

# 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 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 775-384-1208.

### **CEU REQUIREMENTS:**

Health Services Executives (HSE):	40 "Approved" CEU hours
Nursing Facility Administrators (NFA):	30 "Approved" CEU hours
Residential Facility Administrators (RFA):	16 "Approved" CEU hours

All CEU programs must have been completed within the 2 years prior to the renewal date of your license. 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 and the Board will not accept more than 8 CEU hours in any 24 hour period.

Return the completed, signed application no more than 60 days prior to the expiration of your license, certificates of completion 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
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).