

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. Applicants must be 21 years of age or older.
2. Applicants must have received a minimum of a Baccalaureate Degree.
3. Applicants 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. Applicants must be able to speak, read, understand and write in the English language.
5. Applicants who have received their Degree in the Administration of Nursing Facilities or the field of Health Care must have completed 1,000 hours of an AIT program previously approved by the Board or the National Association of Long Term Care Administrators Board. Applicants who have received a degree that is not for the Administration of Nursing Facilities or the field of Health Care must complete at least 1,200 hours in a program for training administrators approved by the Board or the National Association of Long Term Care Administrators Boards. 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) years to be approved (their license must be verified as part of the application package) and meet all other requirements established by the Board.
6. Applicants must pass the National Nursing Facility Administrator's NAB Exam.
7. Applicants must complete 8 hours of Regulation Training.

### Application

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

1. Transcripts from your College or University indicating the degree received.
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.
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 full amount of the fee.

## **FEES**

**NFA (NAB Exam required).....\$ 645.00**

**NFA (Reciprocity, NAB Exam not required) .....\$ 620.00**



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

All fees are non-refundable or transferrable.

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 with a degree in the Administration of Nursing Facilities or the field of Health Care must have completed 1,000 hours of AIT program with a Preceptor that is approved by the Board. Applicant with a degree that is not in the Administration of Nursing Facilities or the field of Health Care must complete 1,200 hours of an AIT program with a Preceptor approved by the Board.
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 have been the full-time administrator of record of a nursing facility for 2 of the 5 year period immediately preceding the date on which he or she submits his or her application to the Board
5. Applicant must complete NFA Regulation Training provided by the Board

## **Nursing 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 additional time within a year of the initial test date by submitting your request in writing to the Board with a retesting fee of \$25.00. NAB will charge a fee for retesting.

**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 SUBMITAL.  
APPLICATIONS NOT COMPLETED WITHIN ONE (1) YEAR WILL BE CONSIDERED VOID.**

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For questions regarding the licensure process, please contact this office at  
(775) 384-1208.