



NEW MEXICO NURSING HOME ADMINISTRATORS BOARD

New Mexico Regulation and Licensing Department

BOARDS AND COMMISSIONS DIVISION

Toney Anaya Building ▪ PO Box 25101 ▪ Santa Fe, New Mexico 87505

NURSING HOME ADMINISTRATORS: REQUIREMENTS AND CONTINUING EDUCATION

- Application for License:

- All current nursing home administrators' licenses will expire on March 31 of the year. Individuals receiving their initial New Mexico nursing home administrator's license may be required to renew their license in less than twelve (12) months depending on the first license issue date in order to get into the proper renewal cycle. In such cases, the renewal fee and the continuing education (CE) hours required will be prorated at the first renewal (Same calculation method used in 16.13.13.9 NMAC).

- **DOCUMENTATION AND OTHER REQUIREMENTS:** Each applicant for licensure by examination must provide the following documents and fees to the board. ***Applications for licensure are valid for one year from date of receipt, and will be purged from the board's records after that date.***
 - A ***completed*** board-approved application for licensure form, signed in the presence of a notary public along with a \$200.00 application fee.

 - If a temporary license is requested (**only** for licensure by reciprocity) a completed application, application fee, a copy of current NHA license and a fee of \$125.00 must be submitted with a request. Temporary Permits are valid only for 120 days (See 16.13.5.11 NMAC of our Board rules)

 - A recent (within the last year) passport-type photograph of the applicant that the applicant has signed on the back in the presence of a notary public.

 - A copy of the applicant's birth certificate.

 - A resume

 - Complete official transcript(s) leading up to and showing that the applicant has been awarded a baccalaureate degree, and sent **directly** to the board by the institution(s).

- A statement of any other professional licenses held by the applicant either in New Mexico or in other states, and copies of the license(s).
- Completed verification of licensure form(s) sent directly to the board by the applicant's other state(s) of professional licensure. **Please note that we do not contact the other states for this information. It is the responsibility of the applicant.**
- Three letters of reference from persons unrelated to the applicant **sent directly** to the board by the references. The Board office does **NOT** accept faxes.
- Completion of an Administrator-in-training (AIT) program. All applicants must submit proof of completion of 1000 hours in a board approved administrator-in-training program. (See 16.13.3.9 NMAC of board rules)
- A completed, approved release form authorizing the board to conduct a criminal records check.
- A completed Statement of Non-Conviction form that must be signed in the presence of a notary.
- The application and licensure fee, payable to the board (See Subsection B of 16.13.2.8 NMAC, "Fees").
- **NO FAXES WILL BE ACCEPTED**

