



PA NURSING HOME ADMINISTRATOR LICENSE EXAMINATION

Application Requirements

Introduction

- The purpose of this presentation is to outline the requirements for application to the Pennsylvania Nursing Home Administrator licensure examination.
- This presentation is only an outline of the major points found in the Pennsylvania regulations. Those considering application should refer to these regulations directly or to the PA Board of Examiners of Nursing Home Administrators for specific information and details. Regulations can be found at <http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter39/chap39toc.html&d=reduce>
- The PA Board of Examiners of Nursing Home Administrators website is <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/NursingHomeAdministrators/Pages/default.aspx>



Pennsylvania Nursing Home Administrator Licensing Examination

Requirements for Admission to the Examination:

- Be at least 21 years of age.
- Submit evidence of good moral character and suitability as prescribed by the Board in the examination application.
- Pay the required fee for examination and licensure.
- Complete an approved 120-hour Nursing Home Administration course.
- Meet education and experience requirements

Pennsylvania Nursing Home Administrator Licensing Examination

Experience Requirements

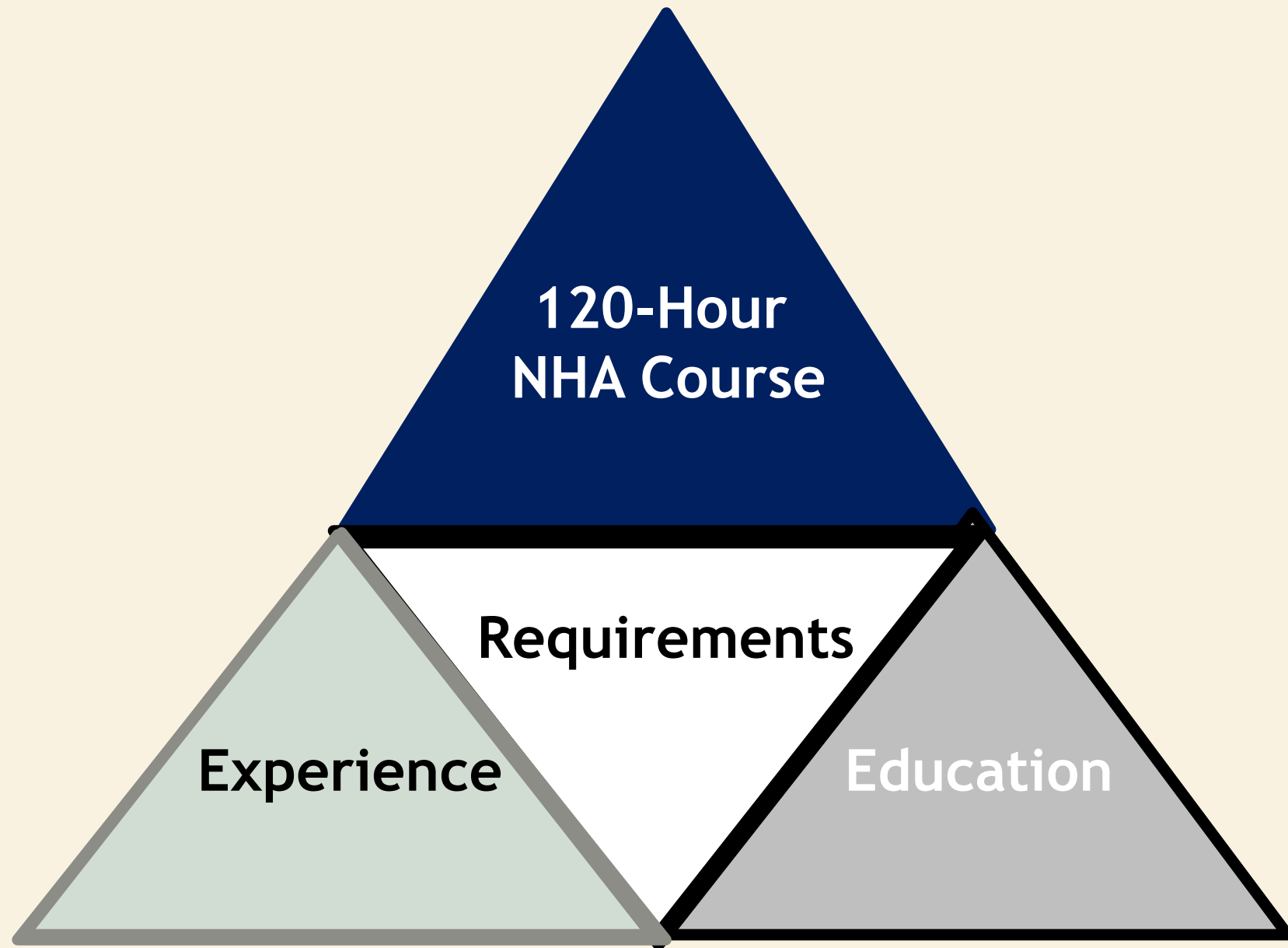
- Applicants are required to have experience in nursing home administration.
- There are a variety of experiences that meet the requirements.
- The specific type and amount of experience is based on the applicant's education.

