

4751-1-05

**Pre-examination requirements; conditions precedent to application for admission to examination.**

(A) The board shall admit to examination for licensure as a nursing home administrator any applicant who has paid the required fees as provided in rule 4751-1-16 of the Administrative Code and who shall have first submitted credentials satisfactory to the board which establish that all of the following conditions have been met; namely, that the applicant;

- (1) Is at least eighteen years of age;
- (2) Is of good moral character;
- (3) Is suitable and fit to be licensed as a nursing home administrator as evidenced by:
  - (a) Presence of good health and freedom from communicable disease;
  - (b) Absence of any physical or mental impairment that would be likely to interfere with the performance of the duties of a nursing home administrator;
  - (c) Ability to understand and communicate general and technical information necessary to the administration and operation of a nursing home;
  - (d) Ability to assume responsibility for the administration of a nursing home as evidenced by prior activities and prior qualifying administrative experience;
  - (e) Ability to relate the physical, psychological, spiritual, emotional, and social needs of the ~~patients~~ persons served to the administration of a nursing home, and to create a climate necessary to meet the needs and rights of the ~~patients~~ persons served.
- (4) Has met the requirements of general education as defined in paragraph (L) of rule 4751-1-02 of the Administrative Code and which requirements are applicable on the date the completed application is received by the board:

On and after January 1, 1980 has successfully completed a course of study and has been awarded a baccalaureate degree from an accredited educational institution;
- (5) Has successfully completed the special academic requirements in the subject

areas specific to nursing home administration, which consist of:

- (a) No less than one hundred clock hours of academic directed study in core of knowledge subjects in nursing home administration, as listed in rule 4751-1-06 of the Administrative Code; or accredited college courses covering the subject areas of the core of knowledge in nursing home administration as approved by the board; or
  - (b) An approved baccalaureate degree program in nursing home administration, as defined in paragraph (C) of rule 4751-1-02 of the Administrative Code; or
  - (c) An approved master's degree program in nursing home administration, as defined in paragraph (C) of rule 4751-1-02 of the Administrative Code.
- (6) The applicant has met the qualifying administrative experience requirements as defined in paragraph (Y) of rule 4751-1-02 of the Administrative Code appropriate to his educational level, namely:
- (a) With a baccalaureate degree, the requirement is nine months (fifteen hundred hours) of full-time internship in an internship site;
  - (b) With a baccalaureate degree in a related health care profession, the requirement is six months (one thousand hours) of full-time internship in an approved internship site;
  - (c) With a baccalaureate degree containing an approved program in nursing home administration as defined in paragraph (C) of rule 4751-1-02 of the Administrative Code, no further qualifying administrative experience is required;
  - (d) With a master's or higher degree, the requirement is six months (one thousand hours) full-time internship experience in an approved internship site;
  - (e) With a master's or higher degree containing an approved program in nursing home administration as defined in paragraph (C) of rule 4751-1-02 of the Administrative Code, no further qualifying administrative experience is required;
  - (f) With a master's or higher degree in a related health care profession, the requirement is three months (five hundred hours) full-time internship in

an approved internship site;

- (g) For qualifying administrative experience, the board may reduce the required hours of internship for both baccalaureate and master degrees.

(B) Applying for admission to examination:

- (1) An applicant for examination for licensure as a nursing home administrator shall make application therefor which shall be in writing on forms provided by the board and shall furnish evidence satisfactory to the board that he has met the requirements of section 4751.05 of the Revised Code and of paragraph (A) of this rule, such evidence to include, but not be limited to:
  - (a) The application form having complete and accurate entries of information, signed and certified under penalty of perjury, filed in the office of the board;
  - (b) Certified transcript(s) of college credits and proof of degree(s), unless previously filed with the board, in accordance with paragraph (A)(4) of this rule, said transcripts to be sent by the institution directly to the office of the board;
  - (c) Certificate or other specific and adequate documentation of completion of approved course of study or program of instruction meeting the special academic requirements in the subject areas specific to health care administration in accordance with paragraph (A)(5) of this rule;
  - (d) Any additional or supplemental documentation, properly notarized, required to support data entries on the application form, and to establish qualifying administrative experience in accordance with paragraph (A)(6) of this rule;
  - (e) Notarized statement from the supervisor of the internship attesting said completion of the required period of the internship and documentation of time.
- (2) The application and its supporting documentation shall be filed with the board at least thirty days before the regular quarterly meeting of the board just preceding the date of the examination for which the application is filed.
- (3) The application form shall be signed and certified under penalty of perjury.

- (4) The application form shall be accompanied by the application examination fee as provided in rule 4751-1-16 of the Administrative Code.
- (C) Any person whose registration in the administrator-in-training program has been approved prior to the effective date of these rules shall be eligible for admission to examination under the conditions of rules 4751-1-05 and 4751-1-09 of the Administrative Code in effect on the date of approval of said registration.
- (D) When an applicant has been denied admission to examination or when ~~a candidate~~ an applicant has abandoned the application for examination, ~~he~~ the applicant may submit a new application for admission to examination, provided, however, that ~~he~~ the applicant shall be required to meet the qualifications and conditions for admission and for licensing which are in force at the time of such new application.
- (E) Abandonment of application:
- (1) ~~A candidate~~ An applicant shall be deemed to have abandoned the application if ~~he~~ the applicant does not take such examination within ~~three consecutive examination dates~~ one year from after and including the first approved date of the authorization letter.
  - (2) ~~A candidate~~ An applicant who has failed the licensure examination ~~shall sit for each successive examination within six months after notice of failure or~~ shall be deemed to have abandoned said application if the applicant does not sit for the examination within one year after notice of failure.
  - (3) An application submitted subsequent to the abandonment of a former application or after failure of the examination three times shall be treated as a new application and the law in force at the time of such new application shall govern.
- (F) The board may designate a reasonable time and place at which an applicant may be required to present himself or herself for an inquiry as to his or her qualifications and suitability as provided for herein. Notification of such meeting shall be provided to the applicant in writing no less than ten days prior to said date.

Effective: 06/01/2014

R.C. 119.032 review dates: 02/07/2014 and 06/01/2019

CERTIFIED ELECTRONICALLY

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Certification

04/15/2014

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Date

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