

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #3

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Jul 20 9 55 AM '99

OFFICE OF THE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: Nursing Home Administrators Licensing Board TITLE NUMBER: 21

CITE AUTHORITY 16-5C-19

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 1

TITLE OF RULE BEING AMENDED: Title 21, Legislative Rule

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE FOR THEIR REVIEW.



Authorized Signature

QUESTIONNAIRE

(Please include a copy of this form with each filing of your rule: Notice of Public Hearing or Comment Period, Proposed Rule, and if needed, Emergency and Modified Rule.)

DATE: July 20, 1999

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: (Agency Name, Address & Phone No.) Nursing Home Administrators Licensing Board

232 Capitol Street Charleston, WV 25301

(304) 558-1414

LEGISLATIVE RULE TITLE: Title 21, Legislative Rule

1. Authorizing statute(s) citation 16-5C-19

2. a. Date filed in State Register with Notice of Hearing or Public Comment Period:

June 8, 1999

b. What other notice, including advertising, did you give of the hearing?

Notice printed in the WVHCA News Letter to Administrators

Notice to Office of Health Facility and Licensure

c. Date of Public Hearing(s) or Public Comment Period ended:

July 8, 1999

- d. Attach list of persons who appeared at hearing, comments received, amendments, reasons for amendments.

Attached _____ No comments received XXX

- e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing:
(be exact)

- f. Name, title, address and phone/fax/e-mail numbers of agency person(s) to receive all written correspondence regarding this rule: (Please type)

Alberta Slack, Director

Nursing Home Administrators Licensing Board

232 Capitol Street

Charleston, WV 25301

(304) 558-1414

- g. IF DIFFERENT FROM ITEM 'f', please give Name, title, address and phone number(s) of agency person(s) who wrote and/or has responsibility for the contents of this rule: (Please type)

3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

- a. Give the date upon which you filed in the State Register a notice of the time and place of a

hearing for the taking of evidence and a general description of the issues to be decided.

N/A

b. Date of hearing or comment period:

June 8, 1999 Through July 8, 1999

c. On what date did you file in the State Register the findings and determinations required together with the reasons therefor?

d. Attach findings and determinations and reasons:

Attached

SUMMARY OF PROPOSED LEGISLATIVE RULE

21 C.S.R. 1

TITLE 21

WEST VIRGINIA NURSING HOME ADMINISTRATORS LICENSING
BOARD

SERIES 1

This rule has technical changes in the format of the rule in order to clarify the requirements for licensure.

This rule incorporates a late fee structure for persons who renew their license past the proposed renewal period.

This rule increases the Administrator-In-Training Fee to conform to other application fees and to cover administrative costs.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Title 21, Legislative Rule - Nursing Home Administrators Licensing Board

Type of Rule: x Legislative Interpretive Procedural

Agency: Nursing Home Administrators Licensing Board

Address: 232 Capitol Street
Charleston, WV 25301

Contact: Alberta Slack - 558-1414

1. Effect of Proposed Rule

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
<u>ESTIMATED TOTAL COST</u>	\$	\$	\$	\$	\$
PERSONAL SERVICES	N/A				
CURRENT EXPENSE	N/A				
REPAIRS & ALTERNATIONS	N/A				
EQUIPMENT	N/A				
OTHER					

2. Explanation of above estimates:

3. Objectives of these rules:

To make technical changes to format of rules, to clarify requirements for licensure, and to increase Administrator-In-Training Fee.

FILED
JUL 20 8 59 AM '99
OFFICE OF THE REGISTERED PROFESSIONALS
SECRETARY OF STATE

TITLE 21
LEGISLATIVE RULE
WEST VIRGINIA NURSING HOME ADMINISTRATORS
LICENSING BOARD

SERIES 1
NURSING HOME ADMINISTRATORS

§21-1-1. General.

1.1. Scope. -- This rule establishes the requirements for licensing as a Nursing Home Administrator.

1.2. Authority. -- W. Va. Code §§30-25-7 and 30-1-1, et seq.

1.3. Filing Date. -- ~~May 14, 1997.~~

1.4. Effective Date. -- ~~May 14, 1997.~~

1.5. Repeal and Replace. -- This rule amends Nursing Home Administrators Rule 21 CSR 1 which became effective April 5, 1994.

§21-1-2. Definitions.

Whenever used in this Rule, unless the context or subject matter requires a different meaning, the following terms have their respective meanings:

2.1. "Applicant" means the person who submits an application for a license or permit pursuant to this Rule;

2.2. "Board" means the West Virginia Nursing Home Administrators Licensing Board as created in W. Va. Code §30-25-2;

2.3. "Examination" means both the national test and the state test that applicants are required to pass, unless specified otherwise;

2.4. "License" means the document issued by the Board which authorizes a person to perform the functions of a nursing home administrator as defined and directed in this Rule;

2.5. "Nursing Home" means a facility licensed as such by the West Virginia Department of Health and Human Resources;

2.6. "Nursing Home Administrator" means an individual responsible for planning, organizing, directing and controlling a nursing home, or who in fact performs such functions, whether or not the

individual has an ownership interest in the nursing home and whether or not the functions are shared with one or more persons, and who has been licensed as a Nursing Home Administrator by the Board in accordance with the provisions of this Rule.

