

Application for Initial Minnesota LNHA License

The Initial Licensure Fee is the fee for your first license. The fee is \$250 if issued between July 1 and December 31 and \$100 if issued between January 1 and June 30. Send a check or money order payable to BELTSS with this form. Please read the following statements. By signing the form you below you are attesting to the statements.

- I have read and understand my responsibilities as a Licensed Administrator as outlined in Minnesota State Rules 6400.
- I understand that my initial license is valid from issue date through June 30 in the first year of licensure and from July 1 through June 30 thereafter.
- I have reviewed and understand the fees associated with licensure.
- I understand that I am required to submit 20 continuing education clock hours and renew annually.
- I understand that I must notify the Board within five days of any change to contact information.
- I understand I must notify the Board of any status changes I have as the Administrator of Record for a skilled nursing facility (SNF).

Print your name below as you wish it to appear on your license.

Name:		
Phone:	Email:	
Mailing Address:		
City:	State:	Zip:

My signature below signifies my agreement to comply with the Laws of the State of Minnesota, the rules of the Minnesota Board of Executives for Long Term Services & Supports and of other Minnesota State agencies with rules regarding the licensure of a nursing home administrator and operation of a skilled nursing facility in Minnesota.

Print Name

Signature

Date Signed

FOR OFFICE USE ONLY:

Payment Method:
 Payor Name:
 Amount: \$225(RSCS: 640102 (\$250.00))
 Amount: \$100(RSCS: 640114 (\$100.00))

Deposit #
 Date Received:
 Date Processed:

Continuing Education for First Year NHA Licensees

KEEP THIS PAGE FOR YOUR RECORDS

You will have prorated CEUs your first year of licensure.

All licensees renew May to June 30 annually.

If Licensed in...	You will need # CEUs to Renew
July	20
August, September, October	15
November, December, January	10
February, March	5
April, May, June	0

The rules for gathering Continuing Education Units (CEUs) are pretty simple. If the CEU is something on the list in the BELTSS Rules 6400.6850, other than courses, you do not have to ask for approval, it is already considered approved. You must maintain documentation. Preapproved CEUs will always have an approval number, such as MN 23-1234. All CEUs that meet the following requirements are automatically approved:

- CEUs listed on BELTSS' approved CEU list
 - The list of BELTSS approved CEUs can be found on the BELTSS website in the "Continuing Education" section; it is listed in the website navigation.
- CEUs that are approved by NAB
 - NAB CEUs are usually 12 digits long and accompany the NAB logo or a written indication they are NAB approved.
- CEUs that are approved by another state NHA board
 - the approval from the state's board must be indicated on the certificate.

Remember, always keep your certificate of attendance for each CEU as proof of attendance. In the event of an audit, you will submit evidence of all documentation to validate your attendance with a certificate of proof of attendance. If you attended a CEU event that is not on the BELTSS or NAB list, you must get it approved by the Board. You can find the application for CEU review on the Forms & Tutorials" section the BELTSS website (<https://mn.gov/boards/nursing-home/>). The fee must be paid by check or money order mailed to the BELTSS office. The CEU you are requesting approval for must meet the CEU requirements in the BELTSS rules [6400.6400](#). These rules can be found on the Minnesota Revisors' website here: <https://www.revisor.mn.gov/rules/6400.6400/>

As a point of interest, it is possible to have the CEUs on the NAB list will be automatically transfer to your BELTSS account seasonally. However, to access this feature this you must sign up for a NAB account and for the NAB's CE Registry. The NAB CE Registry is complimentary* for those individuals who are long term care administrators licensed by a NAB member board. More information can be found on the NAB website here: <https://www.nabweb.org/ceregistry>. There is an instructional manual on the same NAB webpage called "The NAB CE Registry Handbook". The Board office highly recommends you sign up for this service as it tends makes license renewals less stressful for licensees. Most national CE vendors now require a NAB CE Registry number.

As always, it is your professional responsibility to make sure that you read and understand the content of the State Rules and laws governing your profession, but keep in mind we are always here to help! Please let us know if you have further questions.

Helpful Links:

- Information about continuing education can be found at this link: <https://mn.gov/boards/nursing-home/renew/>
- Frequently Asked Questions can be found here: <https://mn.gov/boards/nursing-home/cont-ed/faqs/>

With Regards,

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<https://mn.gov/boards/nursing-home/>