

State of Nevada  
Board of Examiners for Long Term Care Administrators

**RESIDENTIAL FACILITY ADMINISTRATOR APPLICATION *PLEASE***

*READ THE FOLLOWING INSTRUCTIONS CAREFULLY*

The Board of Administrators for Long Term Care Administrators (BELTCA) requires Residential Facility Administrator Applicants to complete a comprehensive program for licensure which includes the following:

- \* 100 hour Introductory Course that includes:
  - (1) 60 hours on the 5 Domains of Practice as prescribed by the National Association of Long Term Care Administrator Boards (NAB) which can be purchased from Senior Living University or EasyCEUs
  - (2) 40 hours on Best Practices for Nevada Residential Care which is provided by the Board
- \* 40 hours of Administrator-In-Training (AIT) or study under the supervision of a mentor who has been assigned by the Board, and
- \* 8 hours of training on Nevada State Regulations covering Long Term Care Administrators.

Complete and submit the Application for Licensure with the required documentation and fees. Page 14 of the Application provides the information required to obtain the first 60 hour Introductory Course on the 5 Domains of Practice. This course is offered by hard copy manual or on-line. Upon completion of this course, applicant must submit a Certificate of Completion to the Board. Upon receipt of the certificate, you will be provided with the information required to proceed with the remaining 40 hours on Best Practices for Nevada Residential Care. Once the initial 100 hours of training has been completed, applicants will move forward with the AIT Program and Regulation Training provided by the Board. After completion of the AIT Program and Regulation Training, the applicant is eligible to take the National Residential Facility Administrator NAB Exam. Upon passing the NAB exam and Background Clearance, the applicant's file will be presented to the Board for review. If approved, a provisional license will be issued pending final approval by the full Board at the next quarterly Board Meeting.

## Minimum Requirements

1. Applicant must be 21 years of age or older.
2. Applicant must have received a minimum of a High School Diploma or the equivalent.
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 communicate adequately in the English language both verbally and in writing.
5. Applicant with a High School Diploma or the equivalent must have two years of experience in long-term care, including management and supervision; or An Associate's Degree and at least one year of experience in long-term care, including 6 months of management and supervision; or a Bachelor's Degree, Master's Degree or Doctoral Degree and at least 6 months of experience in long-term care, including management and supervision within the 6 year period immediately preceding the date on which he or she submit his or her application.

*"Experience in long-term care" means full-time, or equivalent hourly experience, working in a licensed residential facility for groups, licensed facility for skilled nursing or licensed facility for intermediate care.*

## INSTRUCTIONS

1. Submit completed application with all required documentation and fees.
2. Obtain from a BELTCA approved provider and complete the first 60 hour Introductory Course on the 5 Domains of Practice. The cost of this program is not included in your application fee.
3. Purchase the NAB RCAL Study Guide (See below under NAB EXAM)
4. Complete the 40 hour Nevada Best Practices training which is provided by the Board.
5. Complete 40 hours of on-site Administrator-In Training (AIT) as assigned by the Board.
6. Complete 8 hours of Regulation Training provided by BELTCA.
7. Pass the National Residential Facility Administrator NAB Exam.
8. Background Clearance.

Upon the completion of the above, your application will be reviewed by the Board before the issuance of your Provisional license. A final license will be issued upon approval by the full Board at its next Quarterly Board Meeting.

## Application

A hand printed or typed State of Nevada Application must be completed by all applicants (Do not staple – Double sided copies will not be accepted). All blanks must be completed. Required as part of the application are the following:

1. Transcripts or diploma from your educational institution.
2. Two (2) completed fingerprint cards or a receipt indicating that fingerprints have been submitted electronically.
3. Two (2) passport sized photos taken within the year preceding your application (do not staple).
4. A copy of your Driver's License or other photo I.D
5. A Cashier's Check, Money Order or Credit Card Authorization for the amount of the required fees. Personal checks will not be accepted.

## Fees

Licensure Program (payment in full upon submission of application) . . . . . \$2,300.00  
or

Installment Plan (2 installment payments of \$1,000 and final payment of \$500.00) . . . . . \$2,500.00

*Payments are due as follows:*

*\* \$1,000 upon submission of application*

*\* \$1,000 prior to beginning AIT*

*\*\$500 prior to licensure*

*Fees must be paid in full prior to issuance of a license.*



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

**All fees are non-refundable or transferrable.**

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*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.*

### **Residential Facility Administrator National NAB Exam**

The fee for the exam paid to NAB 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 more time within a year of the initial test date. To be eligible to retake the exam, send a written request to BELTCA along with a fee of \$25.00. Once received, we will authorize you to retake the exam. NAB will charge to retake the test.

**NAB offers and on-line Study Guide for \$150.00. The guide can be purchased at <http://nabstudyguide.academy.reliaslearning.com/studyguide.aspx>**

This guide is a necessary tool for completing the AIT Program as well as for preparing for the National Exam.

**BELTCA RETAINS FINAL AUTHORITY TO APPROVE OR DENY AN APPLICATION.**

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**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.**

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