No person shall be or act as a nursing home administrator, except as provided by W. Va. Code §30-25-9, unless ~~he or she~~ they holds a currently valid license or permit issued pursuant to this Rule;

2.7. "Nursing Home Administrator-in-Training" (AIT) means an individual registered as such with the Board, under Section 4.3. of this Rule;

2.8. "Person" means an individual and does not include any firm, partnership, corporation or association;

2.9. "Practice of Nursing Home Administration" means that performance of any act or the making of any decision involved in the planning, organizing, directing and/or control of the operation of a nursing home;

2.10. "Reexamination" is a process whereby the applicant may petition the Board to retake either the National and/or State examination if the applicant has not passed the licensure exam(s); and

2.11. "Violation" means a failure to comply with W. Va. Code §§301, et seq. and 30-1-1 et seq or any provision of this Rule.

§21-1-3. Examinations.

3.1. Scheduling of examinations and reexaminations.

3.1.a. ~~1.~~ 1. The Board may recommend the subjects of examination of applicants for licensure as a nursing home administrator and the scope, content, form and character of the examination.

3.1.b. ~~2.~~ 2. The Board shall hold examinations at least twice a year in April and October. Applicants for examination shall meet all pre-requirements for taking the examination as specified in this Rule. The Board shall notify applicants by mail of the date, time and place of the examination. Applicants may take the national or state test three (3) times. If an Applicant fails the national examination for the third time, the applicant must appear before the Board and present evidence of further education before the Board will consider ~~him or her~~ the person eligible for reexamination.

3.1.c. ~~3.~~ 3. A record stating in detail the results of the examination for each candidate shall be kept by the Board as a permanent record.

3.1.d. ~~4.~~ 4. ~~The cost of the initial examination and reexamination for licensure as a nursing home administrator is included in the license fee set forth in section 5.2.1a. 5.2.a. of this rule.~~ All cost or fees charged by the testing agency for the NAB/National Examination are not covered in the initial application fee. Applicants shall be responsible to pay all testing fees directly to the testing

agency.

3.2 Pre-examination requirements

3.2.a. 1. The pre-examination requirements in this section do not apply to any person licensed as a nursing home administrator prior to May 10, 1986 who has maintained continuous licensure since that time.

3.2.b. 2. The Board will not admit or permit any person to take an examination for licensure as a nursing home administrator unless that person has first submitted thirty (30) days prior to the examination day, an application for Board approval. The Board shall consider the application an application for licensure and also for examination and qualification. The application shall be in writing on forms provided by the Board and shall furnish evidence satisfactory to the Board that the applicant is:

~~3.2.b.(A).~~ 2.(a). over twenty-one (21) years of age;

~~3.2.b.(B).~~ citizen of the United States;

~~3.2.b.(C).~~ 2.(b). of good moral character; and

~~3.2.b.(D).~~ 2.(c). suitable and fit to be licensed and to practice as a nursing home administrator. A licensed physician shall submit evidence of the applicant's fitness and suitability directly to the Board on forms provided by the Board and shall include, among other things, evidence of the:

3.2.e. 3. Absence of physical impairments to perform the duties of a nursing home administrator, which include good health and freedom from contagious disease; and

~~3.2.d.~~ 4. Absence of any mental impairment that would appear to the Board to be likely to interfere with the performance of the duties of a nursing home administrator.

3.2.e. 5. The Board shall obtain letters of satisfactory performance covering at least the calendar year preceding the date of application from ~~the Department of Health and Human Resources and/or appropriate professional societies~~ parties relating to the applicants ability to:

3.2.e.(a). 5.(a). Understand and communicate general and technical information necessary to the administration and operation of a nursing home (i.e., applicable health and safety rules);

3.2.e.(b). 5.(b). Assume responsibilities for the administration of a nursing home as evidenced by prior accredited activities and evaluations of prior services; and

3.2.e.(c). 5.(c). relate physical, psychological, spiritual, emotional and social needs of ill and/or aged individuals to nursing home administration and create the compassionate climate

necessary to meet the needs of the patients in the nursing home

3.2 ~~g~~ In addition to the completion of high school or secondary school education, the applicant shall have successfully completed a course of study in and been awarded a baccalaureate degree in:

~~3.2.f.(a). 6 (a). a non health administration field~~ The applicant shall also complete a one (1) year Administrator In Training (AIT) program as specified in Section 4.3. of this rule. The Board may waive the Administrator In Training (AIT) program and approve the applicant to take the national and state examinations if nursing home administration, hospital administration, or other related field as determined by the Board. The applicant shall also have at least (1000) hours experience in an administrative position in a long term care setting. Related health administration fields include nursing, medicine, osteopathy, social work with a concentration in gerontology, psychology, etc. When an applicant has an approved degree, the person must verify with the Board that a minimum of twelve (12) college hours were earned in subjects specifically designated as health care management and/or health care administration. Verification allows the Board the flexibility to consider waiver of the Administrator-In-Training (AIT) program prior to approval of the applicant to take the national and state examinations leading to licensure as a Nursing Home Administrator. If the applicant fails to produce documentation satisfactory to the Board, the person will be required to complete an Administrator-In-Training (AIT) program as specified in Section 4.3. of this rule.