Eligibility for NHA Licensure Examination

Applicants for the NHA Licensure Exam must meet criteria established by the PA regulations that incorporate all of the following:

- **Experience**
- **Education**
- **Completion of an approved 120-hour course in nursing home administration**

The following slides outline each of these criteria and the combinations of education and experience that qualify an individual for the examination.



Eligibility for NHA Licensure Examination



120-Hour NHA Course

Covers required subject matter and topics

Exemption allowed if education includes NHA coursework

Must be completed live or on-line through an approved program

If the applicant has a BS or MS degree with courses in nursing home administration, the 120-hour course is not required.

120-Hour Nursing Home Administration Course

- This course is needed by all applicants EXCEPT those with a Bachelors or Masters degree in Nursing Home Administration or a Master degree in hospital administration, public health administration, or an academic area in which there is an emphasis in related health facility administration.
- This course must be approved by the PA Board of Examiners of Nursing Home Administrators. Available courses are listed on the Board's website:
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/NursingHomeAdministrators/Documents/Applications%20and%20Forms/Non-Application%20Documents/NHAM%20-%20NHA%20120_Hour%20Program%20Approved%20Providers.pdf
- The applicant must retain proof of completion of the course and submit this documentation with their licensure application.

LEVELS

Masters degree

Bachelors degree

RN license

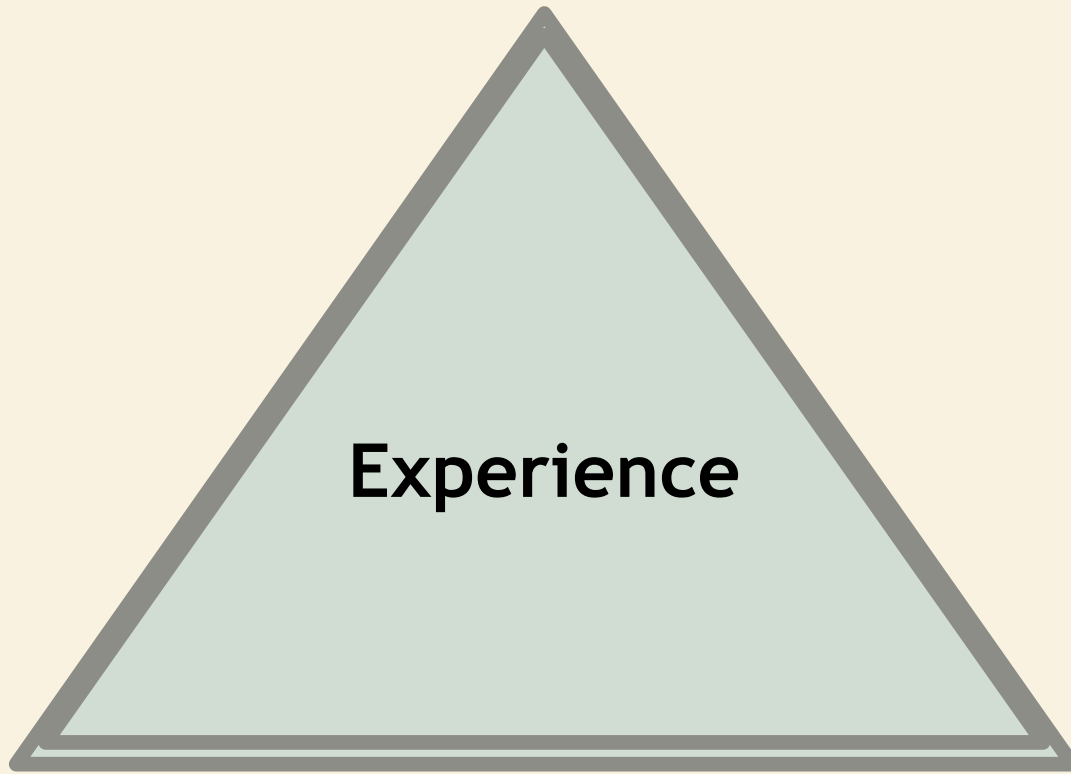
No college degree



Education

The experience requirements (next slide) are determined by the applicant's level of education.

OPTIONS



Administrator-In-Training program

Supervisor position in a nursing home

Assistant Administrator position

- The experience requirement can be met in one of these three ways.
- The type and amount of experience is dependent on the applicant's education.

OPTION #1

Administrator-In-Training program



Experience

To meet this experience requirement option:

- Applicants with a BS degree are required to have 1000 hours in an AIT program during the preceding 2 years.
- Applicants with an MS degree are required to have 800 hours in an AIT program during the preceding 2 years.

AIT program requirements

