

**UNAPPROVED MINUTES**  
**VIRGINIA BOARD OF LONG TERM CARE ADMINISTRATORS**  
**MEETING MINUTES**

The Virginia Board of Long Term Care Administrators convened for a board meeting on Tuesday, June 19, 2012 at the Department of Health Professions, Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room #2, Henrico, Virginia.

**The following members were present:**

Thomas J. Orsini, NHA, Vice-Chair  
Martha H. Hunt, ALFA  
Kathleen R. Fletcher, MSN  
Amanda Gannon, NHA  
Gracie Bowers, Citizen Member

**The following members were absent for all or part of the meeting:**

John Randolph Scott, NHA, ALFA, Chair  
Ted A. LeNeave, NHA

**DHP staff present for all or part of the meeting included:**

Lisa R. Hahn, Executive Director  
Lynne Helmick, Deputy Executive Director  
Dr. Reynolds-Cane, Agency Director  
Arne Owens, Agency Chief Deputy Director  
Elaine Yeatts, Senior Policy Analyst  
Missy Currier, Board Operations Manager

**Representative from the Office of the Attorney General present for the meeting:**

Erin Barrett, Assistant Attorney General

**Quorum:**

With 5 members present & consisting of at least one citizen member, a quorum was established.

**Guests Present:**

Jeanne Grady, Virginia Assisted Living Association (VALA)  
Beverley Soble, Virginia VHCA

**CALLED TO ORDER**

Mr. Orsini, Vice-Chair, called the Board meeting to order at 9:55 a.m.

**PUBLIC COMMENT PERIOD**

There was no public comment.

## **ORDERING OF THE AGENDA**

The Agenda was re-ordered to delete the report from Ted LeNeave on NAB Reciprocity Work and to add NAB Criteria for Endorsement. The re-ordering of the Agenda was approved.

**Mr. Scott, Chair arrived at 10:00 a.m.**

## **ACCEPTANCE OF MINUTES**

Upon a motion by Martha Hunt and properly seconded by Kathleen Fletcher, the Board voted to accept the following minutes of the board meeting:

- Minutes of Board Meeting – December 13, 2011

The motion passed unanimously.

Upon a motion by Martha Hunt and properly seconded by Randy Scott, the Board voted to accept the following telephonic conference minutes:

- Telephonic Conference Minutes – December 5, 2011
- Telephonic Conference Minutes – March 23, 2012

The motion passed unanimously.

## **AGENCY DIRECTORS REPORT – Dr. Reynolds-Cane**

Dr. Reynolds-Cane addressed the board with brief comments regarding the status of Regulatory and Legislative issues and other events related to DHP.

Dr. Reynolds-Cane also shared a few excerpts from “Great By Choice: Uncertainty, Chaos, and Luck-Why Some Thrive Despite Them All” from bestselling business author, James Collins.

## **EXECUTIVE DIRECTOR’S REPORT – Lisa R. Hahn**

### **Expenditure & Revenue Summary FY11**

The cash balance as of June 30, 2011 was \$(215,920); the year to date revenue for Fiscal Year 12 was \$356,102; direct and allocated expenditures were \$385,219; the ending cash balance as of April 30, 2012 was \$(245,037).

Ms. Hahn reminded the board that they approved a fee increase during the December 6, 2010 meeting and that the request still remains unsigned at the Secretary’s office. Ms. Hahn stated that the Secretary’s office was not in favor of the proposed two step increase and had requested that the board eliminate the 2014 increase.

Ms. Hahn concluded that she would review in further detail later in the meeting under New Business.

### **Discipline Statistics**

Ms. Hahn reported there are currently 24 open cases; 12 cases are in Investigations, 6 cases are in the probable cause level, 0 cases are in APD, and 6 are at the informal stage with 2 being held today. Ms. Hahn stated that 16 Orders were currently being monitored by Ms. Currier who also serves as the Compliance Case Manager for all of Ms. Hahn's boards.

