new hires through a company-sponsored administrator-in-training program before placing them in charge of a facility. Some companies or individual facilities hire newly licensed administrators as assistant administrators so they can obtain some experience before taking on the administrator responsibilities. Some of the larger, metro-based facilities expect their administrators to hold or obtain master's degrees and to have many years of experience.

What's the job market like?

According to the Bureau of Labor Statistics, employment is projected to grow 23 percent from 2012 to 2022, much faster than the average for all occupations. As the large baby-boom population ages and people remain active later in life, the healthcare industry as a whole will see an increase in the demand for medical services. This demand will in turn result in an increase in the number of physicians, patients, and procedures, as well as in the number of facilities. Managers will be needed to organize and manage medical information and staffs in the healthcare industry. There will likely be increased demand for nursing care facility administrators as baby boomers age. A newly licensed administrator, who is willing to locate in rural areas, where competition for jobs may not be as keen, and those who are willing to relocate to meet management company needs, tend to have earlier success at locating their first position.

So... you've decided to pursue a career in Nursing Home Administration

Here are some of the questions you may ask.

What requirements must I meet to get licensed?

Obtain and complete an application for licensure. If you submit a paper application, have it notarized and submit it to the board. Online applications are verified by the last four digits of your social security number and do not have to be notarized. Submitting an application opens your file with the board. Either at the time you submit your application or as you proceed through the licensure process you must show evidence that you have completed the following:

- ❖ A bachelor's or higher degree
- ❖ Accredited post-secondary academic courses in:
 - ◆ Organizational management
 - ◆ Managerial accounting
 - ◆ Gerontology
 - ◆ Health care and medical needs of long term care residents
 - ◆ Nursing facility services
 - ◆ Human resources
 - ◆ Regulatory management
 - ◆ Information uses

(See attached document entitled "Licensure and course requirements" for a list of topics to be covered in each of the required courses.)

- ❖ An approved practicum taken for academic credit through a college or university but performed at a nursing home under the direction of a licensed nursing home administrator
- ❖ National (NAB) exam
- ❖ State exam covering Minnesota statutes and rules about nursing facility operation

More complete information on requirements follows.

What if I'm already licensed in another state? Is there reciprocity licensing?

Strictly speaking, Minnesota does not provide a reciprocal acceptance of the licensure of any other state. What the board rules do provide, however, is that any person who has been licensed in another state and actively practicing for two out of the last five years may obtain their Minnesota license without meeting the course requirements outlined above. Rather they must show evidence that their license as an administrator in any/all other states is in good standing, that they have passed the NAB elsewhere and have continued to be licensed since passing the NAB, and that they have a bachelor's degree. Persons who meet these requirements may become licensed by filing an application to open a file with the board and passing the Minnesota State exam.

The board also provides that any person who is currently licensed in another state and certified as a nursing home administrator by the American College of Health Care Administrators (ACHCA) may become licensed in Minnesota by making application, showing proof of the ACHCA certification and proof that their license is in good standing in any/all other states where licensed and passing the Minnesota state exam.

Course Requirements

What schools offer the required courses?

Several educational institutions in Minnesota and one in Wisconsin offer programs approved by BENHA to meet all or some of the course requirements and sponsor practicums. See the attachment entitled “Academic Institutions...” for a list of schools and a grid showing what specific courses at the approved schools meet which of the board’s requirements.

What if I’ve already taken courses covering the requirements? Do I have to repeat them?

Not if you can provide documentation that the courses you took covered the topics in the board’s requirements. Forms for the presentation of documentation about previously completed courses are available from the board office. A course title on a transcript alone (even one identical to the title of the board’s requirement like “managerial accounting”) is not sufficient for the board to be assured that the content of the course includes the topics required by the rule. To be acceptable, documentation must include copies of course syllabi or outlines for the year the course was taken, excerpts from college catalogs summarizing covered topics, copies of the tables of contents, and indices of texts used in the course, etc., —whatever will show that the course you took covered each of the topics outlined in the board’s rule pertaining to the course requirement involved. The more complete the documentation, the greater the chance the board can approve your request— provided the content is there. The sketchier your documentation, the more likely it is that the board will not be able to reasonably infer coverage of the topics and will need to deny your request.

What if I took courses covering the requirements but a long time ago? Will you still accept them?

Yes, if you can furnish documentation as specified above. However, if you took the course more than seven years ago, you must either provide evidence that you have been employed within the immediate past seven years in activities requiring use of the knowledge gained in the course or that, within the past two years, you have completed continuing education to renew and update knowledge gained in the course.

Must I provide my college transcripts?

Yes. Board staff can work from student copies of transcripts to identify which requirements you have completed, and which you have left to finish. Eventually, however, you will need to provide official transcripts, sent directly from your school to the board office, to verify award of your bachelor’s degree and grades for every course you submit to satisfy the licensure requirements.

Can I substitute experience for the required courses?

No—or at least not unless the experience was as a nursing home administrator. The course requirements are just those—requirements for grades from courses taken for academic credit at an accredited post-secondary college or university. If your courses are more than seven years old, you may show evidence that you have used the knowledge gained in the course in recent employment, but employment alone without the academic course(s) will not satisfy the requirements. You must get a grade (a letter grade above F or “pass” on a pass-fail system) for a course in the subject area. There is one exception to this general rule—if you are already licensed in another state and have actively served as the administrator of a nursing home for two or more years out of the last five. That very specific experience can substitute for all of the required courses as can proof of current certification as a nursing home administrator from the American College of Health Care Administrators.

Exams

What exams are required?