~~3.2.f.(a).A. 6.(b). the applicant possesses a baccalaureate degree in a non-related health care field (i.e., secondary education, accounting, marketing, etc.) but has worked in long-term care in the role of an assistant administrator or an equivalent position such as Director of Nursing, Assistant Director of Nursing, Social Services Director, etc., for a period of three (3) years; or a non-health administration field. The applicant shall also complete a one (1) year Administrator-In-Training (AIT) program as specified in Section 4.3. of this rule. The Board may waive the Administrator-In-Training (AIT) program and approve the applicant to take the national and state examinations if:~~

~~3.2.f.(a).B. 6.(c). the applicant has worked in a related long-term health care field such as a state regulatory department for a minimum of five (5) years; or the applicant possesses a baccalaureate degree in a non-related health care field (i.e., secondary education, accounting, marketing, etc.) but has worked in long-term care in the role of an assistant administrator or an equivalent position such as Director of Nursing, Assistant Director of Nursing, Social Services Director, for a period of three (3) years. ;or~~

~~3.2.f.(a).C. 6.(d). — nursing home administration, hospital administration, or in a related health administration field. The applicant shall also have at least (1000) hours experience in an administrative position in a long term care setting. Related health administration fields include nursing, pharmacology, medicine, osteopathy, social work with a concentration in gerontology, psychology, sociology, etc. When an applicant has an approved degree, he or she must verify with the Board that a minimum of twelve (12) college hours were earned in subjects specifically designated as health care management and/or administration. Verification allows the Board the flexibility to consider waiver of part or all of the Administrator In Training (AIT) program prior to approval of the applicant to take the national and state examinations leading to licensure as a Nursing Home~~

~~Administrator. If the applicant fails to produce documentation he or she will be required to complete an Administrator-In-Training (AIT) program as specified in Section 4.3 of this rule.~~

3.2.7 The (1000) hour administrative work experience requirement may not be satisfied by working on an emergency permit or by participation in an Administrator-In-Training Program.

~~3.2.g. 8.~~ The Board shall not permit an applicant for examination who has been convicted of a felony by any court in West Virginia, or by any court of the United States, to take the licensure examination. A criminal identification Bureau Report will be requested by the Board from the West Virginia State Police, on all applicants for Administrator licensing.

~~3.2.h. 9.~~ The Board considers the basic requirements for suitability set forth in this section as minimal and shall not waive them.

~~3.2.i. 10.~~ The Board may designate a time and place at which an applicant may be required to present himself or herself for inquiry as to his or her suitability for licensure.

3.3. Disqualification: Reexamination.

~~3.3.a. 1.~~ An applicant for examination who does not meet pre-examination requirements shall be given written notification by the Board by certified mail return receipt requested, of his or her disqualification and the reasons for the disqualification and of his or her right to a hearing within thirty (30) days.

~~3.3.b. 2.~~ An applicant for examination who does not meet pre-examination requirements may petition the Board in writing for a hearing and a review of his or her application within thirty (30) days of receipt of the notification of disqualification.

~~3.3.c. 3.~~ Where an applicant for examination has not met pre-examination requirements, he or she may submit a new application for qualification for examination. The applicant shall meet the requirements for licensing that are in force at the time of the reapplication.

3.4. Subjects for national examination.

~~3.4.a. 1.~~ Every applicant for licensure as a nursing home administrator, after meeting the requirements for qualification for licensure and examination as set forth in this Rule must successfully pass a written national examination which may include, but not be limited to, the following subjects:

~~3.4.a.A. 1.(a).~~ Resident Care Management

The applicant shall have a working knowledge of:

~~3.4.a.A.(a). 1.(b).~~ nursing services to maximize resident quality of life;

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~~3.4.a.A.(b).~~ 1.(c). social service programs to maximize resident quality of life.

~~3.4.a.A.(e).~~ 1.(d). food service programs which meet the nutritional needs of residents, to maximize resident quality of life;

~~3.4.a.A.(d).~~ 1.(e). medical services to meet resident medical care needs, to maximize resident quality of life;

~~3.4.a.A.(e).~~ 1.(f). therapeutic recreational/activity programs to meet the needs, wants, and interests of residents, to maximize resident quality of life;

~~3.4.a.A.(f).~~ 1.(g). medical records programs to meet documentation requirements;

~~3.4.a.A.(g).~~ 1.(h). pharmaceutical programs to support medical care for residents to maximize resident quality of life;

~~3.4.a.A.(h).~~ 1.(I). rehabilitation programs to maximize resident's optimal level of functioning

~~3.4.b.~~ 2. Personnel Management

The applicant shall have a working knowledge of:

~~3.4.b.(A).~~ 2.(a). the process of communication between management and all staff;

~~3.4.b.(B).~~ 2.(b). recruitment, evaluation, and retention of individuals to provide resident care and services;

~~3.4.b.(C).~~ 2.(c). personnel policies, planned, implemented, and evaluated to comply with governmental entities, laws, and regulations; and

~~3.4.b.(D).~~ 2.(d). employee health and safety programs.

