

**REGULATIONS OF THE
VIRGINIA BOARD OF
NURSING HOME ADMINISTRATORS**

18 VAC 95-20-10 et seq.

EFFECTIVE DATE:

Board of Nursing Home Administrators
Virginia Department of Health Professions
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Richmond, VA 23230
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**PART I.
GENERAL PROVISIONS.**

18 VAC 95-20-10. Definitions.

The following words and terms, when used in these regulations, shall have the definitions ascribed to them in § 54.1-3100 of the Code of Virginia:

"Board"

"Nursing home"

"Nursing home administrator"

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

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

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

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

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

"Classroom hour" means 60 minutes of attendance in a program for obtaining continuing education.

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

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

~~*"N.A.B."* means the National Association of Boards of Examiners for Long Term Care Administrators.~~

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

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

~~*"Practicum"* means a 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.~~

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

"State examination" means a test used by the Board of Nursing Home Administrators to determine competency of a candidate relevant to regulations and laws in Virginia ~~for purposes of licensure~~ governing nursing home administration.

PART II. RENEWALS AND REINSTATEMENTS.

18 VAC 95-20-175. Continuing education requirements

- A. In order to renew a nursing home administrator license, an applicant shall attest on his renewal application completion of 20 classroom hours of approved continuing education for each renewal year.
1. Up to ten continuing education hours in excess of the number required may be transferred or credited to the next renewal year.
 2. A licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.
- B. In order for a continuing education course to be approved by the board, it shall be related to health care administration and shall be approved by the National Association of Boards of Examiners of Long Term Care Administrators (NAB) or by an accredited institution.
- C. Documentation of continuing education.
1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance as provided by the approved sponsor for each course taken.
 2. Evidence of attendance ~~may shall~~ shall be ~~a wall certificate or~~ an original ~~computerized~~ document provided by the approved sponsor and shall include:
 - a. Date or dates the course was taken;

- b. Hours attended;
 - c. Participant's name;
 - d. Signature of an authorized representative of the approved sponsor.
3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance as provided by the approved sponsor.
- D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator; such as a certified illness, temporary disability, mandatory military service, or officially declared disasters.

PART III. REQUIREMENTS FOR LICENSURE.

18VAC 95-20-200. 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 ~~attendance at~~ the equivalent of 20 classroom 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 U.S. jurisdiction or in the U.S. 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.

18 VAC 95-20-220. Qualifications for initial licensure.

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

1. Degree and ~~practicum~~ practical experience. The applicant shall (*i a.*) hold a baccalaureate or higher degree in nursing home administration or a health care administration field from an accredited college or university; (*ii b.*) have completed a ~~400-hour practicum (see 18 VAC 95-~~

~~20-10)~~ not less than a 320-hour internship in a licensed nursing home administration as part of the degree program under the supervision of a preceptor ~~registered by the board~~; and ~~(iii c.)~~ have received a passing grade on the state examination and the national examination.

2. Certificate program. The applicant shall ~~(i a.)~~ hold a baccalaureate or higher degree from an accredited college or university; ~~(ii b.)~~ have completed successfully a program with a minimum of 21 semester hours study in ~~long term care~~ nursing home administration or health care administration from an accredited college or university; ~~(iii c.)~~ have completed successfully a ~~400-hour practicum (see 18 VAC 95-20-10)~~ not less than a 400-hour internship in a licensed nursing home as part of the certificate program under the supervision of a preceptor ~~registered by the board~~; and ~~(iv d.)~~ have received a passing grade on the state examination and the national examination; or

3. Administrator-in-training program. The applicant shall have ~~(i a.)~~ successfully completed an A.I.T. program which meets the requirements of Part IV (18 VAC 95-20-300 et seq.) of this chapter; and ~~(ii b.)~~ received a passing grade on the state examination and the national examination.

18 VAC 95-20-230. Application package.

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

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

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; and
3. The applicable fee.

~~B C.~~ With the exception of school transcripts, examination scores and verifications from other state boards, all parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year; after which time, the application shall be destroyed and a new application and fee required.

