

## How to apply for a **Shared Director Application**:

1. Go to the application portal homepage at <https://nha.hlb.state.mn.us/#/Login>
2. Enter your individual username and password. If you do not know your login credentials, choose for Forgot username/Password. You will be prompted with security questions. If you still have difficulty, click on the BELTSS Account Technical Support Request Form.

### LOGIN

- All individuals must register for an account to submit an application to the Board. Please register via the **Register to Access Site** link below.
- If you have forgot your account information please utilize the **"Forgot Username/Password"** feature under the login button.
- If you can not utilize the **"Forgot Username/Password"** please fill out the [BELTSS Account Technical Support Request Form](#).

USERNAME

PASSWORD

Log In

NAVIGATE

[Register to Access Site](#)

[Forgot Username/Password](#)

[Search for a Licensee](#)

3. Choose Apply for a License in the General Tab of your application portal.

### GENERAL

Choose from these options to access features not specific to your current records with our agency.

NAVIGATE

[Apply for a License](#)

[License Verification](#)

[Search for a Licensee](#)

4. Choose the type of shared license you are requesting based on your license type or permit. For those with Assisted Living Director licenses, **Type: Shared Assisted Living Director** and **Basis: ALD-Secondary**.

#### APPLY FOR A LICENSE

TYPE	BASIS
Shared Assisted Living Director X v	ALD-Secondary X v

#### ACKNOWLEDGMENT

- Minnesota Statutes and Rules**  
Before answering questions on this application, we recommend you become familiar with [Statutes Sections 144A.04, 144A.18 through 144A.291](#), and viewable online. By submitting payment, you agree that you have read and understand the State Laws and Rules.
- Licensure Requirements**  
It is strongly suggested that applicants view the application requirements for their respective licensure application type prior to proceeding with the on into licensed professionals. Information for each licensure track can be viewed using the links below:
- **Licensed Health Service Executive (LHSE):** allows an individual to be the administrator/director of Skilled Care (SNF) Assisted Living (AL) and F Services Executive license may be used for a single SNF and AL campus.  
Link to Application Page: <https://mn.gov/boards/beltss/hse/general/requirements.jsp>
  - **Licensed Nursing Home Administrators (LNHA):** The LNHA is a requirement from Centers for Medicare and Medicaid (CMS) for all skilled nursi equivalency review and determination, or endorsement from another state.  
Link to Application Page: <https://mn.gov/boards/beltss/nha/general/requirements.jsp>
  - **Licensed Assisted Living Director(LALD):** The LALD is a licensure type required for managers/directors in settings defined by the Minnesota De Residence) state and national exams.  
Link to Application Page: <https://mn.gov/boards/beltss/ald/general/requirements.jsp/>

For Residency Permit Directors, **Type: Shared Residency Permit** and **Basis: SP-No Basis**.

#### APPLY FOR A LICENSE

TYPE	BASIS
Shared Residency Permit X v	SP-No Basis X v

5. Complete the acknowledgement by attesting to reading the Minnesota statutes and Rules and licensure requirements. All applicants should be familiar with these rules and statutes prior to choosing the continue button in the lower right-hand corner.

6. Follow the prompts to complete the application. A fee will apply, and a receipt will be issued if successfully paid.
7. Once the board receives your application and fee, you will receive an email notification with the shared agreement form that MUST be submitted for approval by the board. This is also available on our website.
8. Once the agreement is approved, your license/permit will be issued, and a certificate will be mailed to the mailing address on file.
9. Update your Director of Record with dates of employment for this facility. All shared licenses must be obtained within 15 days of assuming the position.