~~3.4.e.~~ 3. Financial Management

The applicant shall have a working knowledge of:

~~3.4.c.(A).~~ 3.(a). the budget process for facilities to allocate fiscal resources;

~~3.4.e.(B).~~ 3.(b). systems to monitor financial performance;

~~3.4.e.(C).~~ 3.(c). financial audits and reporting systems.

~~3.4.d.~~ 4. Environmental Management

The applicant shall have a working knowledge of:

~~3.4.d.(A)~~ 4.(a). systems for maintaining and improving buildings, grounds and equipment;

~~3.4.d.(B)~~ 4.(b). programs that provide a clean, attractive, and home-like environment for residents, staff and visitors;

~~3.4.d.(C)~~ 4.(c). environmental safety programs that ensure the health, welfare, and safety of residents, staff, and visitors; and

~~3.4.d.(D)~~ 4.(d). emergency programs to protect the safety and welfare of residents, staff, and property.

3.4.e. 5. Governance and Management

The applicant shall have a working knowledge of:

~~3.4.e.(A)~~ 5.(a). policies and procedures which maintain compliance with directives of governing entities;

~~3.4.e.(B)~~ 5.(b). the need to observe, monitor, and evaluate outcomes of all facility programs, policies, and procedures, to ensure effectiveness

~~3.4.e.(C)~~ 5.(c). the need to monitor and evaluate resident satisfaction with quality of care and quality of life, through communications with resident, representatives, family, staff, volunteers, and governing entities to, maximize resident quality of life;

~~3.4.e.(D)~~ 5.(d). the need to implement, monitor and ensure the integration of resident rights with all aspects of operation;

~~3.4.e.(E)~~ 5.(e). the need to plan, implement and evaluate risk management programs;

~~3.4.e.(F)~~ 5.(f). the need to plan, implement and evaluate programs which inform residents and the community of the services offered; and

~~3.4.e.(G)~~ 5.(g). the need to plan, implement and promote integration between a facility and other community resources (e.g., educational institutions, hospitals, vendors).

3.5. Subjects for State examination.

3.5.a. 1. Every applicant for licensure as a nursing home administrator after meeting the requirements for qualification for licensure and examination as set forth in this Rule shall successfully pass a written state examination which may include, but not be limited to, the following subjects:

~~3.5.a.(A)~~ 1.(a). Physical Equipment and Facilities;

- 3.5.a.~~(B)~~ 1.(b). Facility Governance and Management,
- 3.5.a.~~(C)~~ 1.(c). General Health and Safety;
- 3.5.a.~~(D)~~ 1.(d). General Residents Rights, Policies and Procedures;
- 3.5.a.~~(E)~~ 1.(e). Medical and Dental Service;
- 3.5.a.~~(F)~~ 1.(f). Nursing Service;
- 3.5.a.~~(G)~~ 1.(g). Dietetic Service;
- 3.5.a.~~(H)~~ 1.(h). Pharmaceutical Service;
- 3.5.a.~~(I)~~ 1.(i). Social Services and Activities; and
- 3.5.a.~~(J)~~ 1.(j). Plans for Care and Medical Records.

§21-1-4. Education, Training and Experience.

4.1. Registration of licensed and/or accredited education institutions and courses of study.

4.1.a 1. Any courses of study offered by a licensed and/or accredited educational institutions for the purpose of qualifying applicants for licensure as a nursing home administrator shall first be submitted to the Board for approval by the educational institution or by the applicant for licensure. In order for a course of study to be approved, it must cover those subjects contained on the written national examination as provided for in section 3.4. of this rule; and

~~4.1.b. The Board shall compile lists and information on all courses of study registered with and approved by the Board for the purpose of qualifying applicants for licensure as a nursing home administrator and this information shall be available to all administrators and interested persons.~~

4.2. Registration of continuing education programs.

4.2.a 1. On and after June 30, 1994 ~~annually~~, every licensed administrator must obtain at least twenty (20) clock hours of continuing education ~~every year~~ through programs approved by the Board or NAB's National Continuing Education Review Service (NCERS)

~~4.2.b. The Board may approve programs for continuing education.~~

4.2.e 2. Any organization Persons seeking continuing education hours by way of having completed a college course in health care administration, may submit to the Board the syllabus of the completed course along with a copy of the official transcript verifying the final grade received. One (1) college course hour approved by the Board may be applied as ten (10) continuing education

~~hours. wishing to have a program approved for continuing education credits must submit a description of the program to the Board. An application should be submitted at least forty five (45) days in advance of the scheduled date of the program. Upon request, program approval forms will be provided by the Board office.~~

4.3. Practical training and experience (one (1) year Administrator-In-Training (AIT) Program: at the option of the applicant either under these rules or under the Board's approved program sponsored by the WV Chapter, American College of Health Care Administrators (WV ACHCA).

