

Nursing Home Administrator Documentation Required for Licensure

- Application and fee (\$120). **All application fees are nonrefundable.** To apply, do one of the following:
 1. Create an account, apply and pay online at:
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
 2. Print, complete and return a paper application with a check or money order payable to the Iowa Board of Nursing Home Administrators:
http://www.idph.iowa.gov/Portals/1/Files/Licensure/nha_app_form.pdf

- Educational Requirements - Official transcripts conferring a degree, sent directly to the Board office from the college or university.
 - Applicants with degrees in health care administration, health services administration, health care management, health services management, nursing home administration or long term care administration must show evidence of the following:
 - Graduation from a college or university currently accredited by a regional accrediting agency, an organization affiliated with the National Commission on Accrediting (Council of Post-secondary Accreditation), or the National Association of Boards of Examiners of Long Term Care Administrators.

 - Applicants with degrees in other disciplines must show evidence of a bachelor's degree from a college or university currently accredited by a regional accrediting agency or organization affiliated with the National Commission on Accrediting (Council of Post-secondary Accreditation). The applicant's transcripts must show satisfactory completion of the following courses:
 - Ten semester hours of business management, accounting or business law or any combination thereof, AND
 - Six semester hours of gerontology or aging-related coursework in disciplines including but not limited to the sciences and humanities, AND
 - Twelve semester hours in health care administration including but not limited to the areas of organizational management, regulatory management, human resources management, resident care management, environmental services management, and financial management.

Please Note: Foreign-trained applicants should contact the Board office for educational requirements.

- Long Term Health Care Practicum Requirement - Evidence of long-term health care practicum completion¹ from an accredited college or university. Proof that the applicant completed one of the following:
 - 720 hours of long-term health care practicum, consisting of 80 clock hours of all of the following areas: social services; dietary; legal aspects and government organizations; nursing; environmental services; activities/community resources; business administration; administrative organization; human resource management, OR

- Written verification from school faculty of completion of a minimum of 400 hours of long-term health care practicum with a maximum of 320 hours waived based on prior academic coursework or experience, and that each of the 9 required practicum areas have been satisfied. See Item #21 of the paper application for more information about the required practicum areas.

Note: The Board may consider substitution of one year of long-term health care administration experience for the practicum requirement. The applicant must submit: written verification from the facility owner/ COO/ HR officer or board president that states the dates of service, facility name(s), and position(s) held, and a written attestation from a licensed nursing home administrator to verify completion of the equivalent of a minimum of 80 clock hours in each of the following areas: social services; dietary; legal aspects and government organizations; nursing; environmental services; activities/community resources; business administration; administrative organization; human resource managementⁱⁱ

- Exam Requirement - Passing score on the national exam sent directly from the exam service or the licensing office in the first state the applicant was licensed (if applicable) to the Board office. Applicants that have been previously licensed in another state may provide evidence of certification as a nursing home administrator (CNHA) in good standing with the American College of Health Care Administrators in lieu of the exam score.
- Verification of licenses held in other states (if any) - Applicants that have been previously licensed, registered or certified in any other state must provide official verification of licensure in the other state(s). The license verification must include license issue date, expiration date and any pending or past disciplinary action. The verification may be printed from another state licensing board's website if it contains all of the required information. If web based verification is not available, the verification must be send directly to the Board office by the state(s) where the applicant has been licensed, registered, or certified. If the applicant has never been licensed in another state, ignore this item.

ⁱ Applicants that have been actively licensed in another state(s) for the last two years immediately prior to application in Iowa may be able to provide evidence of active licensure in good standing in lieu of the particular educational and practicum requirements listed in this document. Contact the Board office for additional information.

ⁱⁱ The board, in its discretion, may also require submission of a written summary of the 9 practicum areas, with the activities and number of hours in each area that were accrued by the applicant. If requested, this written summary needs to be attested by the licensed nursing home administrator. These summaries are reviewed by the board along with the employment verification.