
Call to Order – Pamela Dukes, MBA, Citizen Member, Chair

- Welcome and Introductions
- Emergency Egress Instructions

Approval of Agenda

Public Comment

The Board will receive public comment on agenda items at this time. The Board will not receive comment on any pending regulation process for which a public comment period has closed or any pending or closed complaint or disciplinary matter. The time allotted for public comment will be limited to 20 minutes total.

Discussion and Committee Recommendations

- Review and Consideration of Amendments - Periodic Review of Regulations (18VAC95-15-10 et seq., 18VAC95-20-10 et seq., and 18VAC95-30-10 et seq.)
 - Consideration of Amendments Related to Size of Training Facility for Assisted Living Facility Administrators-in-Training (AITs) (18VAC95-30-170(B)(4))
 - Consideration of Credit for Portion of ALF AIT Hours Toward Nursing Home AIT Hours
 - Consideration of Adoption of “Administrator Residency” Terminology
- Review of Proposed Revisions to Board Bylaws
- Review of Guidance Documents
 - 95-4, Board Policy on the Use of Confidential Consent Agreements (December 23, 2021)
 - 95-13, Guidance on Completion of Continuing Education (December 23, 2021)
- Consideration of Policy Document - Board Policy on Processing Requests for Additional Examination Attempts

Next Steps

Meeting Adjournment

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to the Code of Virginia.

Regulations Governing
Delegation to an
Agency Subordinate
(18VAC95-15-10 et. seq.)

Virginia Administrative Code
Title 18. Professional And Occupational Licensing
Agency 95. Board of Long-Term Care Administrators
Chapter 15. Regulations Governing Delegation to an Agency Subordinate

18VAC95-15-10. Decision to delegate.

In accordance with subdivision 10 of § 54.1-2400 of the Code of Virginia, the board may delegate an informal fact-finding proceeding to an agency subordinate upon determination that probable cause exists that a practitioner may be subject to a disciplinary action.

Statutory Authority

§54-1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 37, Issue 13, eff. April 16, 2021.

18VAC95-15-20. Criteria for delegation.

Cases that may not be delegated to an agency subordinate include violations of standards of practice, except as may otherwise be determined by the executive director in consultation with the board chair.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 37, Issue 13, eff. April 16, 2021.

18VAC95-15-30. Criteria for an agency subordinate.

- A. An agency subordinate authorized by the board to conduct an informal fact-finding proceeding may include current or past board members and professional staff or other persons deemed knowledgeable by virtue of their training and experience in administrative proceedings involving the regulation and discipline of health professionals.
- B. The executive director shall maintain a list of appropriately qualified persons to whom an informal fact-finding proceeding may be delegated.
- C. The board may delegate to the executive director the selection of the agency subordinate who is deemed appropriately qualified to conduct a proceeding based on the qualifications of the subordinate and the type of case being heard.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 37, Issue 13, eff. April 16, 2021.

Regulations Governing
the Practice of Nursing
Home Administrators
(18VAC95-20-10 et. seq.)

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 U.S. Department of Education.

"Active practice" means a minimum of 1,000 hours of practice as a licensed nursing home administrator within the preceding 24 months.

"AIT" 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 NAB or by an accredited institution to offer continuing education programs in accordance with this chapter.

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

"Domains of Practice" means the content areas of tasks, knowledge, and skills necessary for administration of a nursing home as approved by NAB.

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

"Hour" means 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.

"NAB" means the National Association of Long Term Care Administrator Boards.

"National examination" means a test used by the board to determine the competence of candidates for licensure as administered by NAB 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 (AIT) program.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 1.1, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 21, Issue 18, eff. July 1, 2005; Volume 25, Issue 19, eff. June 24, 2009; Volume 29, Issue 20, eff. July 18, 2013; Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-20-60. Posting of license.

Each licensee shall post his license in a main entrance or place conspicuous to the public in the facility in which the licensee is administrator-of-record.

Statutory Authority

§§ 54.1-2400 and 54.1-3101 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 2.2, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994.

18VAC95-20-70. Accuracy of information.

A. All changes in the address of record or the public address, if different from the address of record, or the name of a licensee, trainee, or preceptor shall be furnished to the board within 30 days after the change occurs.

B. All notices required by law and by this chapter to be mailed by the board to any registrant or licensee shall be validly given when mailed to the latest address of record on file with the board and shall not relieve the licensee, trainee, or preceptor of the obligation to comply.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 2.3, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 25, Issue 19, eff. July 1, 2009; Errata, 25:22 VA.R. 4172 July 6, 2009.

18VAC95-20-80. Required fees.

The applicant or licensee shall submit all fees in this section that apply:

1. AIT program application	\$215
2. Preceptor application	\$65
3. Licensure application	\$315
4. Verification of licensure requests from other states	\$35
5. Nursing home administrator license renewal	\$315
6. Inactive nursing home administrator license renewal	\$150
7. Preceptor renewal	\$65
8. Fee for nursing home administrator late renewal	\$110
9. Fee for preceptor late renewal	\$25
10. Fee for late inactive licensure renewal	\$35
11. Nursing home administrator reinstatement	\$435
12. Preceptor reinstatement	\$105
13. Duplicate license	\$25
14. Duplicate wall certificates	\$40
15. Reinstatement after disciplinary action	\$1,000

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 3.1, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 7, eff. January 15, 2003; Volume 24, Issue 16, eff. May 14, 2008; Volume 31, Issue 2, eff. October 22, 2014; Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-20-130. Additional fee information.

- A. There shall be a fee of \$50 for a returned check or a dishonored credit card or debit card.
- B. Fees shall not be refunded once submitted.
- C. Examination fees are to be paid directly to the service or entity that administers the examinations.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 3.6, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 22, Issue 13, eff. April 5, 2006; Volume 36, Issue 9, eff. February 6, 2020; Volume 41, Issue 15, eff. April 9, 2025.

Part II. Renewals , Reinstatements, and Inactive Licenses

18VAC95-20-170. Renewal requirements.

- A. A person who desires to renew his license or preceptor registration for the next year shall, not later than the expiration date of March 31 of each year, submit a completed renewal form and fee.
- B. The renewal form and fee shall be received no later than the expiration date. Postmarks shall not be considered.
- C. A nursing home administrator license or preceptor registration not renewed by the expiration date shall be invalid.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 4.4, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 26, Issue 8, eff. January 20, 2010.

18VAC95-20-175. Continuing education requirements.

- A. In order to renew a nursing home administrator license, an applicant shall attest on the 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. Up to two hours of the 20 hours required for annual renewal may be satisfied through delivery of services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services. One hour of continuing education may be credited for one hour of providing such volunteer services, as documented by the health department or free clinic.
 - 3. At least two hours of continuing education for each renewal year shall relate to the care of residents with mental or cognitive impairments, including Alzheimer's disease and dementia.

4. A licensee who serves as the registered preceptor in an approved AIT or Assisted Living Facility AIT program may receive one hour of continuing education credit for each week of training up to a maximum of 10 hours of self-study course credit for each renewal year.

5. 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 (i) related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency or (ii) as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

1. The licensee shall retain in the licensee's 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 the course was taken;
- b. Hours of attendance or participation; and
- c. Participant's name.

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 or as documented in the NAB continuing education registry.

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. The request for an extension shall be received in writing and granted by the board prior to the renewal date.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 15, Issue 4, eff. December 9, 1998; amended, Virginia Register Volume 19, Issue 19, eff. July 2, 2003; Volume 24, Issue 20, eff. July 24, 2008; Volume 25, Issue 19, eff. June 24, 2009; Volume 29, Issue 20, eff. July 18, 2013; Volume 33, Issue 11, eff. March 9, 2017; Volume 35, Issue 12, eff. March 6, 2019; Volume 39, Issue 7, eff. December 21, 2022; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-20-180. Late renewal.

A. A person who fails to renew a license or preceptor registration by the expiration date may, within one year of the initial expiration date:

1. Return the renewal notice or request renewal in writing to the board; and
2. Submit the applicable renewal fee and late fee.

B. The documents required in subsection A of this section shall be received in the board office within one year of the initial expiration date. Postmarks shall not be considered.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 4.5, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-20-200. Reinstatement for nursing home administrator license or preceptor registration.

A. The board may reinstate a nursing home administrator license or preceptor registration that was not renewed within one year of the initial expiration date.

B. An applicant for nursing home administrator license reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and provide one of the following:

1. Evidence of the equivalent of 20 hours of continuing education for each year since the last renewal, not to exceed a total of 60 hours.
2. Evidence of active practice in another state or United States jurisdiction or in the United States armed services during the period licensure in Virginia was lapsed.
3. Evidence of requalifying for licensure by meeting the requirements prescribed in 18VAC95-20-220 or 18VAC95-20-225.

C. An applicant for preceptor reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and meet the current requirements for a preceptor in effect at the time of application for reinstatement.

D. Any person whose license or registration has been suspended, revoked, or denied renewal by the board under the provisions of 18VAC95-20-470 shall, in order to be eligible for reinstatement, (i) submit a reinstatement application to the board for a license, (ii) pay the appropriate reinstatement fee, and (iii) submit any other credentials as prescribed by the board. After a hearing, the board may, at its discretion, grant the reinstatement.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 4.7, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-20-201. Inactive licensure.

