



The Commonwealth of Massachusetts  
 Executive Office of Health and Human Services  
 Department of Public Health  
 Division of Health Professions Licensure  
 Board of Registration of Nursing Home Administrators  
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**IMPORTANT INFORMATION ABOUT LICENSURE RENEWAL**

**Board of Registration of Nursing Home Administrators**

License Type	Renewal Time	Renewal Frequency
Nursing Home Administrators	June 30	Annual

The Board makes every effort to ensure that licensees understand their responsibility to renew their licenses prior to expiration. While the individual licensee is responsible for the renewal of their license, the Board requests the assistance of employers, professional associations and other organizations in making sure that licensees understand their obligation. The timely renewal of licenses allows licensees and employers to protect themselves from unnecessary risks and exposures.

Effective 10/1/2011, the Board mails a one page “renewal reminder” on or about April 1 each year to the address of record for all current license holders. The reminder directs licensees to the Board’s website at [.mass.gov/dph/boards](http://.mass.gov/dph/boards) for online license renewal.

**Renewing your license online**

Online license renewal is fast, easy and secure and your license is renewed in real time. Go to the Board’s website [.mass.gov/dph/boards](http://.mass.gov/dph/boards), click on “Online Services” and “Online Renewal”. You may update your address when you renew your license online. Please contact the Board for name changes.

In order to renew online, you will be asked to create an account by providing your social security number and date of birth. This information must match what is in your license record.

At the time of initial licensure you are required to provide your Social Security Number (SSN) as part of your license application. If your SSN changes, you MUST provide your new SSN at the time of the change. The Department of Public Health is required to obtain your SSN and forward it to the Massachusetts Department of Revenue (MDOR). MDOR will use your SSN to ascertain whether or not you are in compliance with the tax laws (G.L. c. 62C, s. 47A) and child support laws (G.L. c. 119A, s. 16) of the Commonwealth.

You can check the status of your license or others on the Board's web site using the "Check a License" feature. The website is [.mass.gov/dph/boards](http://.mass.gov/dph/boards). The status of licenses is updated immediately. A printout of your record from the Web site may be used as official verification of licensure in lieu of a wallet license.

### **Renewing your license by mail**

If you prefer to renew your license by mail, you must request a renewal application by emailing to the address provided on the "renewal reminder".

When renewing by mail, you may change your name and/or your address on the renewal application.

When renewing by mail, you must do the following:

1. Make your check or money order payable to "Commonwealth of MA" and write your license number on the front of the payment. Cash, foreign currency, electronic funds transfers or payments using online banking services are not accepted. All fees are non-refundable and non-transferable.
2. Remember to sign the renewal application form and provide all required information. An incomplete application will be returned and delay your license renewal.
3. Remember to indicate a name change or an address change in the location provided on the renewal application form.
4. Detach top portion of renewal application form, make a copy of the form and your payment for your records and return it in the envelope provided. DO NOT include any correspondence with your renewal application and payment. Once your payment is processed, please allow two to four weeks for receipt of your wallet license.
5. Send page 3 of the application (required questionnaire) directly to the Board of Registration of Nursing Home Administrators, 239 Causeway Street, Suite 500, Boston, MA 02114. Your renewal application is not complete until the Board has received the questionnaire. Failure to return the questionnaire may result in Board disciplinary action.
6. If your completed renewal application and payment are not received by June 30 each year, you will be required to pay a late fee.

## **Continuing Education**

Board regulations require that licensees complete 40 hours of continuing education (CEUs) between July 1, even year and June 30, next even year. Continuing education courses and seminars must be approved by NAB, provided by an organization approved by the Board or submitted to the Board for review and approval. A list of organizations approved to provide seminars for CEU credits can be found on the board's website at [.mass.gov/dph/boards](http://.mass.gov/dph/boards).

**NOTE:** A licensee licensed less than 19 months is exempt from this continuing education requirement.

For questions about CEU requirements, please see the Board's Rules and Regulations at 245 CMR 2.11, *Annual Re-Licensure* on the Board's website at [.mass.gov/dph/boards](http://.mass.gov/dph/boards).

Nursing Home Administrator licensees must retain evidence of the completion of CEUs for a period of not less than four (4) consecutive licensure periods. The Board may request CEU documentation; failure to provide timely documentation of CEUs shall constitute grounds for disciplinary action by the Board, including but not limited to refusal to renew a license.