

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 twenty-one years of age;

(2) 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.

(3) 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;

(4) Has successfully completed the special academic requirements in the subject areas specific to nursing home administration, that consist of:

(a) The core of knowledge course as described in rule 4751-1-05.1 of the Administrative Code; 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.
- (5) 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's degrees.
- (6) 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. The board shall comply with section 9.79 of the Revised Code.
- (7) 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 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 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 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. Direct college applicants shall submit a letter from the college or university attesting completion.
  - (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 under penalty of perjury, and the attestation shall be completed.
- (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: An application submitted subsequent to the abandonment of a former application or after failure of the examination four times ~~(if the board~~

~~approves a fourth time~~) shall be treated as a new application and the law in force at the time of such new application shall govern.

- (E) All applicants, including direct college applicants, shall complete the licensure process no later than three years after the date the applicant met all of the requirements to take the licensure examination. Applicants may submit a written request for an extension to the board prior to the expiration of the three-year period for consideration. The board's decision is final.
- (F) Completing the licensure process means obtaining a license as a nursing home administrator. Candidate files, including all content, proof of eligibility, etc. will be destroyed three years after the date that the applicant meets all requirements to take the examination if the applicant fails to complete the licensure process. All applicants that desire to complete the licensure process after their candidate file has been destroyed will be required to start the process over, this includes completing a new administrator-in-training program and completion of the core of knowledge course.
- (G) 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. If an applicant fails the examination(s) a fourth time, the applicant shall be required to reapply as a new applicant.
- (H) 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: 10/1/2023

Five Year Review (FYR) Dates: 7/12/2023 and 10/01/2028

CERTIFIED ELECTRONICALLY

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Certification

09/18/2023

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Date

Promulgated Under: 119.03

Statutory Authority: 9.79, 4751.04; 42 U.S.C. 1396g; 42 C.F.R. 431.707, 431.708

Rule Amplifies: 9.79, 4751.15; 42 U.S.C. 1396g; 42 C.F.R. 431.707, 431.708

Prior Effective Dates: 10/01/1974, 01/01/1977, 02/20/1984, 04/22/1986, 06/01/2014, 06/01/2015, 04/16/2018, 01/01/2020, 11/02/2020, 02/01/2022, 12/01/2022