A. A nursing home administrator who holds a current, unrestricted license in Virginia shall, upon a request for inactive status on the renewal application and submission of the required renewal fee, be issued an inactive license.

1. An inactive licensee shall not be entitled to perform any act requiring a license to practice nursing home administration or registration to serve as a preceptor in Virginia.
2. The holder of an inactive license shall not be required to meet continuing education requirements, except as may be required for reactivation in subsection B of this section.

B. A nursing home administrator who holds an inactive license may reactivate a license by:

1. Paying the difference between the renewal fee for an inactive license and that of an active license for the year in which the license is being reactivated; and
2. Providing proof of completion of the number of continuing competency hours required for the period in which the license has been inactive, not to exceed three years.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 41, Issue 15, eff. April 9, 2025.

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 a health care-related field that meets the requirements of 18VAC95-20-221 from an accredited institution, (ii) have completed not less than a 320-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 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, (ii) successfully complete a program with a minimum of 21 semester hours study in a health care-related field that meets the requirements of 18VAC95-20-221 from an accredited institution, (iii) successfully complete not less than a 400-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 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;

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

4. Health Services Executive (HSE) credential. The applicant shall provide evidence that the applicant has met the minimum education, experience, and examination standards established by NAB for qualification as a Health Services Executive.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 5.1, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 22, Issue 26, eff. October 4, 2006; Volume 24, Issue 20, eff. July 24, 2008; Volume 29, Issue 20, eff. July 18, 2013; Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-20-221. Required content for coursework.

To meet the educational requirements for a degree in a health care-related field, an applicant must provide an official transcript from an accredited college or university that documents successful completion of a minimum of 21 semester hours of coursework concentrated on the administration and management of health care services to include a minimum of three semester hours in each of the content areas in subdivisions 1 through 4 of this section, six semester hours in the content area set out in subdivision 5 of this section, and three semester hours for an internship.

1. Customer care, supports, services: Course content shall address program and service planning, supervision, and evaluation to meet the needs of patients, such as (i) nursing, medical and pharmaceutical care; (ii) rehabilitative, social, psychosocial, and recreational services; (iii) nutritional services; (iv) safety and rights protections; (v) quality assurance; and (vi) infection control.

2. Human resources: Course content shall focus on personnel leadership in a health care management role and must address organizational behavior and personnel management skills such as (i) staff organization, supervision, communication, and evaluation; (ii) staff recruitment, retention, and training; (iii) personnel policy development and implementation; and (iv) employee health and safety.

3. Finance: Course content shall address financial management of health care programs and facilities such as (i) an overview of financial practices and problems in the delivery of health care services; (ii) financial planning, accounting, analysis, and auditing; (iii) budgeting; (iv) health care cost issues; and (v) reimbursement systems and structures.

4. Environment: Course content shall address facility and equipment management such as (i) maintenance, (ii) housekeeping, (iii) safety, (iv) inspections and compliance with laws and regulations, and (v) emergency preparedness.

5. Leadership and management: Course content shall address the leadership roles in health delivery systems such as (i) government oversight and interaction, (ii) organizational policies and procedures, (iii) principles of ethics and law, (iv) community coordination and cooperation, (v) risk management, and (vi) governance and decision making.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 22, Issue 26, eff. October 4, 2006; amended, Virginia Register Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-20-225. Qualifications for licensure by endorsement.

The board may issue a license to any person who:

1. Holds a current, unrestricted license from any state or the District of Columbia; and
2. Meets one of the following conditions:
 - a. Has been engaged in active practice as a licensed nursing home administrator; or
 - b. Has education and experience equivalent to qualifications required by this chapter and has provided written evidence of those qualifications at the time of application for licensure.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 15, Issue 4, eff. December 9, 1998; amended, Virginia Register Volume 25, Issue 6, eff. December 24, 2008; Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-20-230. Application package.

A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.

B. An individual seeking licensure as a nursing home administrator or registration as a preceptor shall submit:

1. A completed application as provided by the board;
 2. Additional documentation as may be required by the board to determine eligibility of the applicant;
 3. The applicable fee; and
 4. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).
- C. 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.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 5.2, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 24, Issue 20, eff. July 24, 2008; Volume 26, Issue 8, eff. January 20, 2010; Volume 31, Issue 20, eff. July 16, 2015; Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

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 institution;
 2. Obtain a registered preceptor to provide training;
 3. Submit the fee prescribed in 18VAC95-20-80;
 4. Submit the application and Domains of Practice form 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 AIT program.
- B. 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.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.1, eff. August 15, 1990; amended, Virginia Register Volume 7,

Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 29, Issue 20, eff. July 18, 2013; Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

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

A. The AIT 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 subsections B and C of this section.

B. An AIT 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. The 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 as the licensed administrator of an assisted living facility;

2. The applicant 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. The applicant who holds 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 AIT applicant with the following educational qualifications shall meet these requirements:

1. An applicant with a master's or a baccalaureate degree in a health care-related field that meets the requirements of 18VAC95-20-221 with no internship shall complete 320 hours in an AIT program;

2. An applicant with a master's degree in a field other than health care shall complete 1,000 hours in an AIT program;

3. An applicant with a baccalaureate degree in a field other than health care shall complete 1,500 hours in an AIT program; or

4. An applicant with 60 semester hours of education in an accredited college or university shall complete 2,000 hours in an AIT program.

D. An AIT shall be required to serve weekday, evening, night and weekend shifts and to receive training in all areas of nursing home operation. An AIT shall receive credit for no more than 40 hours of training per week.

E. An AIT shall complete training on the care of residents with cognitive or mental impairments, including Alzheimer's disease and dementia.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.2, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 22, Issue 26, eff. October 4, 2006; Volume 29, Issue 20, eff. July 18, 2013; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-20-330. Training facilities.

Training in an AIT program 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 Department of Behavioral Health and Developmental 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 that is 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.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.4, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 22, Issue 26, eff. October 4, 2006; Volume 28, Issue 24, eff. August 29, 2012.

18VAC95-20-340. Supervision of trainees.

A. Training shall be under the supervision of a preceptor who is registered or recognized by a licensing board.

B. A preceptor may supervise no more than two AIT's at any one time.

C. A preceptor shall:

1. Provide direct instruction, planning, and evaluation in the training facility;
2. Shall be routinely present with the trainee for on-site supervision in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility; and
3. Shall continually evaluate the development and experience of the AIT to determine specific areas in the Domains of Practice that need to be addressed.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.5, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 22, Issue 26, eff. October 4, 2006; Volume 35, Issue 12, eff. March 6, 2019; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-20-380. Qualifications of preceptors.

A. To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia nursing home administrator license and be employed full time as an administrator of record in a training facility for a minimum of two of the past three years immediately prior to registration;
2. Provide evidence that he has completed the online preceptor training course offered by NAB; and
3. Meet the application requirements in 18VAC95-20-230.

B. To renew registration as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia nursing home administrator license and be employed by or have an agreement with a training facility for a preceptorship; and
2. Meet the renewal requirements of 18VAC95-20-170.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.9, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 22, Issue 26, eff. October 4, 2006; Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-20-390. Training plan.

Prior to the beginning of the AIT program, the preceptor shall develop and submit for board approval a training plan that shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall address the Domains of Practice approved by NAB that is in effect at the time the training program is submitted for approval. An AIT program shall include training in each of the learning areas as outlined in the NAB AIT Manual.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.10, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 19, Issue 19, eff. July 2, 2003; Volume 22, Issue 26, eff. October 4, 2006; Volume 25, Issue 19, eff. June 24, 2009; Volume 35, Issue 12, eff. March 6, 2019; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-20-400. Reporting requirements.

A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training. The preceptor shall document in the progress report evidence of on-site supervision of the AIT training.

B. The AIT's final report of completion with the accumulated original monthly reports shall be submitted by the preceptor to the board within 30 days following the completion of the AIT program.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.11, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-20-430. Termination of program.

A. If the AIT program is terminated prior to completion, the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within 10 business days.

B. The preceptor shall also submit all required monthly progress reports completed prior to termination.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.14, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-20-440. Interruption of program.

A. If the program is interrupted because the registered preceptor is unable to serve, the AIT shall notify the board within five working days.

B. Credit for training shall resume when a new preceptor is obtained and approved by the board.

C. If an alternate training plan is developed, it shall be submitted to the board for approval before the AIT resumes training.

Statutory Authority

§54.1-2400 and Chapter 31 (§ 54.1-3100 et seq.) of Title 54.1 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 6.15, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 41, Issue 15, eff. April 9, 2025.