Two exams are required. The NAB NHA Exam for Nursing Home Administrators (National Association of Boards of Examiners of Long Term Care Administrators, the test developers) and the State exam.

What is the NAB exam like?

It is a 150 item, multiple choice test covering:

- resident care quality of life
- human resources
- finance
- physical environment & atmosphere
- leadership & management

Three hours are allotted to complete the exam though many applicants finish in less time

When should I take the NAB?

While you may take the NAB any time after you have opened your file with the board and paid your \$150 application filing fee, it makes most sense to take it after, or shortly before, you complete all of the required courses and the practicum. In that manner, you will have the knowledge you acquire from those sources to aid you in answering test questions.

Where and when is the NAB given?

The NAB exam is administered in computer-based format and may be taken by appointment at Sylvan Learning Centers (*Prometric sites only*) anywhere in the US. Those most convenient for Minnesota candidates are located in Bloomington, Duluth, Woodbury, Rochester, Grand Forks, MN; Fargo, ND; and Sioux Falls, SD. Registration and payments are done online. You must have an active application on file with BENHA to be eligible to take the NAB exam. Upon receipt of your application to open a file with BENHA, you will be sent details on how to register.

How can I study for the NAB exam?

The NAB organization has an informational handbook about the exam available for download at their website. It contains 11 sample questions and answers to give you a general idea of what the test is like. If you want more in-depth study materials, you may purchase a study guide and CD-ROM directly from NAB. The [NHA Information for Candidates Handbook](#) and listing of [Recommended References](#) are available at www.nabweb.org.

What's required to pass?

You must obtain a scale score of 113 to pass the NAB exam. A scale score is determined for each administration of the exam using psychometric methods to standardize scores across various forms of the test and allow for slight variations in difficulty level among different versions of the test. Thus on some administrations of the test a passing scale score of 113 will be achieved with a raw score of 102 while on administrations of another form of the test a raw score of 109 may be required to obtain a passing scale score of 113.

How soon will I get my score?

A preliminary pass/fail notification is provided at the end of the examination. Final test scores are electronically mailed to MN-BENHA every other Wednesday and are immediately processed and released to the applicants via email. The board office will notify you of your detailed test results as soon as they are received.

What about the State exam?

What's it like? When should I take it? How can I study for it? What's required to pass? How soon will I know my score?

The State exam is a 24 item, multiple choice, open-book test on the Minnesota Statutes and the Minnesota Department of Health rules governing nursing home operation in Minnesota. Like the NAB exam, it may be taken at any time following submission of your application to open a file with the board. But, again, you may want to wait to take it until you've completed the courses in nursing facility services and regulatory management since they focus on some of the regulations on which the test is based.

The state test is generally given every other month on the second Thursday of January, March, May, July, September, and November. It can also be administered by appointment, if there is some immediate need for the test results, e.g. for an acting administrator permit or in a situation where a candidate has completed all other requirements and needs only state exam results for immediate licensure in order to accept a pending job offer.

The Minnesota state examination includes 10 additional pilot beta test questions dispersed among the 24 questions with a time frame of one hour and twenty minutes. A score of 18 correct answers (out of 24 possible) is required to pass. There are no sample questions available to study for the state exam, but all items are developed strictly from the state statutes and rules pertaining to operation of nursing facilities.

You may order state exam study materials online at the [Minnesota's Bookstore](#). Select the Laws & Rules tab from the left column, select All Statutes, Laws & Rules, and then scroll down to select the [Nursing Home, Boarding Care & Home Care Statutes](#) and the [Nursing Home Rules](#) books. Books may be periodically out of stock, but applicants may study from materials provided online at the Revisor's Office by entering the statute or rule numbers.

If I fail either test, may I retest?

Yes. Since alternate forms of both exams are available, candidates may test multiple times if necessary. Candidates may submit a new application and fee to retake the state exam on the next available regularly scheduled test date. There is no limit to the number of times an applicant may repeat the state test but some intervening study is advised. Retaking the NAB exam involves submitting a new application to the test service. This may be done immediately upon learning the results of the previous exam. The NAB exam may only be taken 4 times in a one year period. Each test administration requires payment of the test fee.

The Practicum

What is a practicum?

A practicum is an internship taken for academic credit through an accredited college or university but performed at a nursing facility under the direction (preceptorship) of a licensed nursing home administrator. It may be paid or unpaid, depending on the arrangements you are able to make with the facility or the management company responsible for the facility. The majority of practicums (99%) are unpaid, but there is no prohibition on paid practicums.

When and where can I do my practicum?

Most often the practicum is the capstone experience before licensure, taken after the other courses and just before taking the exams. While the board has no rules prescribing that it must be taken in this sequence, some schools require that all or part of the other required courses be completed before a practicum is arranged. Talk with your academic program director.

Your academic program director will also work with you to arrange for an administrator and a facility for your practicum. In some cases you will be required to interview with one or more administrators to identify a good fit. If you have some ideas about a facility and administrator who would be willing to serve as your preceptor and practicum site, discuss this with your program director. Your program director will approve and arrange for training for the prospective preceptor to be sure that s/he follows a plan acceptable to the sponsoring academic institution.

If you are already employed at a facility there is no prohibition in board rules on doing your practicum at that facility provided you are relieved of your previous duties while engaged in the practicum. Some sponsoring academic programs advise strongly against and may even prohibit doing a practicum in a facility where you are employed. Even if you can shift your mindset, other staff may frequently have difficulty seeing you in the intern or “preparing administrator” role, and may call on you to perform your previous duties. Doing your practicum in another facility also gives you an opportunity to learn how others do things and may expose you to a totally different environment from that you’ve known. The board encourages applicants to use the practicum as the best possible learning experience to broaden your perspective on the full gamut of nursing facility settings.

