ALABAMA BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS ADMINISTRATIVE CODE

CHAPTER 620-X-5
EXAMINATION INFORMATION

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620-X-5-.01 Examinations.

(1) The Board shall determine the subjects of examinations for applicants for licensure as nursing home administrators, and the scope, content, and format of such examinations, which in any examination shall be the same for all candidates. Each examination shall require the examinee or applicant to demonstrate his proficiency in the rules and regulations of health and safety. But nothing herein shall prevent the Board from making minor changes or updating the examination.

(2) Examinations shall be held at least four times a year at such times and places as shall be designated by the Board.

(3) Official documents and records of the Board shall be retained; however, at the discretion of the Board may be reduced to microfilm or other appropriate methods of retention.

Author:
Statutory Authority: Code of Ala. 1975, §34-20-10.
History: Filed September 30, 1982.

620-X-5-.02 Pre-Examination Requirements And Conditions Precedent.

(1) Except as otherwise provided in paragraph (3) hereof, no person shall be admitted to or be permitted to take an examination

for license as a nursing home administrator unless he/she shall have submitted evidence satisfactory to the Board:

(a) that he/she is at least nineteen (19) years of age;

(b) that he/she is a citizen of the United States of America or that he/she has duly declared their intention of becoming a citizen of the United States of America;

(c) that he/she is of good moral character;

(d) that he/she is suitable and fit to be licensed and to practice as a nursing home administrator; and

(e) that he/she has satisfactorily completed a course of study and has been graduated from a high school or secondary school approved and recognized by the educational authorities of the state in which such school is located or a political subdivision thereof, or has submitted a certificate indicating that he/she has obtained high school, GED, or secondary school equivalency, such certificate being duly certified by a state educational authority or a political subdivision thereof; and

1. Holds an associate degree from an accredited college or university; and

Has worked in a supervisory capacity (supervisory capacity means a department head or licensed professional supervising one or more individuals) at a licensed nursing home for a minimum of four years (two years of work experience equals one year of college); and

Has fulfilled the requirements of an approved 2,000-hour nursing home administrator-in-training program prescribed by the Board; or

2. Holds a baccalaureate degree from an accredited college or university; and

Has fulfilled the requirements of an approved 1,000-hour nursing home administrator-in-training program prescribed by the Board; or

3. Holds a baccalaureate degree from an accredited college or university and majored in health care administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 500-hour nursing home administrator-in-training program prescribed by the Board; or

4. Holds a master's degree from an accredited college or university and majored in healthcare administration or hospital administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 200-hour nursing home administrator-in-training program prescribed by the Board; or

5. As a minimum has met the applicable requirements defined in 620-X-5-.02(f)1-3 of these Rules and Regulations and the Final Rules of the Omnibus Budget Reconciliation Act of 1987, Public Law 100-203, Sections 1819(f)(4) and 1919(f)(4) as published in the Federal Register, as it applies to Qualifications of Nursing Home Administrators.

6. Has completed a National Association of Boards of Examiners of Long-Term Care Administrators Academic University Approved Program.

(2) Examinations given under this section shall be given provisionally; and, should it later appear that the applicant does not meet the requirements or did not exercise reasonable diligence in filing his application, or was the cause of his failure to comply with the requirements for examination, then the examination and its results shall be void.

(3) In the event an examination or an examination's results are void under paragraph (4) hereof, all fees and other Moines paid to the Board by the applicant or which are due and payable to the Board by the applicant, are forfeited.
Author: Jacob L. Cureton, Jr., Chairman
Statutory Authority: Code of Ala. 1975, §34-20-9.
History: Filed September 30, 1982. **Amended:** Filed March 18, 1985. **Amended:** Filed July 20, 1993; effective August 24, 1993. **Amended:** Filed May 18, 1998; effective June 22, 1998. **Amended:** Filed January 16, 2001; effective February 20, 2001.

620-X-5-.03 Application For Examination.

(1) An applicant for examination and qualification for a license as a nursing home administrator shall make application therefor in writing on the forms provided therefor by the Board, and shall furnish evidence satisfactory to the Board that he/she has met the pre-examination requirements as provided for in the State licensing statutes and Rule 620-X-5-.02 of these Rules and Regulations, and paid the required examination fee as determined by the Board.

(2) A candidate for examination shall submit with his/her application three letters from individuals engaged in either business, or professional work, who shall certify to the good moral character of the applicant. The applicant shall also submit satisfactory evidence that he/she has met the requirements as defined in 620-X-5-.02(f) of these Rules and Regulations.

(3) An applicant for examination who has been convicted of a felony by any court in this state, or by any court of the United States, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to and file with the Board, a certificate of good conduct granted by the Board of Parole or, in the case of a conviction in any jurisdiction wherein the laws do not provide for the issuance of a certificate of good conduct, an equivalent written statement or document.