- An AIT—Administrator-in-training— is an individual registered with the Board to serve a period of practical training and experience under the supervision of a licensed nursing home administrator.
- An AIT program is defined as program established by the Board as a means for an applicant for licensure as a nursing home administrator to obtain practical training and experience under the supervision of a licensed nursing home administrator.
- AIT programs must be pre-approved by the PA State Board of NHA Examiners. It is the responsibility of the applicant and their supervising NHA to submit the corresponding application and documentation to the Board to meet this requirement.
- Applications for approval of an AIT program can be found at <https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/NursingHomeAdministrators/Pages/Initial-Applications.aspx>

Reference: 49 PA Code 39.1

OPTION #2



Experience

Supervisor position in a nursing home

To meet this experience requirement option:

- Applicants with a BS need 18 months experience during the preceding 5 years.
- Applicants with an MS need 6 months experience during the preceding 5 years in nursing home administration or in administration of a related health care facility.

Related Health Care Facility

- In some instances, the experience requirements can be met in facilities other than a nursing home. The regulations refer to these as “related health care facilities.”
- These related health care facilities include an institutions licensed by the Department of Health in which health services are provided on a regular basis to residents who do not require hospital or skilled nursing facility care, but who require health services above the level of room and board.
- If using this category to meet the application requirements, it is important for applicants to verify that the related health care facility is included in this category according to the PA regulations.
- Specific regulations regarding the types of institutions included in this category can be found at <http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter39/chap39toc.html&d=>

OPTION #2 (con't)



Experience

Supervisor position in a nursing home

- Applicants without a college degree need 3 years experience during the preceding 5 years as a supervisor in a nursing home
- All supervisor experiences must include 1000 hours of nursing home administration experience under the supervision of a licensed NHA.