### **Virginia Performs**

Ms. Hahn reported the clearance rate for the first quarter ending March 31, 2012 was 130%. During this quarter we received 10 cases and closed 13. The age of our pending case load over 250 days was at 9%; the percent of cases closed within 250 business days was 85%; the customer satisfaction rating achieved was 93%; and licensing within 30 days was at 100%.

### **Licensee Statistics**

Ms. Hahn reported the numbers of current licensees in the State of Virginia are as follows: 76 nursing home administrators in training, 86 assisted living facility administrators in training, 1 "acting" assisted living facility administrator in training, 590 assisted living facility administrators, 160 assisted living facility preceptors; 798 nursing home administrators and 221 nursing home preceptors.

### **Board Presentations**

Ms. Hahn shared that Missy Currier presented at the vaLTC Spring Conference held in Richmond on April 13<sup>th</sup>.

### **NAB Business**

Ms. Hahn indicated that Ted LeNeave was unable to attend the meeting due to unforeseen circumstances but he will provide a report from the NAB Reciprocity Committee at the next full board meeting. She added that the bottom line of the study is that States won't be able to enter into true reciprocal relationships until our licensing standards become more similar state to state.

### **NAB Annual Meeting**

Ms. Hahn shared that she had just returned from the 2012 NAB Annual Meeting held in Providence, Rhode Island and that she has served as the Chair on the State Governance and Regulatory Issues Committee and State Executive Forum for the past two years. Ms. Hahn was pleased to share that the Committee has successfully completed all the tasks assigned to the strategic plan which included; Generic Disciplinary Process, Modifications to the State Matrix

listed on NAB's website; the Uniform Test Confidentiality Form; and the adoption of the NAB RCAL Criteria for Endorsement.

Ms. Hahn shared "Advancing Practices to Enhance the Field Experience of Developing Long Term Care Administrators", a White Paper – Hot off the Press. She explained that it was a project developed to define what the profile of a successful Practicum/AIT experience looks like, to identify the critically important factors, and to raise the bar and advance the national approach. She recommended that the members pay particular close attention to the specific recommendations to the State Boards on page 15.

Following Ms. Hahn's report on the NAB Annual Meeting, Kathleen Fletcher congratulated Ms. Hahn on her re-appointment as Chair on the State Governance and Regulatory Issues Committee.

### **NAB Exam Statistics**

Ms. Hahn reported the following NAB RC/AL exam statistics:

- RC/AL passage rates in 2009 – 66.67%
- RC/AL passage rates in 2010 – 64.29%
- RC/AL passage rates in 2011 – 76%

### **LTC Workforce Survey**

Ms. Hahn shared a copy of the final proposed survey developed and approved by the Long-Term Care Workforce Committee in April 2012. She shared that the aim of the survey is to obtain insight directly from renewing licensees concerning the specific issues identified by the Committee of being of greatest relevance to inform researchers, policy makers, and others on Virginia's LTCA workforce. Ms. Hahn concluded that survey will be launched during the next renewal cycle pending the agency Director's approval.

### **"Acting" Administrators**

Ms. Hahn shared that the board had approved only three applications for "Acting" ALF Administrators since the new law took effect. She added that facilities seem to be doing a good job of notifying the board of administrator changes.

### **Disciplinary Review Committee**

Ms. Hahn stated that no additional comments or changes were made to the Investigative Guideline she handed out for their review during the last board meeting.

## **2012 Calendar**

Ms. Hahn stated that the 2012 board meetings were scheduled for September 11<sup>th</sup> and December 11<sup>th</sup>.

## **NEW BUSINESS**

### **Legislative & Regulatory Reports – Elaine Yeatts**

Ms. Yeatts began her report by stating that the proposed action for a Fee Increase remains at the Secretary's office unsigned and that the proposed action for the Oversight of Acting Assisted Living Facility Administrators in an AIT Program had been signed by the Secretary and is now at the Governor's Office. Ms. Yeatts reminded the members that even after the Governor signs any proposed action, it still needs to go through the public comment period and the rest of the regulatory process which could take up to one year.

Discussion then took place about the current budget situation and possible ways to resolve the issue. It was decided that the first course of action to take would be to respond to the Secretary's unfavorable position on the two tiered fee increase proposal. Ms. Yeatts suggested that the board consider eliminating the 2014 fee increase from the original proposal.