(4) An applicant for examination who has been convicted of a misdemeanor, except a petty traffic offense, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to, and file with the Board a certificate or letter of good conduct from the proper parole, probation, court, or police authorities wherein such conviction was had, or submit an equivalent written statement or document. For the purpose of this paragraph, a petty traffic offense shall be any and every misdemeanor relating to the operation of motor vehicles except: driving while under the influence of intoxicating liquors, narcotics, stimulating or hallucinating drugs; leaving the scene of an accident; and manslaughter resulting from the operating of a motor vehicle.

(5) To establish suitability and fitness to qualify for a license for nursing home administrator, as required by the state licensing statute, prior to being permitted to take the examination for license as a nursing home administrator, the applicant may be required to furnish evidence satisfactory to the Board of:

(a) good health and freedom from contagious disease;

(b) absence of any mental impairment that would appear to the Board to be likely to interfere with the performance of a nursing home administrator;

(c) an understanding of the general and technical information necessary to the administration and operation of a nursing home, (i.e. applicable health and safety regulations);

(d) ability to assume responsibilities for the administration of a nursing home as evidenced by prior accredited activities and evaluation of prior services and evidence secured by the Board; and

(e) ability to relate the physical, psychological, spiritual, emotional, and social needs of ill and/or aged individuals to the administration of a nursing home, including executives of the nursing home, and to create the compassionate climate necessary to meet the needs of the residents therein.

(6) The basic requirements for suitability set forth herein are to be considered minimal and may not be waived.

(7) The applicant shall attach to his/her application a finished unmounted photograph of himself/herself, which shall have been taken within three months prior to the date of such application.

(8) The Board may designate a time and place at which an applicant may be required to present himself/herself for inquiry as to his/her suitability as provided for herein.

(9) An applicant who is approved to take the examination must do so within one (1) year of being approved by the Board.
Author: Linda U. Jordan, Chairman
Statutory Authority: Code of Ala. 1975, §34-20-5.
History: Filed September 30, 1982. **Amended:** Filed July 20, 1993; effective August 24, 1993. **Amended:** Filed July 15, 2016; effective July 30, 2016.

620-X-5-.04 Conditional Admission To Examination: Disqualification Re-examination.

(1) An applicant for examination who has been disqualified shall be given written notification by the Board of his/her disqualification, and the reasons therefor, and of his/her right to a hearing as provided for under Rule 620-X-7-.04 hereof.

(2) An applicant for examination who has been disqualified may petition the Board in writing within thirty (30) days of notification or disqualification for a hearing and a review of his application.

(3) Where an applicant for examination has been disqualified, he/she may submit a new application for qualification for examination; provided, however, that he/she shall be required to meet the requirements for licensing as shall be in force at the time of such reapplication.
Author: Patrick E. Nicovich, Chairman
Statutory Authority: Code of Ala. 1975, §34-20-6.
History: Filed September 30, 1982. **Amended:** Filed July 20, 1993; effective August 24, 1993. **Amended:** Filed May 18, 1998; effective June 22, 1998.

620-X-5-.05 Subjects For Examination.

(1) Every applicant, after having met the requirements for qualification for examination as set forth in Rule 620-X-5-.02, must successfully pass a written examination as required by the State licensing statute and these regulations.
Author: Patrick E. Nicovich, Chairman
Statutory Authority: Code of Ala. 1975, §34-20-10.
History: Filed September 30, 1982. **Amended:** Filed July 20, 1993; effective August 24, 1993. **Amended:** Filed May 18, 1998; effective June 22, 1998.

620-X-5-.06 Grading Examinations.

(1) Every candidate for a nursing home administrator's license shall be required to pass the examination for such licenses with a grade as determined by Board. The Board has determined that the NAB Examination will be used for the written examination administered to all applicants not applying through reciprocity, and the candidate must obtain a score of at least 113 scale score on both the NAB Core of Knowledge Examination and the NAB Nursing Home Administrator Line of Service Examination. All applicants who apply through reciprocity will be required to take a State written examination, and the candidate must obtain a score of at least 75% on the State examination.

(2) The Board shall determine a method of grading each section of the examination separately and shall apply such method uniformly to all candidates that are examined.
Author: Sal. Lee Sasser Williams, Chairman
Statutory Authority: Code of Ala. 1975, §34-20-10.
History: Filed September 30, 1982. **Amended:** Filed July 20, 1993; effective August 24, 1993. **Amended:** Filed May 18, 1998; effective June 22, 1998. **Amended:** Published February 28, 2020; effective April 13, 2020.

620-X-5-.07 Administrator-In-Training.

General Information

(1) An Administrator-in-Training is a supervised internship during which the Administrator-in-Training (the AIT) works under the guidance and supervision of a preceptor, a licensed administrator meeting the qualifications set out in the requirements for preceptors. The internship is a unique phase of education consisting of the supervised practice of nursing

home administration in the environment of the nursing home, with continued instruction in the skills and are of nursing home administration. In keeping with the philosophy of continued improvement in the quality of professionalism in the field of nursing home administration, the internship is considered an essential part of the education of a Nursing Home Administrator. With this concept in mind, it is evident that the internship can be conducted only in those nursing homes in which the educational benefits to the intern are considered of paramount importance, with the service benefits to the nursing home of secondary importance.