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 registration or approval to any applicant, suspend a license for a stated period of time or indefinitely, reprimand a licensee or registrant, place his license or registration on probation with such terms and conditions and for such time as it may designate, impose a monetary penalty, or revoke a license or registration 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. 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 31 (§ 54.1-3100 et seq.) of the Code of Virginia or regulations of the board;
5. Inability to practice with reasonable skill or safety by reason of illness or substance abuse or as a result of any mental or physical condition;
6. Abuse, negligent practice, or misappropriation of a resident's property;
7. Entering into a relationship with a resident that constitutes a professional boundary violation in which the administrator uses his professional position to take advantage of the vulnerability of a resident or his family, to include actions that result in personal gain at the expense of the resident, an inappropriate personal involvement with a resident, or sexual conduct with a resident;
8. The denial, revocation, suspension, or restriction of a license to practice in another state, the District of Columbia, or a United States possession or territory;
9. Assuming duties and responsibilities within the practice of nursing home administration without adequate training or when competency has not been maintained;
10. Obtaining supplies, equipment, or drugs for personal or other unauthorized use;
11. Falsifying or otherwise altering resident or employer records, including falsely representing facts on a job application or other employment-related documents;
12. Fraud or deceit in procuring or attempting to procure a license or registration or seeking reinstatement of a license or registration; or
13. Employing or assigning unqualified persons to perform functions that require a license, certificate, or registration.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from VR500-01-2:1 § 7.1, eff. August 15, 1990; amended, Virginia Register Volume 7, Issue 25, eff. October 9, 1991; Volume 8, Issue 24, eff. September 24, 1992; Volume 10, Issue 17, eff. June 15, 1994; Volume 15, Issue 4, eff. December 9, 1998; Volume 29, Issue 20, eff. July 18, 2013; Volume 35, Issue 12, eff. March 6, 2019.

Regulations Governing
the Practice of Assisted
Living Facility
Administrators
(18VAC95-30-10 et. seq.)

Part I. General Provisions

18VAC95-30-10. 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:

"Assisted living facility"

"Assisted living facility administrator"

"Board"

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 U.S. Department of Education.

"Active practice" means a minimum of 1,000 hours of practice as an assisted living facility administrator within the preceding 24 months.

"Administrator-of-record" means the licensed assisted living facility administrator designated in charge of the general administration and management of an assisted living facility, including compliance with applicable regulations, and identified as such to the facility's licensing agency.

"ALF AIT" means a person enrolled in an administrator-in-training program in a licensed assisted living facility.

"Approved sponsor" means an individual, business, or organization approved by NAB or by an accredited institution to offer continuing education programs in accordance with this chapter.

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

"Domains of Practice" means the content areas of tasks, knowledge and skills necessary for administration of a residential care or assisted living facility as approved by NAB.

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

"Hour" means 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 assisted living facility administrators that involves supervision by an accredited college or university of the practical

application of previously studied theory.

"NAB" means the National Association of Long Term Care Administrator Boards.

"National examination" means a test used by the board to determine the competence of candidates for licensure as administered by NAB or any other examination approved by the board.

"Preceptor" means an assisted living facility administrator or nursing home administrator currently licensed and registered to conduct an ALF AIT program.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 25, Issue 19, eff. June 24, 2009; Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-30-20. Posting of license.

Each licensee shall post his license in a main entrance or place conspicuous to the public in each facility in which the licensee is administrator-of-record.

Statutory Authority

§§ 54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008.

18VAC95-30-30. Accuracy of information.

A. All changes in the address of record or the public address, if different from the address of record, or the name of a licensee, trainee, or preceptor shall be furnished to the board within 30 days after the change occurs.

B. All notices required by law and by this chapter to be mailed by the board to any licensee shall be validly given when mailed to the latest address of record on file with the board and shall not relieve the licensee, trainee, or preceptor of the obligation to comply.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 25, Issue 19, eff. July 1, 2009; Errata, 25:22 VA.R. 4172 July 6, 2009.

18VAC95-30-40. Required fees.

A. The applicant or licensee shall submit all fees in this subsection that apply:

1. ALF AIT program application	\$215
2. Preceptor application	\$65
3. Licensure application	\$315
4. Verification of licensure requests from other states	\$35
5. Assisted living facility administrator license renewal	\$315
6. Inactive license renewal	\$150
7. Preceptor renewal	\$65
8. Fee for assisted living facility administrator late renewal	\$110
9. Fee for preceptor late renewal	\$25
10. Fee for inactive license late renewal	\$35
11. Assisted living facility administrator reinstatement	\$435
12. Preceptor reinstatement	\$105
13. Duplicate license	\$25
14. Duplicate wall certificates	\$40
15. Returned check or dishonored credit card or debit card	\$50
16. Reinstatement after disciplinary action	\$1,000

B. Fees shall not be refunded once submitted.

C. Examination fees are to be paid directly to the service or entity that administers the examination.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 24, Issue 16, eff. May 14, 2008; Volume 31, Issue 2, eff. October 22, 2014; Volume 35, Issue 12, eff. March 6, 2019; Volume 36, Issue 9, eff. February 6, 2020; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-30-50. Practice by a licensed nursing home administrator.

Pursuant to § 54.1-3102 B of the Code of Virginia, a person who holds a license as a nursing home administrator issued by the board may engage in the general administration of an assisted living facility.

Statutory Authority

§§ 54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008.

Part II. Renewals , Reinstatements, and Inactive Licenses

18VAC95-30-60. Renewal requirements.

A. A person who desires to renew his license or preceptor registration for the next year shall, not later than the expiration date of March 31 of each year, submit a completed renewal form and fee.

B. The renewal form and fee shall be received no later than the expiration date. Postmarks shall not be considered.

C. An assisted living facility administrator license or preceptor registration not renewed by the expiration date shall be invalid, and continued practice may constitute grounds for disciplinary action.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 26, Issue 8, eff. January 20, 2010; Volume 31, Issue 3, eff. November 20, 2014.

18VAC95-30-70. Continuing education requirements.

A. In order to renew an assisted living administrator license, an applicant shall attest on the applicant's 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. Up to two hours of the 20 hours required for annual renewal may be satisfied through delivery of services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services. One hour of continuing education may be credited for one hour of providing such volunteer services, as documented by the health department or free clinic.

3. At least two hours of continuing education for each renewal year shall relate to the care of residents with mental or cognitive impairments, including Alzheimer's disease and dementia.

4. A licensee who serves as the registered preceptor in an approved ALF AIT program may receive one hour of continuing education credit for each week of training up to a maximum of 10 hours of self-study course credit for each renewal year.

5. A licensee is exempt from completing continuing education requirements for the first renewal following initial licensure in Virginia.

B. In order for continuing education to be approved by the board, it shall (i) be related to the Domains of Practice for residential care or assisted living and approved or offered by NAB, an accredited educational institution, or a governmental agency or (ii) be as provided in subdivision

A 2 of this section.

C. Documentation of continuing education.

1. The licensee shall retain in the licensee's 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 the course was taken;
 - b. Hours of attendance or participation; and
 - c. Participant's name.
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 or as documented in the NAB continuing education registry.

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. The request for an extension shall be submitted in writing and granted by the board prior to the renewal date.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 31, Issue 3, eff. November 20, 2014; Volume 33, Issue 11, eff. March 9, 2017; Volume 35, Issue 12, eff. March 6, 2019; Volume 39, Issue 7, eff. December 21, 2022; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-30-80. Late renewal.

- A. A person who fails to renew a license or preceptor registration by the expiration date may, within one year of the initial expiration date:
1. Submit the renewal notice or request renewal by mail to the board;
 2. Submit the applicable renewal fee and penalty fee; and
 3. Provide evidence as may be necessary to establish eligibility for renewal.
- B. The documents required in subsection A of this section shall be received in the board office within one year of the initial expiration date. Postmarks shall not be considered.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-30-90. Reinstatement for an assisted living facility administrator license or preceptor registration.

A. The board may reinstate an assisted living facility administrator license or preceptor registration that was not renewed within one year of the initial expiration date.

B. An applicant for assisted living facility administrator license reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and provide one of the following:

1. Evidence of the equivalent of 20 hours of continuing education for each year since the last renewal, not to exceed a total of 60 hours.
2. Evidence of active practice in another state or United States jurisdiction or in the United States armed services during the period licensure in Virginia was lapsed.
3. Evidence of requalifying for licensure by meeting the requirements prescribed in 18VAC95-30-100 and 18VAC95-30-110.

C. An applicant for preceptor reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and meet the current requirements for a preceptor in effect at the time of application for reinstatement.

D. Any person whose license or registration has been suspended, revoked, or denied renewal by the board under the provisions of 18VAC95-30-210 shall, in order to be eligible for reinstatement, (i) submit a reinstatement application to the board for a license, (ii) pay the appropriate reinstatement fee, and (iii) submit any other credentials as prescribed by the board. After a hearing, the board may, at its discretion, grant the reinstatement.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-30-91. Inactive licensure.

A. An assisted living facility administrator who holds a current, unrestricted license in Virginia shall, upon a request for inactive status on the renewal application and submission of the required renewal fee, be issued an inactive license.

1. An inactive licensee shall not be entitled to perform any act requiring a license to practice assisted living facility administration or registration to serve as a preceptor in Virginia.
2. The holder of an inactive license shall not be required to meet continuing education requirements, except as may be required for reactivation in subsection B of this section.

