

State of Nevada
Board of Examiners for Long Term Care Administrators

NURSING FACILITY ADMINISTRATOR APPLICATION INSTRUCTIONS

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

Minimum Requirements:

1. Applicant must be 21 years of age or older.
2. Applicant must have received a minimum of a Baccalaureate Degree.
3. Applicant must be a citizen of the United States or have a permanent Work Permit. A copy of the work permit or Green Card must be included with the application.
4. Applicant must be able to speak, read, understand and write in the English language.
5. Applicant must have completed 1,000 hours of an AIT program previously approved by the Board. If you are applying for licensure in Nevada and completed an AIT program in another state, the AIT program and the Preceptor must be approved by this Board prior to the start of the AIT program. Preceptors must be Licensed Nursing Facility Administrators for a minimum of two (2) to be approved and their license must be verified as part of the application package.
6. Applicant must have received a passing score on the National Nursing Facility Administrator NAB Exam.
7. Applicant must complete a Rules and Regulation Class.

Application:

A hand printed or typed State of Nevada Application must be completed by all applicants. All blanks must be completed. Required as part of the application are the following:

1. A statement from your physician indicating that you are physically and mentally able to care for the disabled or elderly.
2. Transcripts from your four year University indicating the degree received.
3. Two (2) completed fingerprint cards or a receipt indicating that fingerprints have been submitted electronically.

4. Two (2) passport sized photos taken within the year preceding your application.
5. A copy of your Driver's License or other photo I.D.
6. A Cashier's Check or Money Order in the full amount of the required fees (See Fee Schedule).

All fees are non-refundable.

The failure to complete all required blanks and/or include required documentation will delay the processing of your application or it could be returned or rejected. Background Clearance is required before the issuance of a license.

Reciprocity:

If you are currently licensed in another state and requesting reciprocity, the following is required:

1. Applicant must have passed the National NAB Nursing Facility Administrator's Exam.
2. Applicant must have completed 1,000 hours of AIT with a Preceptor that has been a licensed Nursing Facility for a minimum of two (2) years prior the start of your AIT program.
3. Applicant must request License Verification from the state agency where the applicant is currently licensed. A License Verification Form is available on this site.
4. Applicant must complete a Rules and Regulations Class.

Nursing Facility Administrator National NAB Exam:

The fee for the exam paid to NAB is \$285.00 and must be charged to your credit card or bank debit card when you apply online. **This is not a part of the application fee.** If you should fail the examination the first time, you may retake the examination one additional time within a year of the initial test date. The fee for retesting is \$310.00.

BELTCA RETAINS FINAL AUTHORITY TO APPROVE OR DENY AN APPLICATION.

ALL APPLICATIONS FOR LICENSURE MUST BE COMPLETED WITHIN ONE (1) YEAR OF THE ORIGINAL DATE OF SUBMITTAL. APPLICATIONS NOT COMPLETED WITHIN ONE (1) YEAR WILL BE CONSIDERED VOID.

If you have any question regarding the licensure process, please contact this office at
(702) 486-5445.