What are the requirements for a practicum?

It must be a “for credit” academic course (not an AIT directed solely by a facility or management company), taken under the direction of a licensed administrator who has been licensed and practicing as an administrator for a minimum of two years and who is not related to you. It must take place in a nursing home, not an assisted living facility or corporate offices. You must devote at least 20 hours per week to the practicum. Most often students work full time—40 hours per week—on the practicum. For persons without previous nursing home related experience, the practicum must be a minimum of 400 hours. Every practicum must include a series of activities specified in board rules. See attached information entitled “Practicum.”

If I have experience in a nursing home, must I still do a practicum?

The answer here is, “it depends”—on the type and amount of experience you have had. If you have been an administrator in another state for a year or more or if you have been an assistant administrator in a nursing home for one year, you may present evidence to have the practicum waived entirely. If you have had other types of employment in a nursing home or hospital or other high level administrative experience you may be eligible to have the number of hours of required practicum reduced to 300, 200, or even 80 hours. See attached information entitled “Practicum.”

Acting Administrator Permits

When I'm almost done with my requirements, can I get an acting permit to use in searching for a job?

No, an acting permit is issued only in conjunction with a specific vacancy at a specific nursing facility and applies strictly to work at that facility. What you can do instead is send the board office an authorization to disclose information about your pending licensure status to requesting employers. The board can then verify on request that you have completed x and y and have only z left to finish to obtain your license.

If I get a job offer and am not quite through with all my requirements, can I take the job on a temporary basis with the expectation of continuing once I have my license?

Yes, provided you obtain an acting administrator permit from the board. Before doing so, however, you will want to be sure that you can complete all remaining requirements within six months from the termination of the facility's previous licensed administrator since permits cannot be extended beyond that six month period. You will want to explore this option carefully and consult with board staff before accepting a position on a temporary basis.

What is an acting administrator permit?

It is authorization from the board to serve a particular nursing facility as its acting administrator for a maximum of six months from the termination of the facility's previously licensed administrator. It is issued to give the facility time to conduct a search and make a permanent appointment of a fully licensed administrator. An acting permit requires a request from the management of the facility involved and a separate application verifying that the person selected to serve as acting administrator has either previous experience in the management of a nursing home or has completed at least half of the requirements for full licensure. Any person who is appointed on an acting permit must also pass the state exam. The fee for an acting administrator permit is \$250 and cannot be applied to the permanent license.

Licensure fees, etc.

How much will it cost to obtain my license?

BENHA and all other health-related licensing boards receive no general tax funding. Rather, they are completely user funded. Thus the board must charge fees for all services it performs. The fees involved in the licensure process are as follows:

- \$150 to open a file with the board and begin the licensure process
 - \$50 optional fee for review of education and/or experience to determine how many of the requirements for licensure you may already have completed. You may choose to request this service to help you decide whether or not you want to begin the licensure process. This fee is charged only if you seek the determination from the board prior to opening a file. If you seek the determination and then follow through with an official application to begin the licensure process, the \$50 fee is applied to the \$150 filing fee provided you apply to open a file with the board within one year of paying the \$50 review fee.
 - \$350 to take the NAB exam (This fee must be paid to the test service, not to BENHA.)
 - \$75 to take the State exam
 - \$220 (\$200 licensure fee+\$20 OET Surcharge*) to obtain a license once all requirements are complete if initial license is conferred between July 1 and December 31; \$110 (\$100 licensure fee+\$10 OET Surcharge*) if the license is conferred between January 1 and June 30.
- All fees paid to the board are non-refundable.

* In 2009, the legislature enacted MN Statute 16E.22 which mandates all state agencies to collect a temporary surcharge of 10% of the licensing fee for business, commercial, professional and occupational licenses. This includes all health occupational licenses and must be collected as a pass through to the Office of Electronic Technology, a general fund agency. This fee must be collected from July 2009 through June 2015.

Another cost associated with meeting licensure requirements is tuition to enroll in courses to satisfy the board's requirements. The per-credit cost of courses varies from school to school. Consult the program director or course catalog for the schools at which you are considering taking courses.

How does the licensure process work? Will you keep me informed of my progress?

Upon receipt of your application to open a file with the board, BENHA staff will review your application and any accompanying documentation. They will assign you an identification number and will notify you of your ID number and of the date of your application receipt. Your application is valid for 18 months. You must reapply if you have not obtained licensure within that time. The staff will also let you know by e-mail or written document which of the requirements your documentation satisfies and which requirements you have left to complete. Each time critical information is received from you, from the school(s) where you're completing courses, or from NAB about test scores, etc., board staff will provide you an "update" to let you know what the office shows to your credit and what you have left to finish. When you have met all the requirements and qualify to be fully licensed, BENHA will mail you an initial license application form to complete and return, along with the fee, to apply for your license as an administrator.

Once I get my license, how do I find a job?

Keep your eyes and ears open and network. Be sure that everyone you know in the long-term care industry knows that you will soon obtain your license and be looking for a job as an administrator. Check the employment ads in your local and statewide newspapers—both in the administrative and health care sections. Become a student member of either or both of the associations that serve long term care facilities and their staff.