B. An assisted living facility administrator who holds an inactive license may reactivate such license by:

1. Paying the difference between the renewal fee for an inactive license and that of an active license for the year in which the license is being reactivated; and
2. Providing proof of completion of the number of continuing competency hours required for the period in which the license has been inactive, not to exceed three years.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 41, Issue 15, eff. April 9, 2025.

Part III. Requirements for Licensure

18VAC95-30-100. Educational and training requirements for initial licensure.

A. To be qualified for initial licensure as an assisted living facility administrator, an applicant shall hold a high school diploma or general education diploma (GED) and hold one of the following qualifications:

1. Administrator-in-training program.
 - a. Complete at least 30 semester hours of postsecondary education in an accredited college or university with at least 15 of the 30 semester hours in business or human services or a combination thereof and 640 hours in an ALF AIT program as specified in 18VAC95-30-150;
 - b. Complete an educational program as a licensed practical nurse and hold a current, unrestricted license or multistate licensure privilege and 640 hours in an ALF AIT program;
 - c. Complete an educational program as a registered nurse and hold a current, unrestricted license or multistate licensure privilege and 480 hours in an ALF AIT program;
 - d. Complete at least 30 semester hours in an accredited college or university with courses in the content areas of (i) client or resident care, (ii) human resources management, (iii) financial management, (iv) physical environment, and (v) leadership and governance, and 480 hours in an ALF AIT program;
 - e. Hold a master's or a baccalaureate degree in health care-related field or a comparable field that meets the requirements of subsection B of this section with no internship or practicum and 320 hours in an ALF AIT program;

f. Hold a master's or baccalaureate degree in an unrelated field and 480 hours in an ALF AIT program; or

g. Have at least three years of health care experience, to include at least one consecutive year in a managerial or supervisory role, in a health care setting within the five years prior to application and 640 hours in an ALF AIT program. For purposes of this qualification, these definitions shall apply: (i) "health care experience" means full-time equivalency experience in providing care to residents or patients in a health care setting; (ii) "health care setting" means a licensed home health organization, licensed hospice program, licensed hospital or nursing home, licensed assisted living facility, licensed adult day program, or licensed mental health or developmental services facility; and (iii) "managerial or supervisory role" means an employment role that includes management responsibility and supervision of two or more staff.

2. Certificate program.

Hold a baccalaureate or higher degree in a field unrelated to health care from an accredited college or university and successfully complete a certificate program with a minimum of 21 semester hours study in a health care-related field that meets course content requirements of subsection B of this section from an accredited college or university and successfully complete not less than a 320-hour internship or practicum that addresses the Domains of Practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the certificate program under the supervision of a preceptor; or

3. Degree and practical experience.

Hold a baccalaureate or higher degree in a health care-related field that meets the course content requirements of subsection B of this section from an accredited college or university and have completed not less than a 320-hour internship or practicum that addresses the Domains of Practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the degree program under the supervision of a preceptor.

B. To meet the educational requirements for a degree in a health care-related field, an applicant must provide an official transcript from an accredited college or university that documents successful completion of a minimum of 21 semester hours of coursework concentrated on the administration and management of health care services to include a minimum of six semester hours in the content area set out in subdivision 1 of this subsection, three semester hours in each of the content areas in subdivisions 2 through 5 of this subsection, and three semester hours for an internship or practicum.

1. Customer care, supports, and services;
2. Human resources;
3. Finance;
4. Environment;
5. Leadership and management.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 35, Issue 12, eff. March 6, 2019; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-30-110. Examination requirement for initial licensure.

To be licensed under 18VAC95-30-95 or 18VAC95-30-100, an applicant shall provide evidence of a passing grade on the national credentialing examination for administrators of assisted living facilities approved by the board.

Statutory Authority

§§ 54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008.

18VAC95-30-120. Qualifications for licensure by endorsement or credentials.

A. If applying from any state or the District of Columbia in which a license, certificate, or registration is required to be the administrator of an assisted living facility, an applicant for licensure by endorsement shall hold a current, unrestricted license, certificate, or registration from that state or the District of Columbia. If applying from a jurisdiction that does not have such a requirement, an applicant may apply for licensure by credentials, and no evidence of licensure, certification, or registration is required.

B. The board may issue a license to any person who:

1. Meets the provisions of subsection A of this section;
2. Has not been the subject of a disciplinary action taken by any jurisdiction in which he was found to be in violation of law or regulation governing practice and which, in the judgment of the board, has not remediated;
3. Meets one of the following conditions:
 - a. Has been engaged in active practice as an assisted living facility administrator in an assisted living facility that provides assisted living care as defined in § 63.2-100 of the Code of Virginia; or
 - b. Has education and experience substantially equivalent to qualifications required by this chapter and has provided written evidence of those qualifications at the time of application for licensure; and
4. Has successfully passed a national credentialing examination for administrators of assisted living facilities approved by the board.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-30-130. Application package.

A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.

B. An individual seeking licensure as an assisted living facility administrator or registration as a preceptor shall submit:

1. A completed application as provided by the board;
2. Additional documentation as may be required by the board to determine eligibility of the applicant, to include the most recent survey report if the applicant has been serving as an acting administrator of a facility;
3. The applicable fee; and
4. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).

C. 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.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 26, Issue 8, eff. January 20, 2010; Volume 31, Issue 20, eff. July 16, 2015; Volume 32, Issue 3, eff. November 4, 2015; Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

Part IV. Administrator-in-Training Program

18VAC95-30-140. Training qualifications.

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

1. Meet the requirements of 18VAC95-30-100 A 1;
2. Obtain a registered preceptor to provide training;
3. Submit the application and Domains of Practice form provided by the board and the fee

prescribed in 18VAC95-30-40; and

4. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the ALF AIT program.

B. 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.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-30-150. Required hours of training.

A. The ALF AIT program shall consist of hours of continuous training as specified in 18VAC95-30-100 A 1 in a facility as prescribed in 18VAC95-30-170 to be completed within 24 months, except a person in an ALF AIT program who has been approved by the board and is serving as an acting administrator shall complete the program within 150 days. 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 of this section.

B. An ALF AIT program applicant with prior health care work experience may request approval to receive hours of credit toward the total hours as follows:

1. An applicant who has been employed full time for one of the past four years immediately prior to application as an assistant administrator in a licensed assisted living facility or nursing home or as a hospital administrator shall complete 320 hours in an ALF AIT program;
2. An applicant who holds a license or a multistate licensure privilege as a registered nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years in a licensed assisted living facility or nursing home shall complete 320 hours in an ALF AIT program; or
3. An applicant who holds a license or a multistate licensure privilege as a licensed practical nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years in a licensed assisted living facility or nursing home shall complete 480 hours in an ALF AIT program.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 24, Issue 23, eff. September 4, 2008; Volume 32, Issue 3, eff. November 4, 2015; Volume 35, Issue 12, eff. March 6, 2019.

18VAC95-30-160. Required content of an ALF administrator-in-training program.

- A. Prior to the beginning of the training program, the preceptor shall develop and submit for board approval a training plan that shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall include the tasks and the knowledge and skills required to complete those tasks as approved by NAB as the domains of practice for residential care/assisted living in effect at the time the training is being provided. An ALF AIT program shall include training in each of the learning areas as outlined in the NAB AIT Manual.
- B. An ALF AIT shall be required to serve weekday, evening, night, and weekend shifts and to receive training in all areas of an assisted living facility operation.
- C. An AIT shall receive credit for no more than 40 hours of training per week.
- D. An ALF AIT shall complete training on the care of residents with cognitive or mental impairments, including Alzheimer's disease and dementia.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-30-170. Training facilities.

- A. Training in an ALF AIT program or for an internship shall be conducted only in:
 - 1. An assisted living facility or unit licensed by the Virginia Board of Social Services or by a similar licensing body in another jurisdiction;
 - 2. An assisted living facility owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
 - 3. An assisted living 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.
- B. Training in an ALF AIT program or for an internship shall not be conducted in:
 - 1. An assisted living facility with a provisional license as determined by the Department of Social Services in which the AIT program is a new ALF AIT program;
 - 2. An assisted living facility with a conditional license as determined by the Department of Social Services in which the AIT applicant is the owner of the facility;
 - 3. A facility that is licensed as residential only and does not require an administrator licensed by the Board of Long-Term Care Administrators; or

4. An assisted living facility with a licensed resident capacity of fewer than 20 residents.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 35, Issue 12, eff. March 6, 2019; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-30-180. Preceptors.

