



**Alabama Board of Examiners of Nursing Home Administrators**  
**4156 Carmichael Road**  
**Montgomery, Alabama 36106**

**NOTICE OF INTENDED ACTION**

The Alabama Board of Examiners of Nursing Home Administrators intends to adopt amendments to its existing rules and regulations as follows:

<b><u>Rule No. &amp; Title:</u></b>	620-X-5-.03	Application for Examination
	620-X-6-.01	Continuing Education Programs of Study
	620-X-7-.01	Licenses
	620-X-14-.01	Effective Date
	Appendix A Form 3	Application for License as a Nursing Home Administrator
	Appendix A Form 4	Application for Renewal of NHA License

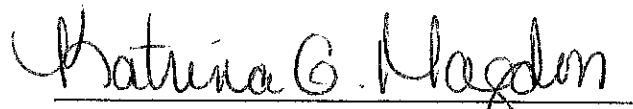
**Intended Action:** The Alabama Board of Examiners of Nursing Home Administrators proposes to amend the following rules: 620-X-5-.03, 620-X-6-.01, 620-X-7-.01, 620-X-14-.01, Appendix A – Form 3, and Appendix A – Form 4.

**Substance of Proposed Action:** We are proposing to add that an applicant must take the examination within one year of approval by the Board. The Board is proposing to increase the number of allowed long distance continuing education allowed from 6 hours to 9 hours. The Board is also making it the responsibility of the licensee to keep the Board updated on current contact address information. The Board will also change the effective date of the rules. The Board is adding the requirement for a valid driver's license to the nursing home application as well as an email address and changing the home number to cell number for contact information. The Board is changing the requirement for a social security number to only the last four digits and changing the home number to cell number for contact information on the license renewal form.

**Time, Place, manner of Presenting Views:** Interested persons may present their views orally or in writing to the executive Secretary of the Alabama Board of Examiners of Nursing Home Administrators, 4156 Carmichael Road, Montgomery, Alabama 36106. Requests for copies of the proposed amendments should be addressed to Katrina G. Magdon, Executive Secretary (334) 271-2342 or can be viewed on the Board web site at [www.alboenha.state.al.us](http://www.alboenha.state.al.us).

**Final Date for Comment and Completion of Notice:** Deadline for comments is June 3, 2016.

**Contact Person at Agency:** Katrina G. Magdon, Executive Secretary, Alabama Board of Examiners of Nursing Home Administrators, 4156 Carmichael Road, Montgomery, Alabama, 36106, (334) 271-2342, [kmagdon@anha.org](mailto:kmagdon@anha.org).

  
\_\_\_\_\_  
Katrina G. Magdon, Executive Secretary

620-X-5-.03      Application for Examination.

(1) An applicant for examination and qualification for a license as a nursing home administrator shall make application therefore in writing on the forms provided therefore by the Board, and shall furnish evidence satisfactory to the Board that he/she has met the pre-examination requirements as provided for in the State licensing statutes and Rule No. 620-X-5-.02 of these Rules and Regulations, and paid the required examination fee as determined by the Board.

(2) A candidate for examination shall submit with his/her application three letters from individuals engaged in either business, or professional work, who shall certify to the good moral character of the applicant. The applicant shall also submit satisfactory evidence that he/she has met the requirements as defined in 620-X-5-.02 (f) of these Rules and Regulations.

(3) An applicant for examination who has been convicted of a felony by any court in this state, or by any court of the United States, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to and file with the Board, a certificate of good conduct granted by the Board of Parole or, in the case of a conviction in any jurisdiction wherein the laws do not provide for the issuance of a certificate of good conduct, an equivalent written statement or document.

(4) An applicant for examination who has been convicted of a misdemeanor, except a petty traffic offense, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to, and file with the Board a certificate or letter of good conduct from the proper parole, probation, court, or police authorities wherein such conviction was had, or submit an equivalent written statement or document. For the purpose of this paragraph, a petty traffic offense shall be any and every misdemeanor relating to the operation of motor vehicles except: Driving while under the influence of intoxicating liquors, narcotics, stimulating or hallucinating drugs; leaving the scene of an accident; and manslaughter resulting from the operation of a motor vehicle.

(5) To establish suitability and fitness to qualify for a license for nursing home administrator, as required by the State licensing statute, prior to being permitted to take the examination for license as a nursing home administrator, the applicant may be required to furnish evidence satisfactory to the Board of:

(a) good health and freedom from contagious disease;

(b) absence of any mental impairment that would appear to the Board to be likely to interfere with the performance of a nursing home administrator;

(c) an understanding of the general and technical information necessary to the administration and operation of a nursing home, (i.e. applicable health and safety regulations);

(d) ability to assume responsibilities for the administration of a nursing home as evidenced by prior accredited activities and evaluation of prior services and evidence secured by the Board; and

(e) ability to relate the physical, psychological, spiritual, emotional, and social needs of ill and/or aged individuals to the administration of a nursing home, including executives of the nursing home, and to create the compassionate climate necessary to meet the needs of the residents therein.

(6) The basic requirements for suitability set forth herein are to be considered minimal and may not be waived.

(7) The applicant shall attach to his/her application a finished unmounted photograph of himself/herself, which shall have been taken within three months prior to the date of such application.

(8) The Board may designate a time and place at which an applicant may be required to present himself/herself for inquiry as to his/her suitability as provided for herein.

(9) An applicant who is approved to take the examination must do so within one (1) year of being approved by the Board.

**Author:** Linda U. Jordan, Chairman

**Statutory Authority:** Code of Ala. 1975, §34-20-5.

**History:** Filed September 30, 1982. **Amended:** Filed July 20, 1993; effective August 24, 1993. **Amended:** Filed April 6, 2016.