4.3.a. ~~1.~~ 1. Prior to entering the one (1) year nursing home Administrator-in-Training (AIT) program for the purpose of obtaining practical training and experience shall apply for the Administrator-in-Training (AIT) permit on a form prescribed by the Board, and submit a fee of ~~two hundred dollars (\$200.00)~~ four hundred dollars (\$400.00) payable by certified check or money order to the West Virginia Nursing Home Administrators Licensing Board.

4.3.b. ~~2.~~ 2. The Board shall not approve an application for an Administrator-in-Training (AIT) permit unless the applicant submits evidence satisfactory to the Board that ~~he or she~~ they meet all preexamination requirements under this rule and:

4.3.b.(A). ~~2.(a).~~ 2.(a). that the training will be under the full-time supervision of a fully licensed nursing home administrator who has been licensed for at least three (3) years and licensed and practicing in West Virginia for at least the preceding year. The nursing home administrator must be approved by the Board as a preceptor, and accept the responsibility of training the applicant;

4.3.b.(B). ~~2.(b).~~ 2.(b). that the training is of a grade and character satisfactory to the Board;

4.3.b.(C). ~~2.(c).~~ 2.(c). that the training is to be obtained in a duly licensed nursing home which has been approved by the Board;

4.3.b.(D). ~~2.(d).~~ 2.(d). that the training is to be served during eight (8) consecutive hours, except for regular days off, with a minimum of forty (40) hours weekly;

4.3.b.(E). ~~2.(e).~~ 2.(e). that the trainee agreement form provided by the Board is signed by the nursing home Administrator-in-Training (AIT) and the supervising nursing home administrator and submitted to the Board for approval;

4.3.b.(F). ~~2.(f).~~ 2.(f). that the nursing home Administrator-in-Training (AIT) has no outside employment during training hours or thereafter unless the employment is known of and approved by the preceptor;

4.3.b.(G). ~~2.(g).~~ 2.(g). that alternating and rotating shifts of eight (8) working hours may be approved by the Board as being acceptable upon request by the Administrator-in-Training (AIT): provided, that at least fifty percent (50%) of the training hours will be served between the hours of 7:00 a.m. and 10:00 p.m. in regular steady, full time employment under the personal supervision of

the nursing home administrator preceptor at the nursing home in which the nursing home Administrator-in-Training (AIT) is employed, and

4.3.b.~~(H)~~ 2.(h). that the preceptor will provide full-time supervision for the Administrator-in-Training (AIT) and that the supervision is provided in the nursing home where the trainee is employed.

4.3.e. 3. Progress report

4.3.e.~~(A)~~ 3.(a). Every preceptor of every Administrator-in-Training (AIT) shall file quarterly forms provided by the Board and shall set forth an accurate record of the duties performed by the Administrator-in-Training (AIT) during the period covered by the report.

4.3.e.~~(B)~~ 3.(b). Every report filed by the preceptor of the nursing home Administrator-in-Training (AIT) shall be approved and signed by the preceptor and by the Administrator-in-Training (AIT).

4.3.e.~~(C)~~ 3.(c). If a preceptor of a nursing home Administrator-in-Training (AIT) fails to file quarterly reports for a period of two (2) years from the date of issuance of the in-training permit, the Board shall consider that the Administrator-in-Training (AIT) has abandoned his or her practical training and experience. In the event the Administrator-in-Training (AIT) thereafter seeks to qualify for a nursing home administrator license, the Board shall consider ~~him or her~~ the person a new applicant, with no portion of training completed, and ~~he or she~~ as a new applicant. ~~In that case~~ the Administrator-in-Training (AIT) shall meet the requirements for qualification for training, examination and licensure that exist at the time of the new application.

4.3.d. 4. A nursing home Administrator-in-Training (AIT) may be allowed two (2) weeks leave for compulsory military training, vacation or sick leave each year without loss of credit for his or her required practical training and experience.

4.3.e. 5. An Administrator-in-Training (AIT) who discontinues training as a nursing home Administrator-in-Training (AIT) in a nursing home from which he or she is a registered shall be reported to the Board by the nursing home administrator and the Administrator-in-Training (AIT) within thirty (30) days after the discontinuance.

4.3.f. 6. Change of supervision of the nursing home Administrator-in-Training (AIT) in any nursing home shall be reported to the Board in writing by the preceptor and the Administrator-in-Training (AIT) within ten (10) days after the change of the supervision. The new administrator of the nursing home, if willing to continue the training program of the Administrator-in-Training (AIT), must obtain Board approval for preceptorship.

4.3.g. 7. The Board shall allow any person who was a duly authorized nursing home Administrator-in-Training (AIT) whose training and experience is interrupted by service in the Armed Forces of the United States, to resume ~~his or her~~ their training and experience at any time within one (1) year after the date of ~~his or her~~ their honorable discharge from active service.

~~4.3.h. The requirement for training as an Administrator-in-Training (AIT) provided in this section shall not apply to any person who has completed a course of study for a master or baccalaureate degree in nursing home administration, hospital administration or in a related health administration field, as approved by the Board and who has been awarded a masters or baccalaureate degree from an accredited institution of higher learning.~~

4.3.i. 8. The period for the training program as an Administrator-in-Training (AIT) shall last for a period of not more than one (1) year and shall be under the supervision of a preceptor who has been approved by the Board.