- A. Training in an ALF AIT program shall be under the supervision of a preceptor who is registered or recognized by Virginia or a similar licensing board in another jurisdiction.
- B. To be registered by the board as a preceptor, a person shall:
 1. Hold a current, unrestricted Virginia assisted living facility administrator or nursing home administrator license;
 2. Be employed full time as an administrator in a training facility for a minimum of two of the past four years immediately prior to registration or be a regional administrator with on-site supervisory responsibilities for a training facility;
 3. Provide evidence that he has completed the online preceptor training course offered by NAB; and
 4. Submit an application and fee as prescribed in 18VAC95-30-40. The board may waive such application and fee for a person who is already approved as a preceptor for nursing home licensure.
- C. A preceptor shall:
 1. Provide direct instruction, planning, and evaluation;
 2. Be routinely present for on-site supervision of the trainee in the training facility as appropriate to the experience and training of the ALF AIT and the needs of the residents in the facility; and
 3. Continually evaluate the development and experience of the trainee to determine specific areas needed for concentration.
- D. A preceptor may supervise no more than two trainees at any one time.
- E. A preceptor for a person who is serving as an acting administrator while in an ALF AIT program shall be present in the training facility for face-to-face instruction and review of the trainee's performance for a minimum of four hours per week.
- F. To renew registration as a preceptor, a person shall:
 1. Hold a current, unrestricted Virginia assisted living facility or nursing home license and be employed by or have a written agreement with a training facility for a preceptorship; and

2. Meet the renewal requirements of 18VAC95-30-60.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 24, Issue 23, eff. September 4, 2008; Volume 31, Issue 3, eff. November 20, 2014; Volume 32, Issue 3, eff. November 4, 2015; Volume 35, Issue 12, eff. March 6, 2019; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-30-190. Reporting requirements.

A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training. The preceptor shall document in the progress report evidence of on-site supervision of the AIT training. For a person who is serving as an acting administrator while in an ALF AIT program, the preceptor shall include in the progress report evidence of face-to-face instruction and review for a minimum of four hours per week.

B. The trainee's final report of completion with the accumulated original monthly reports shall be submitted by the preceptor to the board within 30 days following the completion of the program.

Statutory Authority

§§54.1-2400 and 54.1-3102 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 32, Issue 3, eff. November 4, 2015; Volume 39, Issue 7, eff. December 21, 2022.

18VAC95-30-200. Interruption or termination of program.

A. If the program is interrupted because the registered preceptor is unable to serve, the trainee shall notify the board within 10 working days.

1. Credit for training shall resume when a new preceptor is obtained and approved by the board.

2. If an alternate training plan is developed, it shall be submitted to the board for approval before the trainee resumes training.

B. If the training program is terminated prior to completion, the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within 10 business days. The preceptor shall also submit all required monthly progress reports completed prior to termination within 10 business days.

Statutory Authority

§54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 31, Issue 3, eff. November 20, 2014; Volume 35, Issue 12, eff. March 6, 2019; Volume 41, Issue 15, eff. April 9, 2025.

18VAC95-30-201. Administrator-in-training program for acting administrators.

A. A person who is in an ALF AIT program while serving as an acting administrator pursuant to § 54.1-3103.1 of the Code of Virginia shall be identified on his nametag as an acting administrator-in-training.

B. The facility shall post the certificate issued by the board for the acting administrator and a copy of the license of the preceptor in a place conspicuous to the public.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 32, Issue 3, eff. November 4, 2015.

Part V. Refusal, Suspension, Revocation and Disciplinary Action

18VAC95-30-210. Unprofessional conduct.

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

1. Conducting the practice of assisted living 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 an assisted living facility;
3. Conviction of a felony or any misdemeanor involving abuse, neglect, or moral turpitude;
4. 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 31 (§ 54.1-3100 et seq.) of the Code of Virginia or regulations of the board;
5. Inability to practice with reasonable skill or safety by reason of illness or substance abuse or as a result of any mental or physical condition;
6. Abuse, negligent practice, or misappropriation of a resident's property;
7. Entering into a relationship with a resident that constitutes a professional boundary violation in which the administrator uses his professional position to take advantage of the

vulnerability of a resident or his family, to include actions that result in personal gain at the expense of the resident, an inappropriate personal involvement with a resident, or sexual conduct with a resident;

8. The denial, revocation, suspension, or restriction of a license to practice in another state, the District of Columbia or a United States possession or territory;

9. Assuming duties and responsibilities within the practice of assisted living facility administration without adequate training or when competency has not been maintained;

10. Obtaining supplies, equipment, or drugs for personal or other unauthorized use;

11. Falsifying or otherwise altering resident or employer records, including falsely representing facts on a job application or other employment-related documents;

12. Fraud or deceit in procuring or attempting to procure a license or registration or seeking reinstatement of a license or registration; or

13. Employing or assigning unqualified persons to perform functions that require a license, certificate, or registration.

Statutory Authority

§ 54.1-2400 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 24, Issue 6, eff. January 2, 2008; amended, Virginia Register Volume 35, Issue 12, eff. March 6, 2019.

For Informational and Discussion Purposes:

1. Pending Fast Track Action: Reduction of Requirements for Preceptors (Ch. 20 and Ch. 30)
2. Recommendations of Regulatory Advisory Panel on Assisted Living Facility Administrators-in-Training (Attachment A – March 11, 2025)
3. Petition for Rulemaking – ALF AIT Hours for NHA AIT
4. NAB Information – Administrator Residency



Agency Department of Health Professions

Board Board of Long-Term Care Administrators

Chapter Regulations Governing the Practice of Nursing Home Administrators
[\[18 VAC 95 - 20\]](#)

Action: Reduction of requirements for preceptors

Fast-Track Stage Action 6787 / Stage 10818

Documents		
Proposed Text	7/3/2025 8:59 am	
Agency Background Document	7/3/2025	
ORM Economic Review Form	1/27/2026	
Attorney General Certification	1/16/2026	

Status	
Attorney General Review	Submitted to OAG: 7/3/2025 Review Completed: 1/16/2026 Result: Certified
DPB Review	Submitted on 1/27/2026 DPB review in progress. [Day 34]
Secretary Review	Not yet submitted to Secretary of Health and Human Resources
Governor's Review	Not yet submitted
Virginia Registrar	Not yet submitted
Comment Period	You may comment on this stage in a Town Hall comment forum as soon as it is published in <i>The Virginia Register of Regulations</i> . If you sign up for the Town Hall email notification service , you will be notified when the comment forum opens. The regulatory information regarding this stage is subject to change until 5 days before it is published in the Register.
Effective Date	Not yet determined

Contact Information	
Name / Title:	Corie Tillman Wolf / <i>Executive Director</i>
Address:	9960 Mayland Drive Suite 300 Henrico, VA 23233-1463

Email Address:	corie.wolf@dhp.virginia.gov
Telephone:	(804)367-4595 FAX: (804)527-4413 TDD: (-)

This person is the primary contact for this board.



Proposed Text

[highlight](#)

Action: Reduction of requirements for preceptors

Stage: Fast-Track

7/3/25 8:59 AM

18VAC95-20-340 Supervision of trainees

A. Training shall be under the supervision of a preceptor who is registered or recognized by a licensing board.

B. A preceptor may supervise no more than ~~two~~ three AIT's at any one time.

C. A preceptor shall:

1. Provide direct instruction, planning, and evaluation in the training facility;
2. Shall be routinely present with the trainee for on-site supervision in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility; and
3. Shall continually evaluate the development and experience of the AIT to determine specific areas in the Domains of Practice that need to be addressed.

18VAC95-20-380 Qualifications of preceptors

A. To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia nursing home administrator license ~~and be employed full time as an administrator of record in a training facility for a minimum of two of the past three years immediately prior to registration;~~

2. Have at least two years in practice as an administrator of record in the past four years immediately prior to registration, and either:

a. Be employed full time in or be under contract or written agreement with the facility where training occurs; or

b. Be a regional administrator with on-site supervisory responsibilities for a training facility;

~~2.~~ 3. Provide evidence that he has completed the online preceptor training course offered by NAB; and

~~3.~~ 4. Meet the application requirements in 18VAC95-20-230.

B. To renew registration as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia nursing home administrator license and be employed by or have an agreement with a training facility for a preceptorship; and

2. Meet the renewal requirements of 18VAC95-20-170.

18VAC95-30-180 Preceptors

A. Training in an ALF AIT program shall be under the supervision of a preceptor who is registered or recognized by Virginia or a similar licensing board in another

jurisdiction.

B. To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia assisted living facility administrator or nursing home administrator license;

2. ~~Be employed full time as an administrator in a training facility for a minimum of two of the past four years immediately prior to registration or be a regional administrator with on-site supervisory responsibilities for a training facility; Have at least two years in practice as an administrator of record in the past four years immediately prior to registration, and either:~~

a. Be employed full time in or be under contract or written agreement with the facility where training occurs; or

b. Be a regional administrator with on-site supervisory responsibilities for a training facility;

3. Provide evidence that he has completed the online preceptor training course offered by NAB; and

4. Submit an application and fee as prescribed in 18VAC95-30-40. The board may waive such application and fee for a person who is already approved as a preceptor for nursing home licensure.

C. A preceptor shall:

1. Provide direct instruction, planning, and evaluation;

2. Be routinely present for on-site supervision of the trainee in the training facility as appropriate to the experience and training of the ALF AIT and the needs of the residents in the facility; and

3. Continually evaluate the development and experience of the trainee to determine specific areas needed for concentration.

D. A preceptor may supervise no more than ~~two~~ three trainees at any one time.

E. A preceptor for a person who is serving as an acting administrator while in an ALF AIT program shall be present in the training facility for face-to-face instruction and review of the trainee's performance for a minimum of four hours per week.