Care Providers of Minnesota Inc. (CPM) offers free membership in their association to students who are enrolled in recognized academic programs upon application signed by an instructor in the program. That entitles you to receive their weekly newsletter which lists openings advertised by their member long term care facilities. Once you graduate you can continue as a personal member for a cost of \$200 per year, which entitles you to continue to receive the weekly newsletter and to provide CPM your resume for referral to their facilities on request. Call (952) 854-2844 for further information. Web site: <http://careproviders.org>

On September 17, 2008, the Minnesota Health and Housing Alliance (MHHA) changed its name to Aging Services of Minnesota. It offers a student membership program free of charge to persons who are current, full-time students in a senior housing or Long Term Care licensure program at an accredited post-secondary institution. To be eligible you must be either a junior or senior in such a program or a student intern at an MHHA-member facility (not available to licensure candidates who are also full-time employees of a long-term care or housing facility). Benefits include a complimentary subscription to the weekly association newsletter, *Monday Mailing*, which contains information on job openings; a free directory of member facilities; reduced tuition for educational programs sponsored by the association; a resume referral service; invitation to attend district meetings; and, following the end of the student membership benefit period (six months after graduation date), the opportunity to subscribe to *Monday Mailing* at the individual job-seekers rate (\$30 per three months). For further information contact Aging Services of Minnesota at (651) 645-4545. Web site: www.agingservicesmn.org/

BENHA itself maintains a file with contact information of licensees who are looking for employment (either on a permanent or interim basis) that staff refers to facilities and management companies on request. Management companies for large groups of nursing and senior housing facilities are often looking for staff to join their organizations. Develop an appropriate cover letter expressing your interest in their organization and send them a copy of your resume. Also check out the trade publications in the long term care field. They usually have sections listing employment opportunities in each issue.

How do I make a good decision about my first administrator job?

Ask around, do some research. But, whatever decision you make, be sure to check the survey history of the facility. Survey information is required to be available at the facility. Ask to see it. It is also available on line at the Minnesota Department of Health, Licensing and Certification Program. Note the number and kind of deficiencies cited during the last surveys. Do problems seem to be increasing or decreasing? Are they so numerous that the facility may just be too big a challenge for any new administrator—even you?

While getting a job is important, getting the right job is even more important. Keep your eyes open and don't let the need to get started somewhere blind you to problems that might make your first administrator job an experience you will need to work extra hard in the long run to overcome. Know your own strengths and weaknesses. Learn the facility's strengths and weaknesses. Decide whether you have a potentially good or bad match.

Once I'm licensed how often must I renew my license and what must I do to renew it?

BENHA requires annual licensure renewal. All licenses are issued through June 30 of each year and must be renewed by July 1. In May of each year, the board will send you an application for renewal, which requires you to inform the board of the continuing education credits you have completed during the preceding year (the CE "year" runs from May 1 – April 30). Each licensee is required to complete 20 credits every year. The number of credits required in your first year of licensure is prorated, depending upon how long you are licensed during that year. The board reviews and approves continuing education workshops for sponsoring organizations and posts notice of approved workshops and seminars. The current renewal fee is \$220 (\$200 licensure fee and 10% Office of Enterprise Technology surcharge*).

* In 2009, the legislature enacted MN Statute 16E.22 which mandates all state agencies to collect a temporary surcharge of 10% of the licensing fee for business, commercial, professional and occupational licenses. This includes all health occupational licenses and must be collected as a pass through to the Office of Electronic Technology, a general fund agency. This fee must be collected from July 2009 through June 2015.

Once licensed, you will have a number of professional obligations, like keeping the board informed of your mailing address and phone number, practicing in accord with statutes and board standards, etc. But that's the subject of another handbook, "Information for Licensees." Best of luck as you pursue that goal. Call the board office whenever you have questions. Staff will be happy to help.

CHECKLIST—Requirements for Nursing Home Administrator Licensure

All applicants:

- Notarized application to open a file with the board
- \$150 fee to open a file with the board
- Resume
- Bachelor's or Master's Degree official transcripts sent by the school to the board
- Application for state exam
- \$75 fee for state exam
- Application for full licensure for the remainder of the licensure year (July–June), to be sent upon receipt of notification from BENHA that all requirements have been met.

Initial Licensure fee: \$220 (\$200 licensure fee and 10% Office of Enterprise Technology surcharge*) if licensed between July 1 and December 31 or \$110 (\$100 licensure fee and 10% Office of Enterprise Technology surcharge*) if licensed between January 1 and June 30.

* In 2009, the legislature enacted MN Statute 16E.22 which mandates all state agencies to collect a temporary surcharge of 10% of the licensing fee for business, commercial, professional and occupational licenses. This includes all health occupational licenses and must be collected as a pass through to the Office of Electronic Technology, a general fund agency. This fee must be collected from July 2009 through June 2015.

Applicants for initial license

- Information sheet regarding computer testing will be sent to new applicants
- \$350 fee to be paid to NAB test service for computer-based administration of NAB exam (April 2012)

Applicants for initial license (and applicants currently licensed in other states who do not qualify for course waiver)

Submission of documentation (transcripts from school to be sent directly to BENHA for courses taken in approved programs—transcripts plus documentation of course content for courses taken elsewhere) to show completion of courses in the following:

- Organizational Management
- Managerial Accounting
- Gerontology
- Health Care & Medical Needs
- Nursing Facility Services
- Human Resources
- Regulatory Management
- Information Uses
- Practicum
- Optional—documentation to support a request for reduced number of practicum hours

Applicants already licensed as nursing home administrators in one or more other states

- Submission of form (included with the application to open a file with the board) and required fee to the licensing board of each state in which licensed. The form is to be completed by that board and sent to MN-BENHA to verify NAB scores and in-good-standing licensure status information

- ❑ Optional—documentation to support request for waiver of all MN course requirements based upon two years of experience (in the last 5 years) as a practicing licensed nursing home administrator in another state.
- ❑ Optional—documentation to verify current certification as a nursing home administrator from the American College of Health Care Administrators

ACADEMIC INSTITUTIONS
OFFERING BOARD APPROVED PROGRAMS
TO MEET COURSE REQUIREMENTS FOR LICENSURE

University of Minnesota, Twin Cities—Center for Aging Services Management, a non-traditional program, offers courses specifically designed to meet the board’s requirements. Each course requires one and a half to five days on campus at the Earle Browne Center in St. Paul depending upon the number of credits the course commands. The rest of the work for the courses is accomplished in independent study. The complete set of courses (24-26 credits) is offered sequentially so that a student may complete all requirements within one year. The courses are not part of a degree program but can be transferred to other schools toward a bachelor’s degree (most notably Metro State University) or can be taken for graduate credit.