Upon a motion by Mr. Scott and properly seconded by Ms. Hunt, the board voted to adopt the re-proposed amendments to Chapters 20 and 30 and delete the 2014 fee increase. The motion passed unanimously.

### **Periodic Review (attachment #1)**

Ms. Yeatts led the periodic review of 18VAC95-20-10 et seq., Regulations Governing the Practice of Nursing Home Administrators. The Board made a couple of changes and decided not to consider an Inactive License status at this time. Ms. Hahn suggested that the Board consider reviewing the educational requirement for an NHA in Virginia in the future since many states require a minimum Bachelor Degree.

Upon a motion by Ms. Hunt and properly seconded by Mr. Scott, the board voted to approve the changes to 18VAC95-20-10 et seq., Regulations Governing the Practice of Nursing Home Administrators (attachment #2). The motion passed unanimously.

## **BREAK**

The Board took a recess at 11:25 a.m. and reconvened at 11:38 a.m.

**NAB Criteria for Endorsement (attachment #2)**

Ms. Hahn gave handouts of the NAB Criteria for Endorsement for both NHA and RCAL and explained that this was an effort to smooth the mobility of licensing and that NAB was encouraging State Boards to utilize it. She added that the agreements did not take away the licensing authority from States but rather establishes minimum endorsement requirements for licensure.

Upon a motion by Mr. Scott and properly seconded by Ms. Hunt, the board voted to accept the NAB Criteria for Endorsement for both NHA and RCAL. The motion passed unanimously.

**Guidance Document for Practicing with an Expired License**

Following discussion, upon a motion by Ms. Hunt and properly seconded by Ms. Fletcher, the board voted to adopt the following Guidance Document regarding the disposition of cases involving practicing on an expired license:

The Board of Long Term Care Administrators delegates to the Executive Director for the Board the authority to offer a confidential consent agreement or a prehearing consent to resolve disciplinary cases in which a Licensee has been found to be practicing with an expired license.

The board adopted the following guidelines for resolution of cases of practicing with an expired license:

Cause	Possible Action
First offense; 90 days or less	Confidential Consent Agreement
First offense; 91 days to one year	Consent Order; Monetary Penalty of \$500
First offense; one to two years	Consent Order; Monetary Penalty of \$1000

The motion passed unanimously.

**Election of Officers**

Upon a motion by Kathleen Fletcher and properly seconded by Tom Orsini, the board voted the election of Martha Hunt as Board Vice-Chair for the 2012/2013 term. The motion passed unanimously.

Upon a motion by Amanda Gannon and properly seconded by Randy Scott, the board voted the election of Tom Orsini as Board Chair for the 2012/2013 term. The motion passed unanimously.

Ms. Hahn concluded by thanking Randy Scott for all his work during the past year serving as Board Chair.

**ADJOURNMENT**

With all business concluded, the meeting was adjourned at 11:55 a.m.

\_\_\_\_\_  
Thomas J. Orsini, NHA, Vice-Chair

\_\_\_\_\_  
Lisa R. Hahn, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTACHMENT

#1

**Part I. General Provisions.**

**18VAC95-20-10. Definitions.**

A. The following words and terms when used in this chapter shall have the definitions ascribed to them in §54.1-3100 of the Code of Virginia:

“Board”

“Nursing home”

“Nursing home administrator”

B. The following words and terms when used in this chapter shall have the following meanings unless the context indicates otherwise:

"Accredited institution" means any degree-granting college or university accredited by an accrediting body approved by the United States Department of Education ~~or any diploma-granting program approved by the Virginia Board of Nursing.~~

"A.I.T." means a person enrolled in the administrator-in-training program in nursing home administration in a licensed nursing home.

"Administrator-of-record" means the licensed nursing home administrator designated in charge of the general administration of the facility and identified as such to the facility's licensing agency.

"Approved sponsor" means an individual, business or organization approved by the National Association of Long Term Care Administrator Boards or by an accredited ~~education~~ institution to offer continuing education programs in accordance with this chapter.