F. To renew registration as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia assisted living facility or nursing home license and be employed by or have a written agreement with a training facility for a preceptorship; and

2. Meet the renewal requirements of 18VAC95-30-60.

Regulatory Advisory Panel – Assisted Living Facility Administrators-in-Training
Considerations for Board of Long-Term Care Administrators – Final Recommendations

Area	Concern	Recommendation	Actions for Consideration
Preceptors	Clarification that licensees who serve as regional administrators of buildings can obtain initial registration as preceptor even if not currently working as the administrator in a building	1. Amend 18VAC95-30-180(B) to clarify requirements for initial registration of preceptors	Board Discussion; Board motion to initiate regulatory action – whether NOIRA or Fast-Track Action
		2. Consider parallel amendment to 18VAC95-20-380(A) for NHA process	Board Discussion; Board motion to initiate regulatory action – whether NOIRA or Fast-Track Action
	Confusion regarding separate ALF Preceptor registration process for Nursing Home Administrators (NHAs) who serve as preceptors in assisted living	3. Waive application and fee requirement in 18VAC95-30-180(B)(4) for ALF Preceptor Registration for a person who is already approved as a NHA Preceptor	Board Discussion; Board motion to waive application and fee requirement or Motion to Adopt Board Guidance Document, if necessary
		4. Update Board application, registration, and renewal processes to clarify/to implement that NHA licensees are not required to register separately as ALF preceptors, but may precept in assisted living facilities based upon NHA preceptor registration	Staff to implement based upon Board action
	Allowance for preceptors to oversee training for more AITs at one time - will allow for more prospective AITs to match with preceptors who may have capacity to train an additional AIT	5. Amend 18VAC95-30-180(D) and 18VAC95-20-340(B) to permit preceptors to train three AITs at one time	Board Discussion; Board motion to initiate regulatory action – whether NOIRA or Fast-Track Action
	Difficulty in matching prospective AITs with preceptors, particularly if preceptors are permitted only to supervise training of AITs affiliated with their parent company/ corporate entity	6. Continuously update information in Voluntary Preceptor Directory available on Board website to include any additional restrictions for preceptors to provide training	Staff to continue to ask for updated information during preceptor renewal process and to provide link for submission of information to Board in licensee communications

Area	Concern	Recommendation	Actions for Consideration
	Preceptors who charge to provide training for AITs – puts undue burden on both prospective AITs and smaller operators to pay for AIT training	7. Add fields to Voluntary Preceptor Directory and ask Preceptors whether they or their company pay AITs for training or whether the Preceptor or their company charge for AIT training	Staff to amend preceptor information submission form to include questions regarding payment/charge for AIT training
		8. Consider other actions to address concerns related to preceptor fees for AIT programs	Board Discussion; continue to collaborate with stakeholders in this area
	Unpaid AIT programs – puts undue burden on AITs to either work in an unpaid position or work a second job at the same time they are trying to fulfill AIT hour requirements	9. Encourage building/facility owners to prioritize payment for AITs in their facilities while the AITs are completing on-the-job training	Board Discussion; continue to collaborate with stakeholders in this area
		10. Explore options or opportunities for grants or other funding to support payment of AITs for training in long-term care facilities	Board Discussion; continue to collaborate with stakeholders in this area
Training Facilities	Limitation on size of ALF facility for training of AITs in 18VAC95-30-170(B)(4) creates an undue burden on smaller providers	11. Consider possible regulatory action in this area based upon the following options discussed by the RAP: a. Strike existing ALF resident capacity restriction in 18VAC95-30-170(B)(4); b. Amend resident capacity number in 18VAC95=30-170(B)(4); c. Add language to 18VAC95-30-170(B)(4) to approve primary training in facility <20 residents, but that AIT complete a minimum of x% training or observational hours in a secondary facility with 20 or more residents; or d. Require completion of 80-hour prelicensure course based upon approved NAB curriculum if facility size restriction eliminated, with hours to count toward overall AIT hours.	Board Discussion; Board motion to initiate regulatory action – whether NOIRA or Fast-Track Action
		12. Collaborate with DSS on tracking and comparing data on violations and/or discipline related to facilities or administrators in individual databases	Staff to coordinate with DSS staff in this area
National Examination for RC/AL	Concern regarding passage rates for NAB national examination for assisted living administrators	13. Continue to encourage use of the VCU RCAL Exam Preparation Course as an exam preparation tool developed and offered by an accredited NAB program	Continue to collaborate with stakeholders in this area

Area	Concern	Recommendation	Actions for Consideration
	(CORE and RCAL) and whether passage rates create a barrier to licensure	14. Support the development of prelicensure courses by VHCA/VCAL for NHA and ALFA applicants, based upon the 80-hour NAB-approved curricula for pre-licensure courses, which hours may be approved by the Board toward AIT required training hours	Board Discussion; Board motion to initiate regulatory action - whether NOIRA or Fast-Track Action; Continue to collaborate with stakeholders in this area;
		15. Support the development of a webinar series by LeadingAge Virginia, in conjunction with the Board, NAB, VCU, and other stakeholders to support AIT training and AIT/Preceptor networking	Continue to collaborate with stakeholders in this area
		16. Continue to provide feedback to NAB regarding the revision and/or development of resources and tools to enhance preparation for exam candidates (streamlined reference lists for primary vs. secondary resources, recommended study courses list)	Staff to continue to provide information to NAB on concerns raised by stakeholders and feedback on tools and resources to support exam candidates
	Concerns regarding misinformation about the NAB examinations	17. Ensure dissemination of correct information about the NAB exam and what needs to be studied – whether on administrator online forums or elsewhere	Staff to continue to provide information to NAB on concerns raised by stakeholders, feedback on tools and resources to support exam candidates,
	Concerns regarding NHA content on CORE and RCAL exams	18. Update link to NAB RCAL AIT Manual information once updated by NAB to remove confusing/legacy NHA material (mid-January 2025)	Staff to confirm that updated RCAL materials are linked to Board website/provided to applicants
Ongoing training for newer administrator licensees	Concerns about new(er) administrators and uptick in complaints to the Board	19. Continue discussion regarding impactful ways of providing education to new administrators regarding investigation and reporting of incidents, mandatory reporting, FRI and report writing, etc. (e.g. DSS Phase II training)	Continue to collaborate with stakeholders in this area



COMMONWEALTH OF VIRGINIA

Board of Long-Term Care Administrators

9960 Mayland Drive, Suite 300
Richmond, Virginia 23233-1463

(804) 367-4595 (Tel)
(804) 527-4413 (Fax)

Petition for Rule-making

The Code of Virginia (§ 2.2-4007) and the Public Participation Guidelines of this board require a person who wishes to petition the board to develop a new regulation or amend an existing regulation to provide certain information. Within 14 days of receiving a valid petition, the board will notify the petitioner and send a notice to the Register of Regulations identifying the petitioner, the nature of the request and the plan for responding to the petition. Following publication of the petition in the Register, a 21-day comment period will begin to allow written comment on the petition. Within 90 days after the comment period, the board will issue a written decision on the petition.

Please provide the information requested below. (Print or Type)

Petitioner's full name (Last, First, Middle initial, Suffix,)		
Bertha Simmons		
Street Address		Area Code and Telephone Number
8500 Saddle Court		703-915-2233
City	State	Zip Code
Manassas	Virginia	20110
Email Address (optional)		Fax (optional)
simmons@comcast.net		

Respond to the following questions:

1. What regulation are you petitioning the board to amend? Please state the title of the regulation and the section/sections you want the board to consider amending.

18VAC95-20-310. Required hours of training

2. Please summarize the substance of the change you are requesting and state the rationale or purpose for the new or amended rule.

The Domains of Practice for the AIT program is the same for training both Assisted Living Administrators and Nursing Home Administrators. The NAB exam for Assisted Living contains questions that are nursing home content, i.e. Medicare/Medicaid, Quality Assurance, etc. Preceptors have to prepare the ALF AIT for terminology and situations that are for NHFs. Some AITs in ALF plan to go on to become Nursing Home Administrators. It seems fair that credit from their ALF AIT program should be counted toward a Nursing Home Administrator AIT program. I am asking for consideration of some credit hours to be considered toward an AIT Nursing Home Administrator program if the candidate has completed an AIT in Assisted Living Administration.

3. State the legal authority of the board to take the action requested. In general, the legal authority for the adoption of regulations by the board is found in § 54.1-2400 of the Code of Virginia. If there is other legal authority for promulgation of a regulation, please provide that Code reference.

§ 54.1-3101. The Board of Long-Term Care Administrators is established as a policy board, within the meaning of § 2.2-2100

Signature: *Bertha Simmons*

Date: *2/18/2025*

Bertha Simmons, LNHA, LALFA, LBSW, Licensed Preceptor, Certified Mediator



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Agency Department of Health Professions

Board Board of Long-Term Care Administrators

Chapter Regulations Governing the Practice of Nursing Home Administrators [**18 VAC 95 - 20**]

3 comments

All good comments for this forum [Show Only Flagged](#)

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Commenter: Anonymous

3/27/25 12:58 pm

Respecting the AIT

With how much information learned in the ALF AIT is also applicable to the NHF AIT, it would be extremely helpful to candidates who are looking to expand their capabilities to not be required to repeat the same information twice. I think by getting credit it respects the AIT and the work they are putting in, rather than just making them jump through more hoops. The credit also gives them more time to focus on where the information differs rather than having to give time and energy repeating the same materials.