4.3.j. 9. In the event that the Board determines that a preceptor has failed to provide the Administrator-in-Training (AIT) with the opportunity to adequately train ~~himself or herself~~ themselves under the proper supervision in the administrative and operating functions of the nursing home, the Board shall cancel the preceptor's authorization to serve as preceptor, for such period of time as the Board prescribes.

4.3.k. 10. When the preceptor's authorization is cancelled, the Administrator-In-Training (AIT)'s program will be suspended until such time as the Administrator-in-Training (AIT) locates another preceptor who is approved by the Board; after which time the Administrator-in-Training (AIT)'s training shall commence.

4.3.l. 11. After an applicant for licensure completes the Administrator-in-Training (AIT) program, and before ~~he or she~~ the person sits for the licensing examination, the Board may appoint a committee to determine if the applicant has received training consistent with the guidelines established by the Board.

4.3.12. After completion of the Administrator-In-Training (AIT) Program, the Administrator-In-Training (AIT) shall pay all additional fees referred to 3.1.4. of these rules, required in order to take the licensure examinations referred to 3.1.4. of these rules.

§21-1-5. Licenses.

5.1. Qualifications for licenses

5.1.a. 1. To be eligible for a license as a nursing home administrator a person must:

5.1.a.(A) 1(a). meet all pre-examination requirements as set forth in Section 3.2. of this Rules, as well as meet requirements of all other applicable Rules; and

5.1.a.(B) 1(b). passed the national and state examinations prescribed by the Board in the subject of nursing home administration.

5.2. Application for and issuance of license, renewal of licenses and display.

5.2.a. ~~1.~~ Any applicant for a nursing home administrator license shall submit an application ~~at the time, in the manner,~~ on the forms ~~and~~ containing the information as the Board may ~~from time to time by deem~~ reasonable under the Rule prescribe, and pay to the Board a license fee of Four Hundred Dollars (\$400.00) in the form of a certified check or money order, ~~and~~ ~~The~~ Board shall return the fee, minus any costs incurred by the Board (i.e. processing fee), to the applicant if he or she is denied a license.

5.2.b. ~~2.~~ Whenever the Board finds that an applicant meets all of the requirements of this Rule for a license as a nursing home administrator, it shall immediately issue a license to ~~him or her~~ the person. If the Board finds the applicant does not meet the requirements, the Board shall contact the applicant in writing and give reasons for the denial of the license.

5.2.c. ~~3.~~ The license is valid for a period ending on June 30 each year and may be renewed without formal examination upon timely application for renewal on a form prescribed by the Board and payment to the Board of the renewal fee of Two Hundred Dollars (\$200.00) in the form of a certified check or money order. The Board may deny an application for renewal for any reason which would justify the denial of an original application for a license, or for failure to provide written verification of satisfactory attendance and completion of relevant continuing education as specified in Section 4.2. of this rule.

5.2.d. ~~4.~~ The nursing home administrator license certificate shall be conspicuously displayed by the licensee at each nursing home for which the person ~~he or she~~ is an the administrator.

5.2.e. ~~5.~~ Only persons who ~~has~~ have qualified as a licensed nursing home administrator and who holds a valid current license certificate pursuant to the provisions of this Rule ~~has~~ have the right and privilege of using the title "Nursing Home Administrator" and ~~has~~ have the right and privilege of using the abbreviation of "N.H.A." after ~~his or her~~ their name. No other person shall use or shall be designated by ~~that this~~ title or ~~that this~~ abbreviation or any other words, letters, ~~sign card or device tending to, or intended, etc.~~ to, indicate ~~that the person they are is~~ a licensed as a nursing home administrator.

5.2.f. ~~6.~~ person who is a holder of an emergency permit or of an Administrator-in-Training (AIT) permit shall not be considered as meeting the requirements for licensure as a nursing home administrator and, therefore, shall not have the right and privilege of using the title "Nursing Home Administrator" or the abbreviation of "N.H.A."

5.2.7. a nursing home administrator listing is available for a fifty dollar fee (\$50.00).

5.3. License Restrictions

5.3.a. ~~1.~~ In order to retain a license as a nursing home administrator the following restrictions apply:

5.3.a.(A) ~~1.(a)~~ a licensed nursing home administrator shall not direct more than two (2) nursing homes at one time. An administrator may direct two (2) nursing homes which are within

reasonable proximity for the purposes of this section, (reasonable proximity is defined as thirty (30) minutes driving time) An administrator may not direct more than a total of one hundred twenty (120) beds.