OPTION #3



Experience

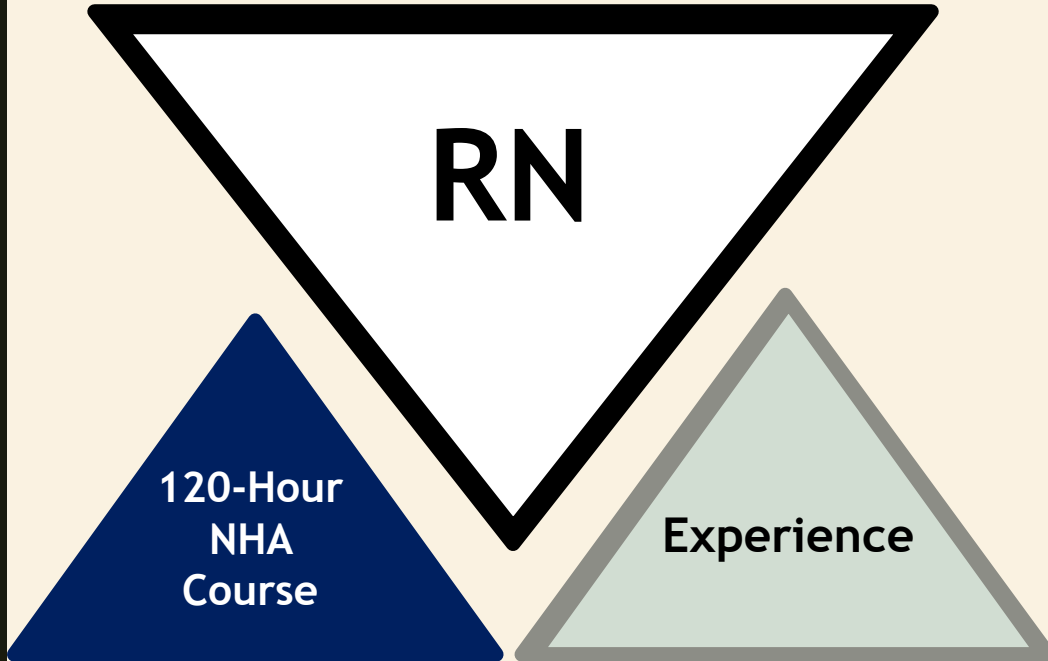
Assistant Administrator position

To meet this experience requirement option:

- Applicants without a college degree need 18 months in this position.
- Applicants with a BS need 9 months in this position.

The Assistant Administrator position is to be under the direction of a licensed Nursing Home Administrator.

Requirements for Registered Nurse



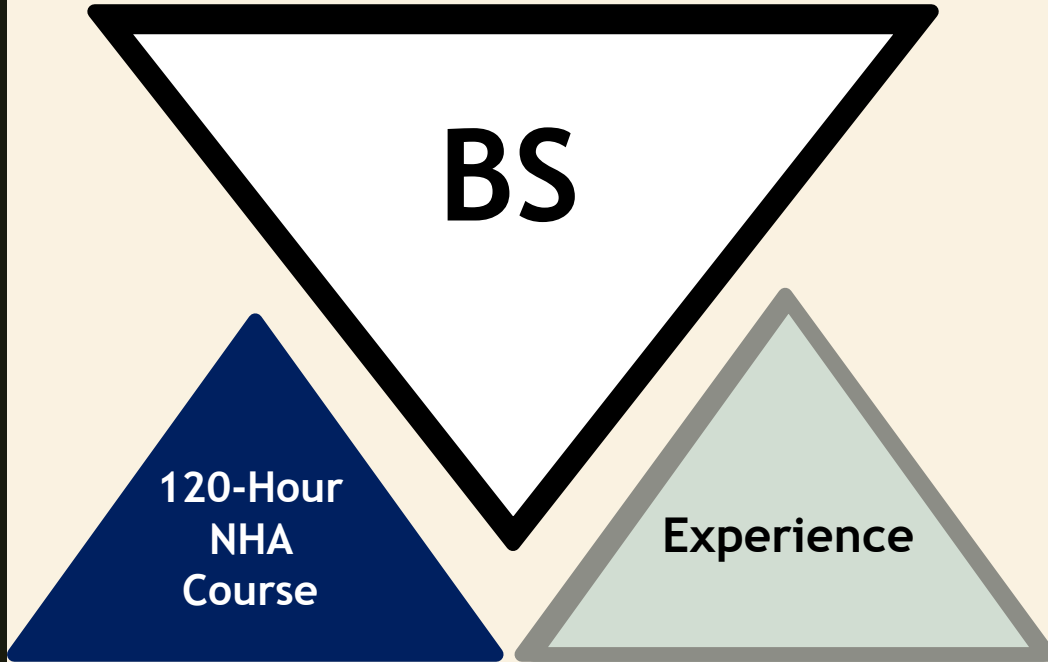
Completion of the 120-Hour NHA Course

One of the following experiences:

- Director of Nursing for 2 years full-time
- Director of Nursing full-time for 6 months PLUS 12 months in administration of nursing home or related health care facility*

* This experience must be under the supervision of a licensed NHA.