CommentID: 233329

Commenter: Larry Rouvelas

3/29/25 7:11 am

Cross-operational learning

Operators of assisted living and skilled nursing can learn much from each other. The proposed rule change would encourage cross-fertilizing ideas when administrators can readily move between them.

CommentID: 233335

Commenter: Current AIT

3/29/25 9:02 am

Credit from AL AIT to be used for NH AIT

During my AIT training in assisted living, I am learning that many of the code sections on the Domains are also for nursing home instruction. 15% of the codes are specifically for nursing home instruction. Once I have my Assisted Living Facility Administration license, in the future I plan to do the nursing home AIT program. I am hoping that I will be able to use some of the hours from my AL AIT program for the NH AIT program.

CommentID: 233339



Blogs

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Rebranding the Administrator in Training Program to Administrator Residency



By Stephanie Arteaga posted 02-21-2024 15:49

RECOMMEND

The Administrator in Training (AIT) program has been a staple in the long-term care industry for decades. It has been a vital tool for training the next generation of administrators. However, with the changing times, it has become apparent that a rebranding of the program is necessary to stay relevant and align with other organizations. With that goal in mind, the NAB is rebranding the AIT to Administrator Residency.

The Need for Change

The long-term care industry is constantly evolving, and it is vital that organizations adapt to these changes. One of the significant changes that have occurred in recent years is the shift towards residency programs. Residency programs are becoming the norm in healthcare, and long-term care facilities need to follow suit. By rebranding the AIT program to Administrator Residency, we align ourselves with other organizations and demonstrate that we are committed to providing the best possible training for our future leaders.

Benefits of Administrator Residency

Rebranding the AIT program to Administrator Residency has several benefits. Firstly, it will attract more candidates to the program. The term residency has a more prestigious connotation and will make the program more appealing to potential candidates. Secondly, it will provide a clear understanding of what the program entails. The term residency implies a more hands-on approach to training, which is what the AIT program is all about. Lastly, it will give the program more credibility. By aligning ourselves with other organizations, we demonstrate that we are committed to providing the best possible training to our future leaders.

#NABNews

0 comments

51 views


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Board Bylaws

VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS

BYLAWS

Article I. Officers Election, Terms of Office, Vacancies

1. Officers

The officers of the Virginia Board of Long-Term Care Administrators (Board) shall be a Chair and a Vice-Chair.

2. Election.

The organizational year for the Board shall run from July 1st through June 30th. At the first meeting of the organizational year, the Board shall elect from its members a Chair and a Vice-Chair.

3. Terms of Office.

The terms of office of the Chair and Vice-Chair shall be for one year. An officer may be re-elected in that same position for a second consecutive term. Nominations for office shall be selected by open ballot, and election shall require a majority of the members present.

4. Vacancies.

A vacancy occurring in any office shall be filled by a special election at the next meeting of the Board.

Article II. Duties of Officers

1. Chair.

The Chair shall preside at all meetings and conduct all business according to the Administrative Process Act and Robert's Rules; shall appoint all committees except where specifically provided by law; shall appoint agency subordinates; shall sign certificates and documents authorized to be signed by the Chair; and, may serve as an ex-officio member of committees.

2. Vice- Chair.

The Vice-Chair shall perform all duties of the Chair in the absence of the Chair.

Article III. Duties of Members

1. Qualifications.

After appointment by the Governor, each member of the Board shall forthwith take the oath of office to qualify for service as provided by law.

2. Attendance at meetings.

Members of the Board shall attend all regular and special meetings of the full Board, meetings of committees to which they are assigned and all hearings conducted by the Board at which

their attendance is requested by the Executive Director, unless prevented by illness or other unavoidable cause. In the case of an unavoidable absence of any member from any meeting, the Chair may reassign the duties of such absent member.

Article IV. Meeting

1. Number.

The Board shall schedule at least three regular meetings in each year, with the right to change the date or cancel any board meeting with the exception that a minimum of one board meeting will take place annually. The Chair shall call meetings at any time to conduct the business of the Board and shall convene conference calls when needed to act on summary suspensions and settlement offers. Special meetings shall be called by the Chair upon the written request of any three members of the Board.

2. Quorum.

Five members of the Board, including one who is not a licensed nursing home administrator or assisted living facility administrator, shall constitute a quorum.

3. Voting.

All matters shall be determined by a majority vote of the members present.

Article V. Committees

1. Standing Committees.

As part of their responsibility to the Board, members appointed to a committee shall faithfully perform the duties assigned to the committee. The standing committees of the Board shall be the following:

- Legislative and Regulatory Committee
- Credentials Committee
- Special Conference Committees

2. Ad Hoc Committees.

The Chair may appoint an Ad Hoc Committee of two or more members of the Board to address a topic not assigned to a standing committee.

3. Committee Duties.

a) Legislative/Regulatory Committee.

The Legislative/Regulatory Committee shall consist of two or more members, appointed by the Chair. This Committee shall consider matters bearing upon state and federal regulations and legislation and make recommendations to the Board regarding policy matters. The Committee shall conduct a periodic review of the laws and regulations. Proposed changes in State laws or in the Regulations of the Board, shall be distributed to all Board members prior to scheduled meetings of the Board.

b) Credentials Committee.

The Credentials Committee shall consist of two or more members appointed by the Chair and shall review all non-routine applications for licensure to determine if the applicant satisfies the requirements established by the Board. The committee shall review requests for exemptions from continuing education and may grant such requests for circumstances beyond the control of the administrator on a one-time basis. The Committee shall not be required to meet collectively to complete initial reviews. The Committee chair shall provide guidance to staff on the action to be taken as a result of the initial review.

c) Special Conference Committees.

Special Conference Committees shall consist of two or more members appointed by the Chair. The Committees shall hold informal fact-finding conferences and provide guidance to staff on the disposition of disciplinary cases. The Chair may designate additional board members to serve as alternates who may be contacted to serve in the event one of the standing committee members becomes ill or is unable to attend a scheduled conference date.

Article VI. Executive Director

1. Designation.

The Administrative Officer of the Board shall be designated the Executive Director of the Board.

2. Duties.

The Executive Director shall:

- a) Supervise the operation of the Board office and be responsible for the conduct the staff and the assignment of cases to agency subordinates.
- b) Carry out the policies and services established by the Board.
- c) Provide and disburse all forms as required by law to include, but not be limited to, new and renewal application forms.
- d) Keep accurate record of all applications for licensure, maintain a file of all applications and notify each applicant regarding the actions of the Board in response to their application. Prepare and deliver licenses to all successful applicants. Keep and maintain a current record of all licenses issued by the Board.
- e) Notify all members of the Board of regular and special meetings of the Board. Notify all Committee members of regular and special meetings of Committees. Keep true and accurate minutes of all meetings and distribute such minutes to the Board members prior to the next meeting.
- f) Issue all notices and orders, render all reports, keep all records and notify all individuals as required by these Bylaws or law. Affix and attach the seal of the Board to such documents, papers, records, certificates and other instruments as may be directed by law.
- g) Keep accurate records of all disciplinary proceedings. Receive and certify all exhibits presented. Certify a complete record of all documents whenever and wherever required by law.
- h) Present the biennial budget with any revisions to the Board for approval.

Article VII: General Delegation of Authority

1. The Board delegates to Board staff the authority to issue and renew licenses, registrations and certificates where minimum qualifications have been met.
2. The Board delegates to the Executive Director the authority to reinstate licenses, registrations and certificates when the reinstatement is due to the lapse of the license, registration or certificate and not due to previous Board disciplinary action unless specified in the Board order.
3. The Board delegates to Board staff the authority to develop and approve any and all forms used in the daily operations of the Board business, to include, but not limited to, licensure applications, renewal forms and documents used in the disciplinary process.
4. The Board delegates to the Executive Director the authority to sign as entered any agreement, Order or Board-approved Consent Order resulting from the disciplinary process.
5. The Board delegates to the Executive Director, who may consult with a special conference committee member, the authority to provide guidance to the agency's Enforcement Division in situations wherein a complaint is of questionable jurisdiction and an investigation may not be necessary.
6. The Board delegates to the Executive Director, who shall consult with a member of the Board, the authority to review information regarding alleged violations of law or regulations and determine whether probable cause exists to proceed with possible disciplinary action.
7. The Board delegates to the Chair, the authority to represent the Board in instances where Board "consultation" or "review" may be requested where a vote of the Board is not required and a meeting is not feasible.
8. The Board delegates to the Executive Director the selection of the agency subordinate who is deemed appropriately qualified to conduct a proceeding based on the qualifications of the subordinate and the type of case being convened.
9. The Board delegates to the Executive Director the authority to approve applications with criminal convictions in accordance with Guidance Document 95-12.
10. The Board delegates to the Executive Director the authority to grant an individual request for an extension of continuing education requirements for up to one (1) year for circumstances beyond the control of the administrator upon written request from the licensee prior to the renewal date.
11. The Board delegates to the Executive Director the authority to issue an Advisory Letter to the person who is the subject of a complaint pursuant to Virginia Code § 54.1-2400.2(G), when it is determined that a probable cause review indicates a disciplinary proceeding will not be instituted.
12. The Board delegates to the Executive Director the authority to offer a confidential consent agreement or a Consent Order for action consistent with any board-approved guidance document, or to negotiate a Consent Order in consultation with the chair of a Special Conference Committee or formal hearing.