"Continuing education" means the educational activities which serve to maintain, develop, or increase the knowledge, skills, performance and competence recognized as relevant to the nursing home administrator's professional responsibilities.

"Full time" means employment of at least 35 hours per week.

"Hour" means ~~60~~50 minutes of participation in a program for obtaining continuing education.

"Internship" means a practicum or course of study as part of a degree or post-degree program designed especially for the preparation of candidates for licensure as nursing home administrators that involves supervision by an accredited college or university of the practical application of previously studied theory.

"National examination" means a test used by the board to determine the competence of candidates for licensure as administered by the National Association of Long Term Care Administrator Boards or any other examination approved by the board.

"Preceptor" means a nursing home administrator currently licensed and registered or recognized by a nursing home administrator licensing board to conduct an administrator-in-training (A.I.T.) program.

~~"State examination" means a test used by the Board of Long Term Care Administrators to determine competency of a candidate relevant to regulations and laws in Virginia governing nursing home administration.~~

## **Part II. Renewals and Reinstatements.**

### **18VAC95-20-175. Continuing education requirements.**

A. In order to renew a nursing home administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

2. A licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.

B. In order for continuing education to be approved by the board, it shall be related to health care administration and shall be approved or offered by the National Association of Long Term Care Administrator Boards (NAB), ~~or by an accredited institution, or a government agency.~~

C. Documentation of continuing education.

1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.

2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date or dates the course was taken;
- b. Hours of attendance or participation;
- c. Participant's name; and
- d. Signature of an authorized representative of the approved sponsor.

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters.

### **Part III. Requirements for Licensure.**

#### **18VAC95-20-220. Qualifications for initial licensure.**

One of the following sets of qualifications is required for licensure as a nursing home administrator:

1. Degree and practical experience. The applicant shall (i) hold a baccalaureate or higher degree in nursing home administration or a health care administration field from an accredited ~~college or university~~ institution; (ii) have completed not less than a 320-hour internship in a licensed nursing home as part of the degree program under the supervision of a preceptor; and (iii) have received a passing grade on the national examination;

2. Certificate program. The applicant shall (i) hold a baccalaureate or higher degree from an accredited ~~college or university~~ institution; (ii) successfully complete a program with a minimum of 21 semester hours study in nursing home administration or health care administration from an accredited college or university; (iii) successfully complete not less than a 400-hour internship in a licensed nursing home as part of the certificate program under the supervision of a preceptor; and (iv) have received a passing grade on the national examination; or

3. Administrator-in-training program. The applicant shall have (i) successfully completed an A.I.T. program which meets the requirements of Part IV (18VAC95-20-300 et seq.) of this chapter and (ii) received a passing grade on the national examination.

### **Part IV. Administrator-In-Training Program.**

#### **18VAC95-20-300. Administrator-in-training qualifications.**

A. To be approved as an administrator-in-training, a person shall:

1. Have received a passing grade on a total of 60 semester hours of education from an accredited ~~college or university~~ institution;

2. Obtain a preceptor to provide training;

3. Submit the fee prescribed in 18VAC95-20-80;

4. Submit the application provided by the board; and

5. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the A.I.T. program.

B. With the exception of school transcripts, all required parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.

**18VAC95-20-310. Required hours of training.**

A. The A.I.T. program shall consist of 2,000 hours of continuous training in a facility as prescribed in 18VAC95-20-330 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B and C of this section.

B. An A.I.T. applicant with prior health care work experience may request approval to receive a maximum 1,000 hours of credit toward the total 2,000 hours as follows:

1. Applicant shall have been employed full time for four of the past five consecutive years immediately prior to application as an assistant administrator, ~~or~~ director of nursing in a training facility as prescribed in 18VAC95-20-330, or the licensed assisted living administrator in an assisted living facility;

2. Applicants with experience as a hospital administrator shall have been employed full time for three of the past five years immediately prior to application as a hospital administrator-of-record or an assistant hospital administrator in a hospital setting having responsibilities in all of the following areas:

- a. Regulatory;
- b. Fiscal;
- c. Supervisory;
- d. Personnel; and
- e. Management; or

3. Applicants who hold a license as a registered nurse shall have held an administrative level supervisory position for at least four of the past five consecutive years, in a training facility as prescribed in 18VAC95-20-330.

