

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 that establish that all of the following conditions have been met; namely, that the applicant;

- (1) Is at least ~~eighteen~~ twenty-one 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) Complying with paragraph (B) of rule 3701-17-07 of the Administrative Code;
 - (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 persons served to the administration of a nursing home, and to create a climate necessary to meet the needs and rights of the persons served.
- (4) Has met the requirements of general education, as defined in rule 4751-1-02 of the Administrative Code, and the requirements that 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, as defined in rule 4751-1-02 of the Administrative Code;
- (5) Has successfully completed the special academic requirements in the subject areas specific to nursing home administration, that 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 rule 4751-1-02 of the Administrative Code; or
 - (c) An approved master's degree program in nursing home administration, as defined in rule 4751-1-02 of the Administrative Code.
- (6) The applicant has met the qualifying administrative experience requirements, as defined in rule 4751-1-02 of the Administrative Code, that are appropriate to the applicant's educational level, namely:
- (a) With a baccalaureate degree, the requirement is nine months (fifteen hundred hours) of full-time internship in an approved internship site;
 - (b) With a baccalaureate degree containing an approved program in nursing home administration as defined in rule 4751-1-02 of the Administrative Code, no further qualifying administrative experience is required;
 - (c) With a master's or higher degree, the requirement is six months (one thousand hours) full-time internship experience in an approved internship site;
 - (d) With a master's or higher degree containing an approved program in nursing home administration as defined in rule 4751-1-02 of the Administrative Code, no further qualifying administrative experience is required;
 - (e) For qualifying administrative experience, the board may reduce the required hours of internship for both baccalaureate and ~~master~~ master's degrees.
- (7) Except as provided in rule 3701-13-06 of the Administrative Code, the board shall not license, register, or certify an applicant if the applicant has been convicted of a violation of rule 3701-13-05 of the Administrative Code.
- (8) The board may license any person meeting qualifications equal to those in rule 4751-1-05 of the Administrative Code, including the following:
- (a) A person validated as a health services executive by the national association of long-term care administrator boards.

- (b) Before determining if it shall license a person according to rule 4751-1-05 of the Administrative Code, the board may require the person to pass the state examination according to rule 4751-1-07 of the Administrative Code.

(B) Applying for admission to examination:

- (1) An applicant for examination for licensure as a nursing home administrator shall submit an application in writing on forms provided by the board and shall furnish evidence satisfactory to the board that ~~he or she~~ the applicant 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) 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 board meeting.
- (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 listed in rule 4751-1-16 of the Administrative Code.~~

- (C) When an applicant has been denied admission to examination or when an applicant has abandoned the application for examination, the applicant may submit a new application for admission to examination, provided, however, that 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.
- (D) Abandonment of application:
- (1) An applicant shall be deemed to have abandoned the application if the applicant does not take such examination within one year after the date of the authorization letter.
 - (2) An applicant who has failed the licensure examination shall be deemed to have abandoned said application if the applicant does not take 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.
- (E) An applicant shall complete the licensure process no later than two years after the date that the applicant meets all requirements to take the examination. Applicants who fail the examination three times shall complete an additional administrator-in-training internship, as prescribed by the board, before retesting a fourth and final time.
- (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 into the applicant's qualifications and suitability for licensure. The board shall notify an applicant of such a meeting in writing no fewer than ten days before the meeting.

Effective: 1/1/2020

Five Year Review (FYR) Dates: 10/15/2019 and 01/01/2025

CERTIFIED ELECTRONICALLY

Certification

12/20/2019

Date

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