5.3.a.~~(B)~~. 1.(b). the administrator of two (2) nursing homes shall average not less than twenty (20) hours per week at each nursing home. The administrator must have a competent and experienced assistant at each nursing home. The nursing home administrator shall document each period of service. The documentation must be available to the Board request;

5.3.a.~~(C)~~. 1.(c). a nursing home administrator who is a registered professional nurse cannot serve the same nursing home both as a director of nursing services and administrator unless the nursing home to be operated has a licensed capacity of thirty (30) beds or less;

5.3.a.~~(D)~~. 1.(d). any administrator who is also director of nursing services or who has any other dual capacity in any other nursing home regardless of whether or not the second home is within reasonable proximity must have prior Board approval to serve in that dual capacity; and

5.3.a.~~(E)~~. 1.(e). the nursing home administrator, upon receipt of a license, is responsible for any nursing home which ~~he or she~~ they administers thereby meeting all applicable state and federal laws and rules and regulations; and

5.3.a.~~(F)~~. 6. ~~a nursing home administrator listing is available for a Fifty Dollar fee (\$50.00).~~

5.4. Emergency permit

5.4.a. 1. If a licensed nursing home administrator dies or is unable to continue as the administrator for an unexpected cause, the owner or governing body or other appropriate person in charge of the nursing home involved may designate an acting authority as administrator. The Board may ~~immediately~~ issue an emergency permit to the acting administrator if it finds the appointment will not endanger the safety of the occupants of the nursing home.

5.4.b. 2. An emergency permit is valid for a maximum of six (6) months and is not renewable.

5.4.c. 3. The fee for an emergency permit is Two Hundred Dollars (\$200.00) and shall be submitted in the form of a certified check or money order, and is non-refundable.

5.5. Temporary Permit.

5.5.a. 1. The Board may issue a temporary permit for a period of ninety (90) days, to an applicant for a reciprocity license who has accepted employment in the State of West Virginia, but who must wait for the Board to meet to act on ~~his or her~~ their application. The temporary permit may be renewed at the discretion of the Board.

5.5.b. ~~2.~~ The fee for a temporary permit is Two Hundred Dollars (\$200.00) and shall be submitted in the form of a certified check or money order, and is non-refundable.

5.6. Administrator-in-Training

5.6.a. ~~1.~~ Administrator-in-Training (AIT) permits shall be issued by the Board as outlined in Section 4.3. of this Rule.

5.6.b. ~~2.~~ The fee for an Administrator-in-Training (AIT) permit is Two Hundred Dollars (\$200.00) and shall be submitted in the form of a certified check or money order.

5.7. Lost, mutilated or destroyed licenses

5.7.a. ~~1.~~ Upon receipt of satisfactory evidence that a license has been lost, mutilated or destroyed, the Board shall issue a duplicate license upon payment of a fee of Five Dollars (\$5.00).

5.8. Return of license

5.8.a. ~~1.~~ The administrator shall return the license certificate and/or duplicate copies to the Board immediately upon revocation of the license or request by the Board.

§21-1-6. Suspension or Revocation, Hearing and Judicial Review.

6.1. Suspension or revocation of license or permits.

6.1.a. ~~1.~~ The Board may at any time upon its own motion and shall upon verified written complaint of any person, conduct an investigation to determine whether there are any grounds for the suspension or revocation of a license or permit issued pursuant to this Rule.

6.1.b. ~~2.~~ The Board shall suspend or revoke any license or permit when it finds the licensee or holder of a temporary permit has:

6.1.a.(A). ~~1.(a).~~ obtained a license or permit by means of fraud or deceit; or

6.1.a.(B). ~~2.(b).~~ failed or refused to comply with the provisions of this Rule, or with provisions of W. Va. Code §§16-1, et seq. and §16-5DC-1, et seq.

6.1.c. ~~3.~~ When the Board suspends or revokes a license of a licensee, it will notify the Office of Health Facility Licensure and Certification (OHFLAC) of such actions.

6.2. Complaints and hearing procedures

6.2.a. ~~1.~~ Complaints

6.2.a.(A). ~~2.(a).~~ Any person, public officer, association or the Board may register a

complaint against any licensee, Administrator-in-Training (AIT) or holder of an emergency or temporary permit for any of the reasons specified in Section 6.1. of this Rule. The complaint shall be in writing and duly verified and shall be submitted to the Board

6.2.b. ~~2.~~ Preliminary hearings.

6.2.b.(A) ~~2.(a).~~ The Board, or any person or persons appointed by it, may hold a preliminary hearing to determine whether a formal hearing on the charges is necessary. The Board shall give the person against whom the complaint has been registered, written notice of the date, time and place of the preliminary hearing.

6.2.b.(B) ~~2.(b).~~ The Board may dismiss the complaint and take no action on the complaint, by formal hearing or otherwise. In that event the Board shall file and make a part of its record the complaint and the order dismissing the complaint. If the Board does not dismiss the complaint, it shall hold a formal hearing in accordance with Section 6.3. of this Rule.

6.3. Procedures for hearing.

6.3.a. ~~1.~~ Whenever the Board denies an application for any original or renewal license or denies an application for an emergency permit it shall make and enter an order to that effect and serve a copy of the order on the applicant licensee, or permittee as the case may be, by certified mail, return receipt requested. If the applicant desires to challenge the Board's order denying the application, the applicant shall request a hearing. The request shall be made in writing to the Board within 30 days after receipt of the order. Whenever the Board determines that there is probable cause to believe a permit holder or licensee has violated W. Va. Code § 30-25-1 et seq. or any provision of these rules the Board shall serve upon the licensee, by certified mail, return receipt requested, a copy of the notice of hearing. The notice of hearing shall provide the licensee with notice of the charges being brought against him or her. ~~or suspends or revokes any license or permit it shall make and enter an order to that effect and serve a copy of the order on the applicant licensee, or permittee as the case may be, by certified mail, return receipt requested. The order shall state grounds for the action taken and shall require the applicant, licensee or permittee return any license or permit suspended or revoked by the order to the Board within twenty (20) days after receipt of the order.~~

6.3.b. ~~2.~~ The Board may deny a license, renewal of a license or permit pursuant to W. Va. Code §§30-25-1 et seq and 30-1-1 et seq.

