

**COMMONWEALTH OF MASSACHUSETTS  
BOARD OF NURSINGHOME ADMINISTRATORS  
Staff Action Policy**

**Allowing Staff to Process License Applications**

<b>Title</b>	<b>Determination of Eligibility For NHA Licensure</b>
<b>Purpose</b>	The Board of Nursing Home Administrators (“Board”) adopts this policy in order to process license applications in an efficient and timely manner and to authorize Board staff to determine whether an applicant for Nursing Home Administrator (NHA) licensure meets the criteria set forth in M.G.L.c. 112 §§ 108, 110-113 and the Board’s regulations at 245 CMR 3.00 through 3.07.
<b>Date Adopted</b>	August 18, 2017
<b>General Statement of Policy</b>	<p>Each applicant for a license as a Nursing Home Administrator must document his or her eligibility for licensure by demonstrating good moral character, graduating from an accredited college or university, passing a licensing examination and completing an approved training program prior to licensure. The Board authorizes its staff to compile and review all such documentation to determine each applicant’s eligibility for licensure including:</p> <ol style="list-style-type: none"> <li>1. Initial application - Administrator in Training (A.I.T.) requests;</li> <li>2. Initial application - Full licensure;</li> <li>3. Initial application – Reciprocity;</li> <li>4. Training Credit Requests – AIT;</li> <li>5. Progress Reports (Midpoint and Completion);</li> <li>6. Change of Preceptor Requests;</li> <li>7. Change of Facility Requests;</li> <li>8. Move with Preceptor to New Facility Requests;</li> <li>9. CEU Approval for NHAs Who Act as Preceptors.</li> </ol> <p>Board Staff members will employ checklists to assure all criteria are addressed. If the applicant meets all criteria, staff will issue a license.</p> <p>If the staff determines that the applicant or NHA does not meet the requirements above, staff will bring the application before the full Board for its review and determination.</p> <p>The Board Executive Director or his or her designee will provide an annual report to Board members on the number of applications processed by staff action.</p>