Requirements with Bachelors Degree



Completion of the 120-Hour NHA course*

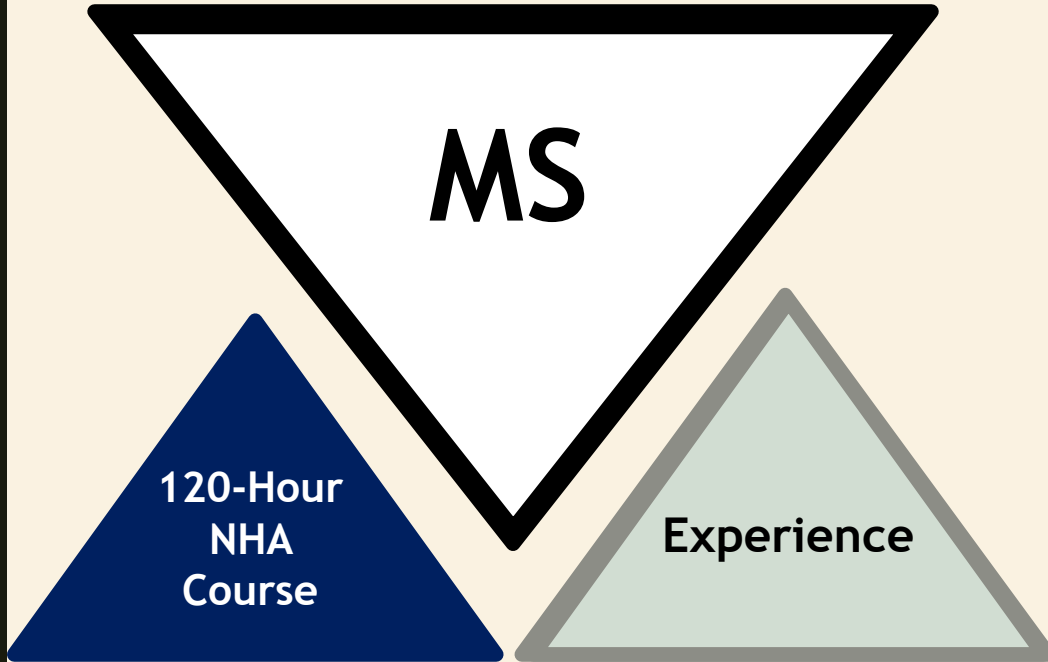
One of the following experiences :

- 9 months as an Assistant Administrator
- 18 months as a Supervisor**
- Completion of a 1000 hour AIT program

*This is not required if the bachelors degree is in Nursing Home Administration

**All supervisor experiences must include 1000 hours of NH administration experience under the supervision of a licensed NHA.

Requirements with Masters Degree



Completion of the 120-Hour NHA course*

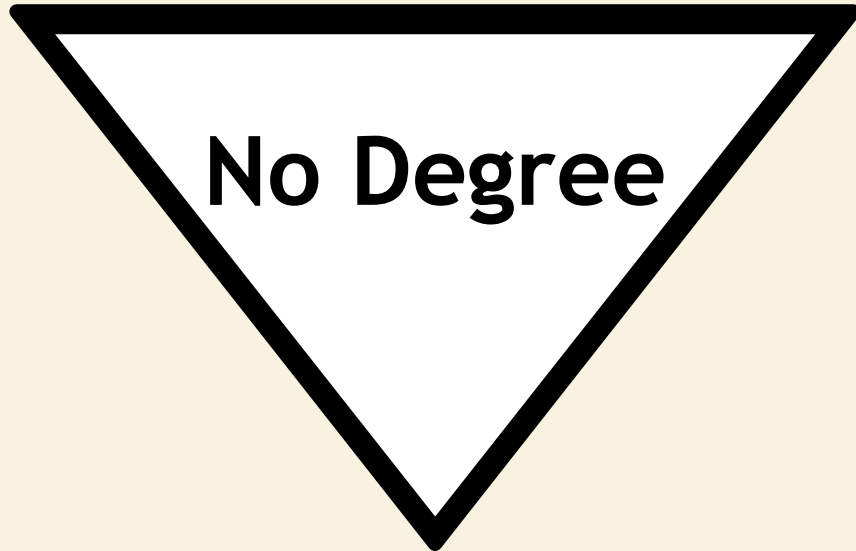
One of the following experiences:

- 6 months supervisory experience**
- Completion of an 800 hour AIT program

* This is not required if the masters degree is in nursing home, hospital or public health administration, or is in an academic area, in which there is an emphasis in related health facility administration.

