INTENT TO APPLY FOR A NORTH DAKOTA NURSING HOME ADMINISTRATORS LICENSE

NORTH DAKOTA BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

SFN 60364 (9-2021)

Date	Check the application you are applying for ☐ Initial Licensure ☐ Licensure through Endorsement ☐ Emergency License*

*** Requirements needed to qualify for an Emergency License in North Dakota:**
Please contact the Board's Office at 701-222-4867 to obtain information regarding an emergency license.

Name of Applicant			Telephone Number	
Address	City		State	ZIP Code
Applicant Email Address				

Please note that this form is intended to facilitate information exchange between you and the Board regarding the application process. This completed form does not constitute your application, nor does it obligate you to complete the application process.

Have you completed an Administrator in Training (AIT) Program? ☐ Yes - Specify number of Hours Completed: ☐ No - Date you plan to start the program:
When do you anticipate applying to take the NAB Nursing Home Administrators Examination? Within the next: ☐ 1-3 Months ☐ 3-6 Months ☐ 6-9 Months ☐ 9-12 Months
When do you anticipate taking the North Dakota State Examination? Within the next: ☐ 1-3 Months ☐ 3-6 Months ☐ 6-9 Months ☐ 9-12 Months

Please contact the North Dakota Board of Examiners for Nursing Home Administrators for information regarding the North Dakota State Examination

Requirements needed to qualify for Initial Licensure in North Dakota:

- Be at least 18 years old and of good moral character;
- Have a Baccalaureate Degree from an accredited college or university, or have an associate degree from an accredited college or university and has practiced as a licensed nursing home administrator in any jurisdiction for at least 5 of the last 6 years;
- Complete a North Dakota Board Approved Administrator In Training Program (minimum # of hours: 480, there is a separate fee for this program), practiced as a licensed nursing home administrator in any jurisdiction for at least two years preceding the application, is certified by the American college of health care administrators as a nursing home administrator or has met the qualifications for the Health Services Executive license as established by the National Association of Long Term Care Administrator Boards, which are in effect on January 1, 2017.
- Pass the NAB National Nursing Home Administrator Examination;
- Pass the North Dakota State Examination;
- Complete the Application For Licensure ($250 fee made payable to NDBOENHA). Application can be downloaded from www.ndnha.org (click on “Initial Licensure”);
- Complete the required Criminal History Record Check forms (separate fee payable to BCI of $41.25);
- Submit 2 references from individuals engaged in business or professional work.

Requirements needed to qualify for Licensure through Endorsement:

- **Must hold a current license as a nursing home administrator from another jurisdiction whose standards for licensure are equivalent to those in North Dakota at the time of application. If any questions, please contact our office at 701-222-4867.**
- Pass the North Dakota State Examination.
- Complete the required Criminal History Record Check forms (separate fee payable to BCI of $41.25).
- Must submit an application with $250 fee made payable to NDBOENHA. Application can be downloaded from www.ndnha.org (click on “Endorsement Licensure”).

Administrator in Training Program (AIT) For Information on North Dakota's AIT Requirement, please call 701-222-4867