U of MN Twin Cities	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	PubH 7580	PubH 6535*	PubH 7581	PubH 7584	PubH 7581	PubH 7580	PubH 7587	PubH 7588	PubH 7582

Contact: Diane McClellan or Les Grant, Center for Aging Services Management, University of Minnesota, D262 Mayo, MMC 510, 420 Delaware St. SE, Minneapolis, MN 55455.

Phone 612-626-7349 Fax: 612-624-8328 EMAIL: grant004@tc.umn.edu or mccle005@umn.edu

University of Minnesota, Crookston, offers a bachelor’s degree in health management through a combination of on-campus and distance learning courses. Students who are already degreed may enroll to complete all or some of the courses to meet licensure requirements. Online learning is available to meet the board’s requirements for organizational management, managerial accounting, gerontology, health care and medical needs, nursing facility services, human resources, regulatory management, and information uses and practicum.

U of MN Crookston	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	HSM 3200*	ACCT 2102*	SOC 3937*	HSM 3030*	HSM 3230*	MGMT 3220*	HSM 4210* & HSM 4212*	HI 3020*	HSM 3900

Contact: Bill Peterson, Interim Director of Math, Science, & Technology, University of Minnesota, Crookston, 151 Dowell Annex, 2900 University Ave, Crookston, MN 56716.
 Phone: 218-281-8264 Fax: 218-281-8080 E-MAIL: bpeterso@umn.edu

ACADEMIC INSTITUTIONS
OFFERING BOARD APPROVED PROGRAMS
TO MEET COURSE REQUIREMENTS FOR LICENSURE

[Concordia College, Moorhead](#), offers a traditional four-year program leading to a bachelor's degree in business with a special sequence in long-term care administration. While the program lends itself best to the full-time student, interested persons can make special arrangements to take only some of the required courses to supplement a previous degree.

Concordia Moorhead	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	BUS 339	ACC 256	SOC 351	BUS 323	BUS 386	BUS 341	BUS 486	BUS 328 or BUS 415	BUS 492

Contact: Daniel V. Anderson, PhD, Concordia College, Long Term Care Administration Program, 901 8th St S, Moorhead, MN 56562.

Phone: 218-299-3950 Fax: 218-299-4277

E-MAIL: danderso@cord.edu

[Minnesota State University, Mankato](#), offers a traditional four-year program leading to a bachelor's or master's degree in a variety of fields depending upon the student's emphasis. Persons already possessing a degree can also register for any of the required courses. Most courses may be taken at the graduate level and the school offers a master's program in gerontology.

MSU Mankato	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	MGMT 330 or HLTH 659*	ACCT 217 MBA 6390	SOC 4/504 or GERO 200 or GERO 600*	HLTH 4/555 or NURS 340	GERO 4/580*	POL 4/563 or MGMT 340 or POL 662	GERO 4/580*	MGMT 200	GERO 4/698

Contact: Donald Ebel, PhD, Director of Aging Studies Program, Director of the Chesley Center on Aging, Assistant Professor, Dept. of Sociology and Corrections, Minnesota State University, 113 Armstrong Hall, Mankato, MN 56001.

Phone: 507-389-5188

E-MAIL: donald.ebel@mnsu.edu

Web: <http://sbs.mnsu.edu/agingstudies>

ACADEMIC INSTITUTIONS
OFFERING BOARD APPROVED PROGRAMS
TO MEET COURSE REQUIREMENTS FOR LICENSURE

Minnesota State University, Moorhead, offers a traditional four-year program leading to a bachelor's degree in Health Services Administration with an emphasis in long term care administration. While the program lends itself best to the full-time student, interested persons can make special arrangements to take only some of the required courses to supplement a previous degree.

MSU Moorhead	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	HSAD 416	HSAD 419	SW 308	COMH 401	HSAD 421	MGMT 440	PARA 416 & HSAD 418	MGMT 370	HSAD 469

Contact: Melanie Schicker, EdD, Assistant Professor, School of Nursing and Healthcare Leadership, Minnesota State University Moorhead, 213 Lommen Hall, 1104 7th Ave S, Moorhead, MN 56563.
 Phone: 218-477-2312 EMAIL: melanie.schicker@mnstate.edu

St. Cloud State University, St. Cloud, offers courses to meet the board's requirements out of their Political Science Department. The courses may be taken as part of a bachelor's degree program or strictly to meet board requirements. Courses may also be taken at the graduate level. The school has a graduate certificate program in gerontology. Most courses are offered on campus and meet several times a week with some courses periodically available for evening enrollment.