13. The Board authorizes the Executive Director to delegate tasks to the Deputy Executive Director.

Article VIII. Amendments

A board member or the Executive Director may propose amendments to these Bylaws by presenting the amendment in writing to all Board members prior to any scheduled meeting of the Board.

Review of Guidance Documents

Board of Long-Term Care Administrators

CONFIDENTIAL CONSENT AGREEMENTS

Virginia Code § 54.1-2400(14) authorizes the health regulatory boards to resolve certain allegations of practitioner misconduct by means of a Confidential Consent Agreement (“CCA”). This agreement may be used by a board in lieu of public discipline, but only in cases involving minor misconduct and non-practice related infractions, where there is little or no injury to a patient or the public, and little likelihood of repetition by the practitioner.

A CCA shall not be used if the board determines there is probable cause to believe the practitioner has (i) demonstrated gross negligence or intentional misconduct in the care of patients or (ii) conducted his/her practice in such a manner as to be a danger to the health and welfare of patients or the public.

A CCA shall be considered neither a notice nor an order of a health regulatory board, both of which are public documents. The acceptance and content of a CCA shall not be disclosed by either the board or the practitioner who is the subject of the agreement.

A CCA may be offered and accepted at any time prior to the issuance of a notice of informal conference by the board. By law, the agreement document must include findings of fact and may include an admission or a finding of a violation. A CCA may be considered by the board in future disciplinary proceedings. A practitioner may only enter into two confidential consent agreements involving a standard of care violation within a 10-year period. The practitioner shall receive public discipline for any subsequent violation within the 10-year period following the entry of two CCAs unless the board finds that there are sufficient facts and circumstances to rebut the presumption that such further disciplinary action should be made public.

Violations of regulation or statute that may qualify for resolution by a Confidential Consent Agreement include, but are not limited to:

- First violation regarding continuing education requirements (see Guidance Document 95-2).
- First violation of minor record keeping requirements.
- Inadvertent failure to report incidents as required by facility licensure regulations and the failure to report did not place residents at risk.

Virginia Board of Long-Term Care Administrators

Guidance on Completion of Continuing Education

1. Mode of Completing Courses

The Regulations of the Board of Long-Term Care Administrators for Nursing Home Administrators (Ch. 20) and Assisted Living Facility Administrators (Ch. 30) provide the following with regard to the mode of completing continuing education requirements:

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. ...

18VAC95-30-70. Continuing Education Requirements.

A. In order to renew an assisted living 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. ...

The Board interprets these provisions to mean that, in addition to the hours that may be obtained “through Internet or self-study courses,” at least 10 hours of continuing education are required to be live coursework hours. These live coursework hours may be satisfied by attendance of (1) in-person programs or courses or (2) real-time, interactive programs delivered via teleconference or webcast where there is an opportunity to interact with the speaker.

2. Signature from an authorized representative of the approved sponsor

The Regulations of the Board of Long-Term Care Administrators for Nursing Home Administrators (Ch. 20) and Assisted Living Facility Administrators (Ch. 30) provide the following:

18VAC95-20-175. Continuing Education Requirements.

B. In order for continuing education to be approved by the board, it shall (i) be related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency or (ii) as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

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

- a. Date 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.*

18VAC95-30-70. Continuing Education Requirements.

B. In order for continuing education to be approved by the board, it shall (i) be related to the Domains of Practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution, or a governmental agency or (ii) be as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

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

- a. Date 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.*

For continuing education (CE) programs that are approved or offered by NAB for which an electronic certificate of attendance is issued through the NAB CE Registry, the Board will accept such certification as evidence of a “signature from an authorized representative of the approved sponsor” pursuant to 18VAC95-20-175(C)(2)(d) or 18VAC95-30-70(C)(2)(d).

NAB Exam Attempts - Background

Exam Information

Seeking Licensure / [Exam Info](#)

Exam Information

For assistance or to schedule an exam, **after your exam application has been approved**, please visit your exam application to schedule online or contact **Pearson Vue: (800) 834-1426**.

Attention Exam Candidates:

- **Effective January 1, 2026** - to protect exam integrity, NAB will limit the number of times a candidate may attempt each exam during an examination cycle (July 1 - June 30). CORE, NHA, & RCAL exams: up to 4 attempts per cycle. HCBS exams: up to 3 attempts per cycle. These limits apply to all candidates testing on or after January 1, 2026. The attempt count resets each July 1. The exam content will not change. If you have questions or need more details, please contact the NAB office.
- **Effective February 1, 2026** - an exam rate increase will occur for the following exam applications:
 - CORE + NHA combo application = \$480
 - CORE + RCAL combo application = \$480
- Please consult with your state licensing board regarding which exams are required prior to applying. If you apply for the incorrect exam(s) and need to withdraw your application, a **40% processing fee per application** will be withheld from any refund. Please see the [Exam Candidate Handbook](#).
- If you have applied for a license with your state board, **you must complete an exam application(s) on the NAB website**. Once submitted, your state



Need help?

Awaiting exam approval?
Contact your [state licensing board](#).

Technical assistance - contact nab@nabweb.org.

jurisdiction will be notified. The state will review and approve or deny your application. **NAB does not approve exam applications under state jurisdiction.** If approved, you will receive an email with scheduling information. You cannot schedule an exam until you have submitted an exam application on the NAB website and been approved.

- ADA accommodations must be requested when you submit your exam application(s). Select "Request ADA Accommodations" when submitting your exam application. You will then be able to include documentation in support of your request. Accommodations cannot be requested after an exam application has been submitted.

For all other exam candidate questions, please contact NAB or refer to the [Exam Candidate Handbook](#).

For login credentials to NAB's website, please contact NAB:
nab@nabweb.org

NAB Examinations

NAB offers the following national exams. The number of exam questions and seat time are as follows:

- CORE Exam – 100 scored /25 pretest questions/ 125 total questions. Seat time 150 minutes.
- NHA, RCAL, & HCBS Exams – Each line of service exam has 60 scored/15 pretest questions/ 75 total questions. Seat time 90 minutes.

Seat time include time to read the welcome, the non-disclosure agreement, and answer post-test questions. The time to answer questions will remain the same, regardless of whether you read or do not read other sections.

Please Note: Candidates must be approved to test through their [respective state licensure board\(s\)](#). **NAB is unable to approve any NHA exam applications.** Please contact your state board to determine if you are eligible to take the below exam(s) **prior** to submitting an exam application. Once approved by a state licensure board, candidates can apply for examinations through the [NAB website](#).

All examination content reflects what is current practice.

Those applying for the NAB [Health Services Executive \(HSE qualification\)](#) will need to complete both the RCAL and HCBS LOS exams and should choose "NAB-HSE" as their state jurisdiction.

Refunds: All refund requests must be made in writing to nab@nabweb.org within 60 days of an exam application's denial or withdrawal.

Scheduling your exam -
contact Pearson Vue 1-800-
834-1426.

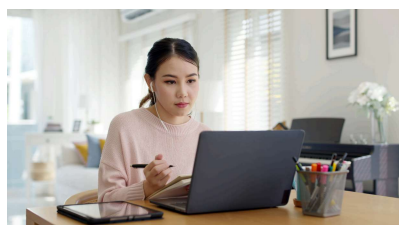


The **[NAB Exam Candidate Handbook](#)** will answer questions regarding the exams structure (number of questions and seat time), fees, scheduling, withdrawals, and much more. Please read prior to applying for exam(s).

Once approved by a state licensing jurisdiction, log in or create an account and apply [online](#) for the NAB exams. If you need technical assistance please contact nab@nabweb.org. To schedule an exam, after you have

received an exam approval email, we recommend using the scheduling link found in the email or call Pearson Vue: (800)834-1426.

Consult the **Recommended Exam References** list for the Core of Knowledge, NHA, RCAL, and HCBS exams. All exam questions are referenced to a minimum of one reference listed. NAB is not able to recommend one, specific reference as all resources are used in exam development.



Test Score Interpretation - Do you have questions regarding interpreting your exam scores? Using an example score report, this comprehensive test score interpretation document will assist in truly understanding your test score.

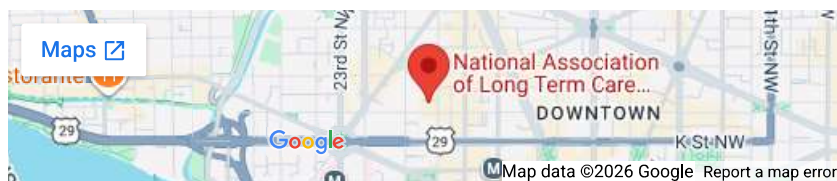
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