~~C.~~ An applicant for examination shall submit the application package not less than 45 days prior to an examination date. The application package shall be received in the board office by the examination application deadline date. Postmarks shall not be considered. In exceptional circumstances and for good cause shown by the applicant, the board may waive the time requirement.

18 VAC 95-20-290. Examination requirements. [Repealed.]

~~A.~~ An applicant may request in writing to take the scheduled examination most closely preceding the expected completion of the education requirement or the A.I.T. program.

~~B. Approval of the written request by the board shall be required prior to submitting the application and fee for examination.~~

~~C. Application for licensure shall be submitted after the applicant completes the qualifications for licensure.~~

**PART IV.
ADMINISTRATOR-IN-TRAINING PROGRAM.**

18 VAC 95-20-300. Administrator-in-training qualifications.

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

1. Have received a passing grade on a total of 60 semester hours of education from an accredited college or university;
2. Obtain a preceptor ~~currently registered with the board~~ to provide training;
3. Submit the fee prescribed in of 18 VAC 95-20-80;
4. Submit the application provided by the board; and
5. Submit additional documentation as may be ~~required by the board~~ necessary to determine eligibility of the applicant and the number of hours required for the A.I.T. program.

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

18 VAC 95-20-310. Required hours of training.

A. The A.I.T. program shall consist of 2,000 hours of continuous training in a facility as prescribed in 18 VAC 95-20-330 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may ~~grant credit toward~~ reduce the required hours for applicants with certain qualifications as prescribed in subsections B, and C, ~~or D~~ of this section.

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

1. Applicants 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 18 VAC 95-20-330 ~~or in a nursing facility licensed by another jurisdiction in the United States. ;~~
2. Applicants with experience as a hospital administrator shall have been employed full-time for three of the past five years immediately prior to application as a hospital administrator-of-record or an assistant hospital administrator in a hospital setting having responsibilities in all of the following areas:

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

3. Applicants who hold a license as a registered nurse and who have had at least four years of supervisory experience in a training facility as prescribed in 18 VAC 95-20-330.

~~C. An A.I.T. applicant with the following educational qualifications may request approval to receive a maximum of 1,000 hours of credit towards the total 2,000 hours~~ shall meet these requirements:

1. An applicant with a master's or a baccalaureate degree in health care administration or a comparable field with no internship shall complete 320 hours in an A.I.T. program; or
2. An applicant with ~~both a bachelor's degree and an internship in health care administration, long term care or a comparable field~~ a master's degree in an unrelated field shall complete 1,000 hours in an A.I.T. program;
3. An applicant with a baccalaureate degree in an unrelated field shall complete 1,500 hours in an A.I.T. program; or
4. An applicant with 60 semester hours of education in an accredited college or university shall complete 2,000 hours in an A.I.T. program.

~~D. An A.I.T. applicant with a bachelor's degree in health care administration, long term care or a comparable field may request approval to receive a maximum of 500 hours of credit towards the total 2,000 hours.~~

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

18 VAC 95-20-330. Training facilities.

Training shall be conducted only in:

1. A nursing home, licensed by the Virginia Department of Health or by a similar licensing body in another jurisdiction; or
2. An institution ~~licensed~~ operated by the Virginia State Board of Mental Health, Mental Retardation and Substance Abuse Services ~~Board~~ in which long-term care is provided; or

3. A certified nursing home owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
4. A certified nursing home unit located in and operated by a ~~general or special hospital licensed under procedures of Rules and Regulations for Licensure of Hospitals in Virginia (12 VAC 5-410-10 et seq.) of the Virginia Department of Health~~ 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.

18 VAC 95-20-340. Supervision of trainees.

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

B. A preceptor may supervise no more than two A.I.T.'s at any one time.

C. A preceptor shall:

1. Provide direct instruction, planning and evaluation;
2. Shall be routinely present with the trainee in the training facility; and
3. Shall continually evaluate the development and experience of the A.I.T. to determine specific areas needed for concentration.

18 VAC 95-20-380. Qualifications of preceptors.

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 in a training facility for a minimum of two of the past three years immediately prior to registration ~~the preceptorship as an administrator in a training facility as prescribed in 18VAC95-20-330;~~ and
2. Meet the application requirements in 18VAC95-20-230.

18 VAC 95-20-390. Training plan.

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