St. Cloud State	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility S ervices	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	POL 380	ACCT 291/2	GERO 208	GERO 208 & BIO 266	POLS 488*/588	POLS 482 or MGMT 352	POLS 466*/566	POL 201	POLS 444/644

Contact: Patricia Bodelson, St. Cloud State University, Department of Political Science, 320 Brown Hall, 720 4th Ave S, St. Cloud, MN 56301-4498.
 Phone: 320-308-2035 Fax: 320-654-5422 EMAIL: pbodelson@stcloudstate.edu

ACADEMIC INSTITUTIONS
OFFERING BOARD APPROVED PROGRAMS
TO MEET COURSE REQUIREMENTS FOR LICENSURE

University of South Dakota, Vermillion, SD, offers a traditional four-year program leading to a bachelor's degree in health care administration with a special sequence in long-term care administration which meets the Minnesota license requirement. While the program lends itself best to the full-time student, the program is developing a Master's Degree in LTC and interested persons should contact the program director to make special arrangements to take only some of the required courses to supplement a previous degree.

USD Vermillion, SD	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	BADM 482 & BADM 369 HSAD 415/515	HSAD 410 HSAD 411/511	HSAD 325^ HSAD 460/560	HSAD 400^/500	HSAD 420	BADM 460 BADM 461/561	HSAD 350 & HSAD 305	BADM 323	HSAD 495/595

Contact: Jen A. Porter, MBA, USD, Beacom School of Business, 414 East Clark Street, Vermillion, SD 57069
 Phone: 605-261-8004 Fax: 605-677-5058 E-MAIL: jeanette.porter@usd.edu

University of Wisconsin, Eau Claire, offers a bachelor's degree program with a major in health care administration. The senior year is a 50-week residency at a long-term health care facility with a great deal of "hands on" experience.

UW Eau Claire, WI	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	MGMT 340 & HCAD 302 & HCAD 421	HCAD 375 & HCAD 407	HCAD 222	BIOL 151 or 214 & all: NRSB 220, HCAD 222, 401, 403	HCAD 401, 403, & 404	MGMT 349 & HCAD 405	BSAD 305 & HCAD 301 & 413	IS 240 & MATH 246 & HCAD 406	HCAD 401 (15 credits), 403, 404, 405, 406, 407, 408, 413, 420, 421, 422

Contact: Jennifer Johs-Artisensi, Ph.D., MPH, Associate Professor & Program Director, Health Care Administration, Dept. of Management and Marketing, College of Business, UW-Eau Claire, 419 Schneider Hall, Eau Claire, WI 54702.
 Phone: 715-836-3589 E-MAIL: johsarjl@uwec.edu

ACADEMIC INSTITUTIONS
OFFERING BOARD APPROVED PROGRAMS
TO MEET COURSE REQUIREMENTS FOR LICENSURE

St. Mary's University, Minneapolis Campus , Rochester Campus or 100% Online programs offers a Master of Arts in **Health and Human Services Administration** degree program with a variety of options to complete courses that meet the BENHA requirements. On campus courses are evenings and occasional Saturdays. You may register for just a few courses or complete 36 credits for the Master's degree. The Master's degree can be completed in 1 to 5 years excluding practicum. Start anytime.

For those living in Central Minnesota, you may enroll in all the BENHA courses in a blended format which is mostly online with a few Saturdays in Minneapolis.

Please note the SMU 100% Online program has a different website and contact information.

St. Mary's U Mpls & Rochester, MN	1. Organizational Management	2. Managerial Accounting	3. Gerontology	4. Health Care & Medical Needs	5. Nursing Facility Services	6. Human Resources	7. Regulatory Management	8. Information Uses	9. Practicum
	HS 671*	HS 662*	HS 604*	HS 606*	HS 601*	GM 655*	HS 651*	HS 612*	HS 692, 693, 694, 659*

Contact:

Minneapolis : Jackie Austin at jaustin@smumn.edu (612) 238-4570
Rochester: Kate Connor at kconnor@smumn.edu (507) 285-1410
Online program: Tracie Shilow (877) 308-9954

Minnesota also accepts completion of long-term care curricula completed at the following educational institutions approved by The National Association of Examiners of Long Term Care Administrators (NAB) as meeting course requirements for licensure. Their web site has contact info: <http://nabweb.org/>

The following institutions are currently accredited by NAB:

- [Bowling Green State University](#) (Ohio)
- [Concordia College](#) (Minnesota)
- [George Washington University \(DC\)](#)
- [Kent State University](#) (Ohio)
- [Ohio University](#)
- [Shawnee State University](#) (Ohio)
- [Southern Adventist University](#) (Tennessee)
- [St. Joseph's College](#) (Maine)
- [University of Scranton](#) (Pennsylvania)
- [University of Wisconsin—Eau Claire](#)

LICENSURE AND COURSE REQUIREMENTS
for Minnesota Nursing Home Administrators
EXCERPTS FROM BOARD RULES

6400.6000 LICENSURE REQUIREMENTS.

The board shall issue an individual a license to practice as a nursing home administrator in Minnesota upon determining that the individual:

- A. has filed a completed application for licensure under part 6400.6100;
- B. meets the requirements specified in Minnesota Statutes, section 144A.20;
- C. has obtained a bachelor's degree from an accredited post-secondary institution;
- D. has passed the national examination for nursing home administrator developed by NAB to test knowledge of subjects pertinent to the practice of nursing home administration as identified in the NAB job analysis for nursing home administrator;
- E. has passed the state examination given by the board to test knowledge of Minnesota laws and rules governing nursing facility operations in Minnesota;
- F. has presented evidence, as specified in part 6400.6570, that the applicant has satisfactorily completed courses in each of the areas specified in part 6400.6500, or qualifies for waivers under part 6400.6560;
- G. has not had their application rejected by the board under part 6400.6100, subpart 5; and
- H. has paid the fees required under part 6400.6970.