6.3.c. ~~3.~~ All of the pertinent provisions of W. Va. Code §§29A-5-1, and §30-1-1 et seq., apply to and govern the hearing and the administrative procedures in connection with and following the hearing.

6.3.d. ~~4.~~ Upon conclusion of the hearing, the Board may revoke the license of the licensee, or an emergency or temporary permit, or suspend the license or a permit for a fixed period, or reprimand, or take other disciplinary action or dismiss the charges.

6.3.e. ~~5.~~ An order of suspension made by the Board may contain such provisions as to

reinstatement of the license or permit as the Board may direct.

6.3.~~f.~~ 6. The Board, in its discretion, may direct a rehearing or take additional evidence, and may rescind or affirm the prior order after the rehearing, but nothing in this section shall preclude appropriate relief under and pursuant to the laws providing for the review of an administrative determination by the courts of the state.

6.3.~~g.~~ 7. The order of the Board is final unless reversed, vacated or modified upon judicial review of the order in accordance with the provisions of Section 6.4. of this Rule.

6.4. Judicial review; Appeal to Supreme Court of Appeals.

6.4.a. 1. Any person adversely affected by an order of the Board rendered after a hearing held in accordance with the provisions of Section 6.3. of this Rules, is entitled to judicial review of the decision. All of the pertinent provisions of W. Va. Code §29A-~~5~~-1, et seq. apply to and govern the judicial review.

6.4.b. 2. The judgment of the circuit court is final unless reversed, vacated or modified on appeal to the Supreme Court of Appeals in accordance with the provisions of W. Va. Code §29A-6-1, et seq.

§21-1-7. Reciprocity.

7.1. The Board in its discretion, and otherwise subject W. Va. Code §30-25-4 prescribing the qualifications for a nursing home administrator license, may grant a nursing home administrator license to an individual who possess such qualifications and meet such reasonable standards as the Board may prescribe pursuant to W. Va. Code §30-25-7(a) and upon payment of a fee of Four Hundred Dollars (\$400.00).

7.1.a. 1. That the applicant is a certified administrator in good standing with the American College of Health Care Administrators (ACHCA); or

7.1.b. 2. that the following conditions are met:

7.1.(A). 2.(a). the other state maintains a system and standard of qualification and examination for a nursing home administrator license, which is at least as great as those required in West Virginia; and

7.1.(B). 2.(b). the other state gives similar recognition and reciprocity to nursing home administrators licenses of West Virginia; and

7.1.(C). 2.(c). the applicant for reciprocity holds a current license as a nursing home administrator which has not been revoked or suspended. ~~in each state from which he or she has ever received a nursing home administrator license or reciprocal endorsement.~~

7.1.2.(d) persons seeking reciprocity/endorsement into another state and requiring Board verification of licensure, shall be charged a fee of one hundred dollars (\$100.00) for this service.

§21-1-8. Restoration.

8.1.~~a~~ A license may be restored after revocation by the Board in its discretion upon submission of evidence satisfactory to the Board that the applicant for the restoration of a license has removed the disability.

8.2. Restoration after lapse.

8.2.~~a~~ 1. A license which has lapsed can be reinstated at the discretion of the Board during the first year immediately following the expiration date of a valid permanent administrator license. The administrator with a lapsed license must submit a formal request as well as an application for licensure along with the proper fee and meet the requirements for continuing education hours.

8.2.2. Persons seeking reinstatement will be charged a late charge for reinstatement of license, in addition to the licensure renewal fee. The following structured fees will be imposed for reinstatement of license.

8.2.2.(a). The following are the terms of structure for reinstatement fee:

July 1, through September 30th one hundred dollars (\$100.00).

July 1, through December 31st two hundred dollars (\$200.00).

July 1, through March 31st three hundred dollars (\$300.00).

July 1, through June 30th four hundred dollars (\$400.00).

8.2.~~b~~ 3. After one (1) year from the expiration date of his or her license, the Board will consider the administrator in question as a new applicant and ~~he or she~~ the person will be is subject to all of the provisions of this ~~r~~Rule.

§21-1-9. ~~Fees.~~ Refunds.

9.1. The Board shall refund to all applicants that choose to withdraw from the application process their entire application fee minus any processing fee. Refunds are applicable to the application fees for the following:

9.1.~~a~~ ~~An Emergency permit;~~

9.1.~~b~~ ~~A temporary permit;~~

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- 9.1.e. 1. An Administrator-in-Training (AIT) application;
- 9.1.e. ~~2.~~ A licensure examination application;
- 9.1.e. 3. A reciprocity application.