**Supervisor experience may be in a NH or related healthcare facility and must be under the supervision of a licensed NHA.

Applicants without a college degree may qualify if either of the following applies:

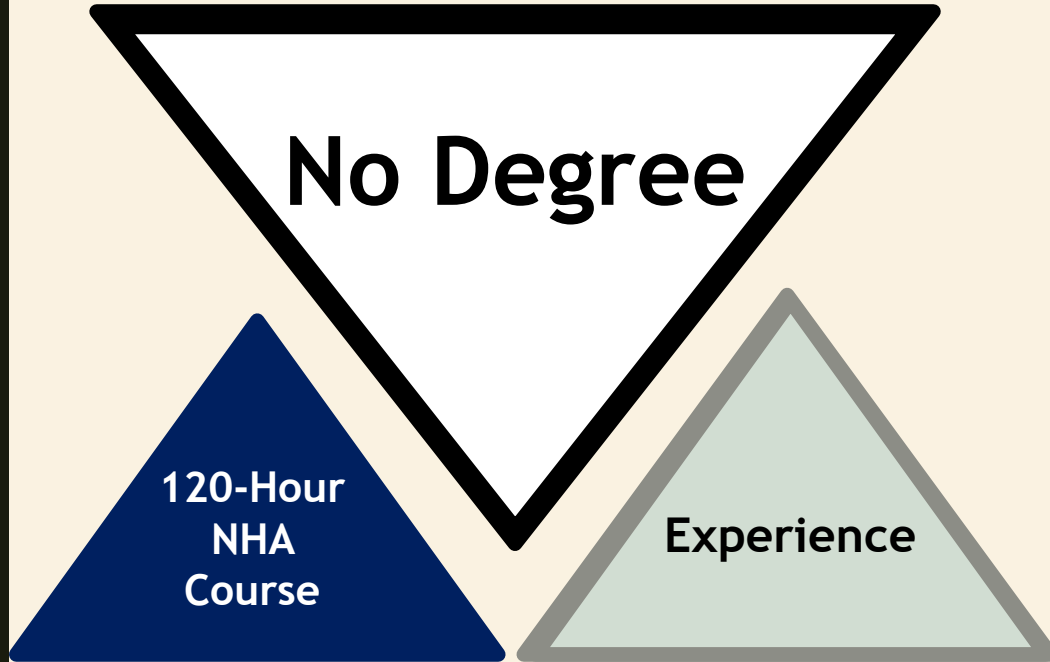


Successfully completed 2 academic years of college-level study, 30 semester hours each year, in an accredited institution of higher learning.

Acquired 2 years of satisfactory practical experience in the administration of a nursing home or related health facility,***

*** 1,000 hours of which is under the supervision of a full-time nursing home administrator. Candidates qualifying according to this criteria will be required to appear in person before the Board.

Requirements without a college degree



Completion of the 120-Hour NHA course

One of the following experiences in NH administration:

- 3 years during the previous 5 years experience as a supervisor in a nursing home**
- 18 months in Assistant Administrator position under supervision of licensed NHA

**All supervisor experiences must include 1000 hours of NH administration experience under the supervision of a licensed NHA.

Application process

- Initial applications shall be filed not later than 90 days prior to the date of the examination and must be accompanied by the required fee.
- An application checklist is available online at <https://www.pals.pa.gov/#> which enables an applicant to verify their qualifications and experience prior to completing an application.
- Once this checklist is completed, the applicant receives further information regarding the application process and required documentation.
- The licensure examination includes specific topics and subject matter related to nursing home administration.
- More specifics can be found in the regulations **49 Pa. Code § 39.7. Subject matter for examinations**
<http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter39/s39.7.html&d=reduce>

Temporary Practice Permits

- Under certain circumstances, the board may issue a temporary practice permit to individuals meeting specific criteria. These criteria apply to individuals licensed in other states and to specific “emergency” situations.
- Further information can be found in PA regulations:
 - *49 Pa. Code § 39.4. Admission to practice; temporary permits.*
 - <http://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/049/chapter39/s39.4.html&d=reduce>