C. An A.I.T. applicant with the following educational qualifications shall meet these requirements:

1. An applicant with a master's or a baccalaureate degree in health care administration or a comparable field with no internship shall complete 320 hours in an A.I.T. program;

2. An applicant with a master's degree in an unrelated field shall complete 1,000 hours in an A.I.T. program;
3. An applicant with a baccalaureate degree in an unrelated field shall complete 1,500 hours in an A.I.T. program; or
4. An applicant with 60 semester hours of education in an accredited college or university shall complete 2,000 hours in an A.I.T. program.

D. An A.I.T. shall be required to serve weekday, evening, night and weekend shifts to receive training in all areas of nursing home operation.

#### **18VAC95-20-330. Training facilities.**

Training shall be conducted only in:

1. A nursing home licensed by the Virginia Board of Health or by a similar licensing body in another jurisdiction;
2. An institution operated by the Virginia ~~State Mental Health, Mental Retardation and Substance Abuse Services Board~~ Department of Behavioral Health and Development Services in which long-term care is provided;
3. A certified nursing home owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
4. A certified nursing home unit located in and operated by a licensed hospital as defined in §32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

#### **18VAC95-20-390. Training plan.**

Prior to the beginning of the A.I.T. program, the preceptor shall develop and submit for board approval a training plan which shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall include the ~~1996~~ Domains of Practice in the Job Analysis of Nursing Home Administrators approved by the National Association of Long Term Care Administrator Boards (NAB) in 2007 and incorporated by reference into these regulations. An A.I.T. program shall include training in each of the learning areas in the Domains of Practice.

### **Part V. Refusal, Suspension, Revocation, and Disciplinary Action.**

#### **18VAC95-20-470. Unprofessional conduct.**

The board may refuse to admit a candidate to an examination, refuse to issue or renew a license or approval to any applicant, suspend a license for a stated period of time or indefinitely, reprimand a licensee, place his license on probation with such terms and conditions and for such time as it may designate, impose a monetary penalty, or revoke a license for any of the following causes:

1. Conducting the practice of nursing home administration in such a manner as to constitute a danger to the health, safety, and well-being of the residents, staff, or public;
2. Failure to comply with federal, state, or local laws and regulations governing the operation of a nursing home;
3. Conviction of a felony or any misdemeanor involving abuse, neglect or moral turpitude;
4. ~~Failure to comply with any regulations of the board~~ Violating or cooperating with others in violating any of the provisions of Chapters 1 (§ 54.1-100 et seq.), 24 (§ 54.1-2400 et seq.) and this chapter or regulations of the board; or
5. Inability to practice with skill or safety.

ATTACHMENT  
#2



**NAB NHA Criteria for Endorsement**

Licensing Boards/Agencies in long term care shall endorse licensure for all candidates from other jurisdictions that demonstrate experience in long term care having met the following or this jurisdiction's minimum requirements (which may be less than those listed below):

- BA/BS Degree from a college/university accredited body recognized by the United States Department of Education or an accrediting agency recognized or approved by the jurisdiction in which the applicant is seeking licensure.
- Presentment to the Board/Agency of evidence of licensure as a nursing home administrator of record full time for the past two consecutive years in a jurisdiction regulated by a licensing authority.
- Presentment to the Board/Agency of proof of initial licensure, including active NAB scores and proof that such license is in good standing.
- Presentment to the Board/Agency of proof that any other nursing home administrator license granted to the candidate by all other states has not been suspended, revoked or otherwise restricted for any reason (other than non renewal or the failure to obtain the required continuing education credits in any states where the applicant is currently licensed but not engaged in the practice of nursing home administration, nor subject to any discipline or current investigation). Boards/Agencies shall have discretion to assess the magnitude of any such discipline issued relative to their state rules and solely determine the license eligibility. Documentation must be provided directly by the state appointed authority.
- Submission of written application on forms required by applicable laws and regulations and applicable payment to the Board/Agency.
- Successful completion of the applicable state examination or equivalency.
- Boards/Agencies in each jurisdiction may continue to impose individual standards for entry-level requirements and less restrictive standards under law or regulations for interstate endorsement or reciprocity.

