



Exempt Action Final Regulation Agency Background Document

Agency name	Board of Long Term Care, Department of Health Professions
Virginia Administrative Code (VAC) citation	18VAC95-20 18VAC95-30
Regulation title	Regulations Governing the Practice of Nursing Home Administrators Regulations Governing the Practice of Assisted Living Facility Administrators
Action title	Electronic submission of applications and renewals
Final agency action date	December 1, 2009
Document preparation date	December 1, 2009

When a regulatory action is exempt from executive branch review pursuant to § 2.2-4002 or § 2.2-4006 of the Virginia Administrative Process Act (APA), the agency is encouraged to provide information to the public on the Regulatory Town Hall using this form.

Note: While posting this form on the Town Hall is optional, the agency must comply with requirements of the Virginia Register Act, the *Virginia Register Form, Style, and Procedure Manual*, and Executive Orders 36 (06) and 58 (99).

Summary

Please provide a brief summary of all regulatory changes, including the rationale behind such changes. Alert the reader to all substantive matters or changes. If applicable, generally describe the existing regulation.

The amendments to Chapters 20 and 30 are adopted by the Board of Long-Term Care Administrators to facilitate electronic submissions of applications and renewals. Requirements for all documents to be submitted in one package are eliminated to allow the application to be submitted electronically by the applicants and other documents (licensure verification, transcripts, exam scores, etc.) to be sent directly from the source. All references to a renewal *application* are amended to use the term *renewal form*, since renewal of a license or certificate can now be accomplished on-line by completion of an electronic form and submission of a fee.

The action is exempt and not subject to requirements of the Administrative Process Act in compliance with Chapter 85 of the 2009 Acts of the Assembly.

Statement of final agency action

Please provide a statement of the final action taken by the agency including (1) the date the action was taken, (2) the name of the agency taking the action, and (3) the title of the regulation.

On December 1, 2009, the Board of Long-Term Care Administrators adopted final amendments to Regulations Governing the Practice of Nursing Home Administrators and Regulations Governing the Practice of Assisted Living Facility Administrators.

Family impact

Assess the impact of this regulatory action on the institution of the family and family stability.

Enter statement here

Periodic review

If this final regulation is not the result of a periodic review of the regulation, please delete this entire section. If this final regulation is the result of a periodic review, please (1) summarize all comments received during the public comment period following the publication of the Notice of Periodic Review, and (2) indicate whether the regulation meets the criteria set out in Executive Order 36, e.g., is necessary for the protection of public health, safety, and welfare, and is clearly written and easily understandable.

Commenter	Comment	Agency response

Enter statement here