COURSE REQUIREMENTS

1. ORGANIZATIONAL MANAGEMENT

An applicant must complete a course in organizational management covering the basic management functions of:

- A. planning and objective setting;
- B. organizing and delegating; and
- C. observing, monitoring and evaluating outcomes including customer satisfaction.

2. MANAGERIAL ACCOUNTING

An applicant must complete a course in managerial accounting, beyond introductory accounting, covering:

- A. budgeting and fiscal resource allocation; and
- B. interpreting financial information to monitor financial performance and position and to make managerial decisions.

3. GERONTOLOGY

An applicant must complete a course in gerontology covering:

- A. the physical, social and psychological aspects of the aging process; and
- B. programs and services designed to meet the needs of the aged population.

4. HEALTH CARE & MEDICAL NEEDS

An applicant must complete a course in health care and medical needs of nursing facility residents covering:

- A. differentiation between the aging process and the disease process;
- B. common conditions, issues, diseases, illnesses, disabilities, and treatments of nursing facility residents including dementia (cognitive decline including Alzheimer's disease); AIDs; pressure sores; infections; mobility, falls and restraints; incontinence and constipation; sensory impairments; depression; nutrition; iatrogenesis (health care system induced medical problems); drug use and end of life pain management; and
- C. medical and pharmacological terminology.

5. NURSING SERVICES, PROGRAMS, AND ISSUES

An applicant must complete a course in the organization, operations, functions, services and programs of nursing facilities covering:

- A. governing and oversight bodies and their relationship to the administrator;
- B. administrative responsibilities and structures;
- C. operations and functions of each facility department;
- D. functions and roles of professional and non-professional staff and consulting personnel; and
- E. issues of cultural diversity and human relationships between and among employees and residents of nursing facilities and their family members.

6. HUMAN RESOURCES

An applicant must complete a course in human resource management covering:

- A. staffing;
- B. equal employment opportunity, affirmative action and workforce diversity;
- C. compensation and benefits;
- D. coaching and performance management;
- E. training and development;
- F. labor relations, including union contract negotiation and administration; and
- G. employment law.

7. REGULATORY MANAGEMENT

An applicant must complete a course in regulatory management covering the legal, regulatory and funding provisions and requirements governing operation of nursing facilities and health care programs including:

- A. resident rights and protection from maltreatment;
- B. professional and biomedical ethics, including advance directives;
- C. guardianship and conservatorship;
- D. liability, negligence and malpractice;
- E. data confidentiality, privacy and practices;
- F. professional licensing, certification and reporting for staff and consulting personnel;
- G. health and safety codes including OSHA and National Life Safety Code;
- H. Medicare and Medicaid, standards for managed care and sub-acute care, and third party payer requirements and reimbursement;
- I. federal and state nursing home survey and compliance regulations and processes;
- J. requirements affecting the quality of care and life of residents, including measurement of outcomes from clinical and resident-satisfaction perspectives;
- K. resident acuity and assessment methodology; and
- L. quality assessment and assurance.

8. INFORMATION USES

Applicants must complete a course in the accumulation and analysis of data to inform management decision-making including:

- A. strategic uses of data and information;
- B. data accumulation, storage, integration from multiple sources, manipulation and presentation;
- C. needs assessment and analysis methodologies; and
- D. measures, analysis and assessment of outcomes including customer satisfaction and quality improvement.

6400.6750 EVIDENCE OF COURSE COMPLETION.

Subpart 1. **Types of evidence.** Evidence to verify satisfactory completion of requirements specified in part 6400.6500 must consist of one or more of the following:

- A. transcripts showing completion at an accredited academic institution of a course of study approved by NAB as providing coverage of the domains of practice identified in the job analysis performed by NAB for nursing home administrator: Note: No MN programs have yet been so approved.
- B. transcripts or attestation of the program director showing completion of an academic program designated by the board as an approved academic program under part 6400.6660; or
- C. transcripts and other supporting documentation such as course outlines, course catalog descriptions, and text coverage information, showing completion of individual academic courses taken for credit at an accredited post-secondary institution which meet the requirements of part 6400.6500, provided that applicants may supplement evidence of completion of an accredited academic course which covers at least two-thirds of the topics listed in part 6400.6500, subpart 1,4,5,6,7, or 8, with evidence of completion of continuing education courses for the remaining topics. The continuing education courses must be approved by the board in the same manner as the board reviews and approves clock hours for continuing education courses for licensees under part 6400.6870, subparts 2 and 3.

Note: The above means that proposed rules will permit applicants who have taken academic courses which cover most of the topics required for: 1) organizational management, 4) health care and medical needs, 5) nursing facility services, programs, and issues, 6) human resources, 7) regulatory management, and 8) information uses to present evidence of continuing education which covers the remaining topics—up to 1/3 of the total.

Subp. 2. **Supplementing evidence older than seven years.** Evidence presented under subpart 1 for completion of academic programs or academic courses taken more than 7 years prior to the submittal of the information to the board must be supplemented by either:

A. evidence that the applicant has been employed within the immediately past seven years in activities requiring use of the knowledge gained in the course; or

B. evidence that the applicant has completed continuing education within the past two years to renew and update knowledge gained in any academic course taken more than seven years prior.