**NAB NHA LICENSURE ENDORSEMENT AGREEMENT**

Based on mutual consideration, the Virginia Board of Long Term Care Administrators and the National Association of Long-Term Care Administrator Boards (NAB) agree to the following terms:

Virginia Board of Long Term Care Administrators hereby agrees to adopt and support the “NAB NHA Licensure Endorsement Agreement” and the attached Criteria for Endorsement (the “Agreement”). As such, Virginia Board of Long Term Care Administrators will endorse licensure for those candidates seeking licensure as a residential care and assisted living administrator in this jurisdiction that meet the Agreement criteria.

The Virginia Board of Long Term Care Administrators agrees to allow the National Association of Boards of Examiners (“NAB”) to publish this jurisdiction’s participation in the Agreement on the NAB website and through other methods of communication to its various stakeholder audiences.

NAB agrees to formally support and encourage all applicable jurisdictions to accept this Agreement, specifically including the Criteria for Endorsement.

This Agreement shall remain in effect from the date of this Agreement until terminated by either party subject to 90 prior written notice.

This Agreement is entered into, effective this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

**Virginia Board of Long-Term Care Administrators:**

**NAB:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

### NAB RCAL Criteria for Endorsement

Licensing Boards/ Agencies in long term care shall endorse licensure for all candidates from other jurisdictions that demonstrate experience in long term care having met the following or this jurisdiction's minimum requirements (which may be less than those listed below):

- Associate's Degree from a college/ university accredited body recognized by the United States Department of Education or an accrediting agency recognized or approved by the jurisdiction in which the applicant is seeking licensure.
- Presentment to the Board/ Agency of:
  - Evidence of licensure as a residential care/ assisted living administrator (RCAL) of record full time for the past two consecutive years in jurisdiction regulated by a licensing authority;
  - Evidence of initial RCAL administrator licensure that is in good standing, including passing NAB scores; and
  - Evidence that any RCAL administrator license granted to the candidate by any other state has not been suspended, revoked or otherwise restricted for any reason (*other than non-renewal or failure to obtain the required continuing education credits in any state where applicant is currently licensed but not engaged in the practice of RCAL administration, nor subject to any discipline or current investigation*). Boards/ Agencies shall have discretion to assess the magnitude of any such discipline issued relative to their state rules and solely determine the license eligibility. Documentation must be provided directly by the state-appointed authority.
- Submission of written application on forms required by applicable laws/ regulations, including applicable payment to the Board/ Agency.
- Successful completion of applicable state examination or equivalency, if required.
- Board/ Agency may impose individual standards for entry-level requirements and less restrictive standards under law/regulations for interstate endorsement or reciprocity.

**NAB RCAL LICENSURE ENDORSEMENT AGREEMENT**

Based on mutual consideration, the Virginia Board of Long Term Care Administrators and the National Association of Long Term Care Administrator Boards (NAB) agree to the following terms:

Virginia Board of Long Term Care Administrators hereby agrees to adopt and support the “NAB RCAL Licensure Endorsement Agreement” and the attached “Criteria for Endorsement” (the “Agreement”). As such, Virginia Board of Long Term Care Administrators will endorse licensure for those candidates seeking licensure as a residential care and assisted living administrator in this jurisdiction that meet the Agreement criteria.

The Virginia Board of Long Term Care Administrators agrees to allow NAB to publish its jurisdiction’s participation in the Agreement on the NAB website and through other methods of communication to its various stakeholder audiences.

NAB agrees to formally support and encourage all applicable jurisdictions to accept this Agreement, specifically including the Criteria for Endorsement.

This Agreement shall remain in effect from the date of this Agreement until terminated by either party subject to 90 prior written notice.

This Agreement is entered into, effective this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

**Virginia Board of Long Term Care Administrators:**

**NAB:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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