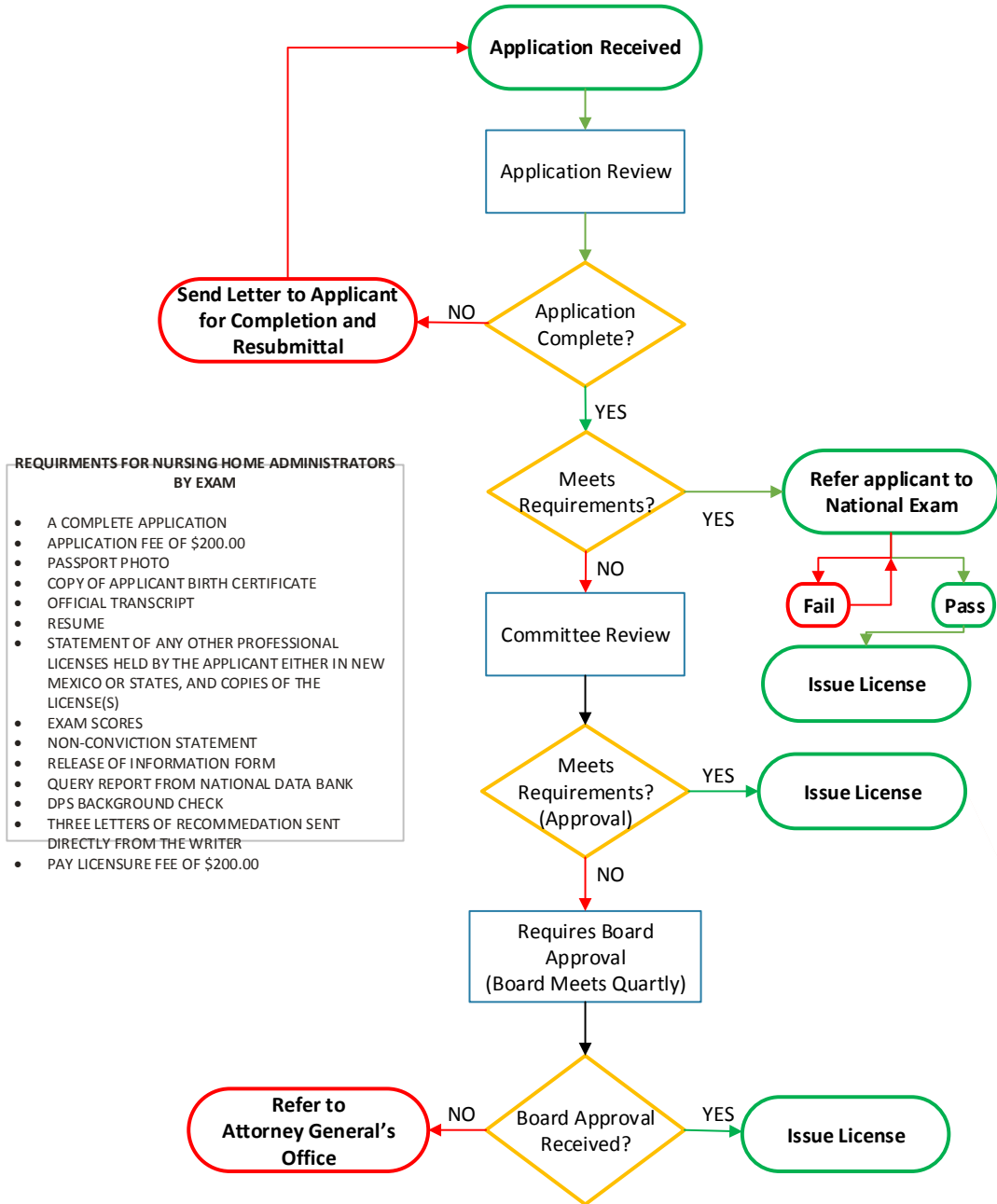
EXAM ELIGIBILITY:

Upon receipt of the completed licensure application form, all other required documentation, and application fee, the board or its designee will review the application materials, determine the applicant's eligibility to sit for the national licensing examination and notify the applicant in writing of eligibility or ineligibility.

- Upon finding that the applicant is eligible to take the examination, the board shall notify the eligible candidate, in writing, that his or her application has been approved, and provide the candidate with NAB's website address to apply on-line to take the NAB exam.
- The service shall notify the board electronically that the candidate has applied to take the examination and the board shall electronically indicate to the service the candidate's eligibility to take the exam.

- Candidates are encouraged to wait until they receive official written notice from the board that their licensure application has been approved before they apply on-line to take the NAB exam. If the candidate pre-pays the NAB fee(s) and subsequently does not meet the board's licensure requirements and the board does not approve the candidate to take the exam, the fee(s) pre-paid to NAB are non-refundable.
-
- LICENSE DISPLAY: The initial wall license must be displayed at the nursing home where the administrator is employed.
-
- **RENEWAL DEADLINE:**
 - The completed license renewal application, verification of 24 hours of continuing education, and applicable renewal fee must be received by the Board postmarked on or before the last day of the renewal month in order for the renewal application to be in compliance with these regulations and for the license to remain valid.
 - All renewal reminders will be sent via e-mail. Please make sure your e-mail is on file and of any changes.
 - The licensee does not hold a valid license and shall not hold a nursing home administrator position in New Mexico until the expired license has been reactivated.
-
- **INCOMPLETE RENEWAL APPLICATIONS:**
 - Unsigned, incorrect, or otherwise incomplete renewal applications will be rejected and returned to the licensee for correction or completion.
 - Any renewal application corrected or otherwise, returned to the Board postmarked after the last day of the renewal month, must be accompanied by an additional late penalty fee (See Subsection G of 16.13.2.8 NMAC).
 - RENEWAL APPLICATION APPROVED: If a license renewal application receives approval, a renewal license will be mailed to the licensee.
 - RENEWAL LICENSE DISPLAY: The renewal license must be displayed with the initial wall certificate at the nursing home where the licensee is employed.

NURSING HOME ADMINSTRATOR BOARD- LICENSE BY EXAM



NURSING HOME ADMINSTRATOR BOARD- LICENSE BY RECIPROCITY