PRACTICUM INFORMATION

6400.6600 PRACTICUM COURSE.

Subpart 1. **Requirements and content.** The practicum course must be approved by the board and taken for academic credit at an accredited post-secondary institution. It must provide practical learning experiences to complement the student's academic training and work or volunteer experience in long term care, general health care and management. Except as provided in this subpart, the practicum must include but need not be limited to the following:

A. a rotation through the departments of the nursing facility to provide the student exposure to and knowledge of all functions of the nursing facility. Whenever possible, the student shall be assigned to perform tasks not requiring special skill or licensure within each department. The time to be spent in each department for a student with prior experience shall vary in relation to the prior experience of the student. The time to be spent by a student without prior experience in management, health care or long term care must be divided approximately equally between administrative and resident care departments. The rotation experience of every student must include time at the facility during all work shifts;

B. participation in or review of the findings and results of regulatory inspections of the facility;

C. observation of the integrative and administrative role of the administrator through attendance with the administrator at meetings with staff, governing bodies, community groups, resident councils, and other groups;

D. observation of the relationships between the facility and community and other health care providers and organizations operating in the continuum of health care;

E. participation in an in-service education session; and

F. completion of a major project, study, or research effort designed to improve operations at the facility or provide information upon which a major decision facing the facility and its management can be made;

Items B and E need not be included in the practicum of a student taking a practicum of 200 hours or less if the student has participated in the specified activities during prior health care work experience.

Subp. 2. **Facility requirements.** The practicum course must be conducted within a nursing facility and require the student's attention to practicum activities at the facility for at least 20 hours per week. Upon mutual agreement of the academic institution and nursing facility preceptor, a licensed nursing facility may serve as the practicum site for a student who is employed by the nursing facility, provided that the student is relieved of all previous duties during the time of the practicum experience.

Subp. 3. **Preceptor requirements.** The practicum must be supervised by a preceptor who is a currently licensed nursing home administrator who has been licensed and practicing as a nursing home administrator for at least two years. A preceptor may not supervise a student who is a related individual or who resides in the immediate household of the preceptor.

Subp. 4. **Faculty requirements.** Each student practicum must be coordinated with a faculty advisor from an academic institution. The faculty advisor shall work cooperatively with the preceptor to review results of student practicum experiences in the preceptor's facility. The faculty advisor shall consult periodically with each student enrolled in the practicum to review the student's experience and assist the student in relating the facility practicum experience to the other required academic courses.

6400.6650 PRACTICUM DURATION

Subpart 1. **Waiver and minimum number of hours.** The minimum number of hours to be spent by each individual in the practicum experience shall vary according to the following schedule:

A. waived for an individual who has one year of continuous full-time employment as the licensed administrator and chief executive officer or the assistant administrator of a nursing facility, provided that the individual presents the board evidence that the individual's employment as assistant administrator includes items A to F of part 6400.6600, subpart 1. Time working as an acting administrator under an acting license or permit in the same nursing facility where the individual also served as the licensed administrator or assistant administrator is counted in meeting this standard if the individual's employment under both titles combined was one continuous year.

The rules define assistant administrator: "Assistant administrator" means an individual who reports to the nursing home administrator, assumes charge of the facility in the administrator's absence, and has ongoing managerial and supervisory authority over both administrative and resident care functions, operations, and staff in a nursing facility

B. 80 hours for an individual who has served one year or more full time as a hospital administrator or hospital assistant administrator with responsibility for both resident care and administrative functions, or who has served two or more years full-time or the equivalent number of hours as the director of nurses in a nursing facility.

C. 200 hours for an individual who has served two or more years as a department manager with supervisory and budgetary responsibility in a hospital or nursing facility. This also applies to:

(1) an individual not meeting the requirements for assistant administrator under item B or the definition in part 6400.5100, but who has otherwise held that title in a nursing facility or hospital and performed under the title for two or more years;

(2) an individual who has served as director of nurses in a hospital for two or more years; and

(3) an individual who has served two or more years as an administrator or assistant administrator of one or more long term care facilities for 25 or more developmentally disabled residents.

D. 300 hours for an individual who has two or more years of employment in a hospital or nursing facility in any professional capacity or in any direct patient care capacity.

E. 300 hours for an individual with two or more years of non-health care related managerial or administrative employment experience including supervision of at least 25 employees and responsibility for an annual budget of at least \$250,000; or

F. 400 hours for an individual with none of the experience specified in items A to E.

The amount of experience required to qualify for a practicum reduction under items C, D, and E shall be measured in full-time equivalency at the rate of 35 hours per week.

Subp. 2. **Duration of individual student practicums.** Each applicant must complete a 400 hour practicum unless presenting evidence to the board that the applicant has experience as described in subpart 1, items A to E, for a reduction in the number of practicum hours. The board shall determine the minimum number of hours of practicum to apply to be completed by an applicant by comparing the applicant's experience to the requirements in subpart 1 and shall notify the applicant of the board's decision.

INFORMATION FOR ADMINISTRATORS LICENSED IN OTHER STATES

COURSE WAIVER

Waiver of all course requirements. The board shall waive part 6400.6500 if the applicant meets all other licensure requirements and submits satisfactory evidence of having actively and effectively served full time for a minimum of two continuous years within the immediate past five years as the licensed nursing home administrator and chief executive officer of one or more nursing facilities in a single jurisdiction regulated by the licensing board of that jurisdiction. Time working as an acting administrator under an acting license or permit or as an administrator-in-training does not count to meet this requirement. To determine the effectiveness of the applicant's service, the board shall review the results of the two most recent regulatory inspections of the nursing facilities administered by the applicant.

RECIPROCITY

The board shall issue a license to a nursing home administrator who has been issued and currently holds a license as a nursing home administrator in another jurisdiction provided that the applicant is currently certified as a nursing home administrator and provides the board evidence of having successfully completed a professional certification program in nursing facility administration endorsed by NAB.

Note: NAB has approved the professional certification program offered by the American College of Health Care Administrators. For information about that program, call ACHCA toll-free (888) 88-ACHCA. Information is also available on the ACHCA web site at <http://www.achca.org>.