

NEVADA STATE BOARD OF EXAMINERS
FOR
LONG TERM CARE ADMINISTRATORS

How to Renew Your License

It is your responsibility to renew your license timely. As a courtesy, the Board will send you a renewal notice via email or to your address of record, reminding you that your license will be expiring in approximately six (6) weeks. It is very important to inform the Nevada State Board of Examiners for Long Term Care Administrators (BELTCA) in writing whenever you change your address, phone number, E-Mail and/or facility affiliation (*NRS CHAPTER 654.110 & NAC CHAPTER 654.181*).

You must answer all questions on the application. It is a violation of the Nevada State law to falsify your application (*NRS 654.220*). Incomplete applications will delay the processing of your renewal and could cause your license to expire.

If it has been four (4) years since your last background check, you must have fingerprints taken and two (2) fingerprint cards or a receipt indicating that fingerprints have been submitted electronically must be returned to BELTCA with your completed Application.

Renewal forms are available on line or by contacting the Board office
at 702-486-5445.

NURSING FACILITY ADMINISTRATOR (NFA) LICENSEES:

You must have completed 30 hours, of approved continuing education in the previous 24 months. A minimum of 2 hours must be on Ethics and a minimum of 2 hours must be on Regulations. **Only courses approved by BELTCA or NAB qualify for CEU hours.** Approval numbers are required for the CEU Affidavit.

Return the completed, signed application, certificates of completion for 30 hours of approved continuing education, and the required fees to BELTCA. If a new background check is required, you must also include two (2) fingerprint cards or a receipt indicating that fingerprints have been submitted electronically with a Civil Applicant Waiver. You may request a renewal application and supporting documents by calling the board office at 702-486-5445.

FEES:

License Renewal Fee:	\$ 350.00
Fingerprinting (if required • Cards)	60.00
or	
Fingerprinting (if required – Electronic)	15.00

We now accept MasterCard, Visa and Discover. For payment by Credit Card, complete and attach a Credit Card Authorization Form (See Forms – Other).

RESIDENTIAL FACILITY ADMINISTRATOR (RFA) LICENSEES:

You must have completed 16 hours of approved continuing education in the previous 24 months. A minimum of 2 hours must be on Ethics and a minimum of 2 hours must be on Regulations. **Only courses approved by BELTCA or NAB qualify for CEU hours.** Medication Supervision classes both initial and renewal as required by HCQC do not qualify for CEU hours. Approval numbers are required for the CEU Affidavit.

Return the completed, signed application, certificates of completion for 16 hours of approved continuing education, Facilities Fact Sheet for those administrators who are the administrator of record for more than one (1) facility, and the required fees to BELTCA. If a new background check is required, you must also include two (2) fingerprint cards or a receipt indicating that fingerprints have been submitted electronically with an Applicant Civil Waiver. You may request a renewal application and supporting documents by calling the board office at 702-486-5445.

FEES:

License Renewal Fee (includes 1 license)	\$	350.00
Secondary License (per license)		100.00
Fingerprinting (if required) Cards		60.00
or		
Fingerprinting (if required) Electronic		15.00

We now accept MasterCard, Visa and Discover. For payment by Credit Card, complete and attach a Credit Card Authorization Form (See Forms – Other).

ALL LICENSEES:

If you choose not to renew your license at this time and wish to place your license on "INACTIVE STATUS", send a written request to the Board office, 3157 North Rainbow Boulevard, #313, Las Vegas, NV 89108, together with a fee of \$50.00 per year for a maximum of two (2) consecutive years. All inactive requests must be approved by the Board at its next quarterly board meeting.

SHOULD YOU ALLOW YOUR LICENSE TO EXPIRE, YOU WILL BE REQUIRED TO REAPPLY AS THOUGH YOU ARE A NEW APPLICANT, PAY THE REQUIRED FEES, RETAKE THE NAB EXAMINATION IF REQUIRED AND COMPLETE 8 HOURS OF REGULAT/ON TRAINING.

Please be reminded that NAC 654.181 provides that each person licensed as a nursing facility administrator or an administrator of a residential facility for groups shall notify the Board in writing any time the licensee changes his or her contact information including home address, phone number, cell number and email address and/or changes his/her affiliation with a facility within 15 days after such an event." A Licensee will be subject to a fine of \$500.00 for a first offense if the above rule is not adhered to. *ER 654. 112 AND NAC CHAPTER 654.152).*