(2) The satisfactory completion of a 1,000-hour AIT program will satisfy the experience requirement set forth in rule 620-X-5-.02(f).

(3) An applicant for the AIT program must meet those qualifications established by Code of Ala. 1975, Section 34-20-9, which are in effect at the time of application, and pay the application fee as determined by the Board.

(4) Preceptors must submit an outline of their proposed AIT program for review and approval by the Board.

(5) The Board must approve each facility at which the training will take place.

(6) The training must be under the full-time supervision of the preceptor.

(7) The AIT shall serve his/her training in a normal workweek, containing a minimum of 20 hours, with not less than eight hours to be served daily between the hours of 7:00 a.m. and 10:00 p.m., except that during the year a minimum of 40 hours and a maximum of 160 hours are to be served between 10:00 p.m. and 7:00 a.m.

(8) The AIT program shall begin on the first day of the month following the approval of the Board.

(9) The AIT and the Preceptor shall sign an agreement acknowledging to each other and the Board that the training shall be in accordance with these rules. The agreement shall contain any other agreements between the AIT and the Preceptor concerning the training.

(10) The AIT shall be allowed two weeks leave for military training, two weeks leave for vacation, and reasonable sick leave.

(11) The Board may approve a temporary discontinuance of the training for up to one year, but the AIT shall only retain credit for those quarters completed and for which reports have

been submitted and approved by a Board representative. If for any reason the approved preceptor is no longer able to supervise the AIT at the facility, the AIT may petition the Board for the appointment of an interim preceptor pending the approval of a new preceptor by the Board.

(12) The Board will approve an interruption of an AIT program for the compulsory service of the AIT in the armed forces of the United States. The AIT may resume his/her training at any time within one year of his/her discharge from active duty.

(13) The AIT and the Preceptor must report any discontinuance of training to the Board within ten (10) days.

(14) A rotation through the various departments and duties in the nursing home are essential to the proper completion of the training. An AIT shall not, during the normal working hours of his/her program, fill a specific, specialized position in the nursing home.

(15) A Board representative may visit a nursing home for the purpose of surveying the AIT program. The Board may require the AIT to do further work toward meeting objectives or training the core of knowledge, or to work with a different Preceptor, if reports and progress in the program are inadequate.

(16) No credit shall be given by the Board for time served by an individual in an unapproved AIT program, or for time served under the supervision of a preceptor who has not been approved by the Board, or for time spent in an approved program under an approved preceptor until such time as the application have been properly filed with the Board.

Preceptor

(1) The Board will approve persons to act as preceptors in AIT programs based on information submitted to the Board. The approval shall be effective for a period of three years, after which the preceptor must reapply. However, the Board may disapprove a preceptor for a training program who has failed to remain in compliance with these requirements. The Board may disapprove a preceptor at any time for good cause.

(2) Each person desiring to be a preceptor must submit an application showing:

(a) his/her name, address, and age;

(b) that he/she has been a licensed and practicing nursing home administrator in Alabama for at least three years, or has been a licensed nursing home administrator for at least two years in another state and has been

licensed and practicing in Alabama for at least one year, and that no disciplinary action has been taken against him/her in the last three years;

(c) the states and dates of issuance of all his/her professional licenses, including those as a nursing home administrator; and

(d) the nursing home facilities at which the applicant has been in direct management control as administrator within the last three years.

(3) The preceptor-applicant must show that his/her education, experience, and knowledge qualify him/her to supervise the training of an AIT. The preceptor-applicant must attend a preceptor training seminar approved by the Board prior to becoming a preceptor. The preceptor-applicant's certificate of attendance for the preceptor training program must not be more than one year old before applying to become preceptor.

(4) The preceptor shall be of good moral character.

(5) A preceptor may supervise training of a member of his/her immediate family if they receive Board approval prior to the start of the program.

(6) A preceptor must be in direct management control of the facility or facilities at which the training is to take place.

(7) A person desiring to be preceptor must apply and qualify under the terms of this rule, notwithstanding an approval under previous rules.

Facility At Which Training Takes Place

(1) Each application for approval of a training program shall include an application for approval of each facility at which the training will take place.

(2) The application form will request general information about the facility which will include its address, the names, employment dates, work hours, and the license numbers of registered or licensed professionals which head the various departments, and the licensed bed capacity.

(3) The application must include a copy of the latest survey report and any plans for correction. The survey report must show that the facility is currently licensed by the Department of Health, Division of Licensure and Certification and a nursing facility and has no serious operating deficiencies.

(4) The facility teaching staff shall be composed of personnel whose professional and moral integrity are unquestioned, who

are proficient in the field of practice to which they devote themselves, who give careful attention to their duties and who are willing to assume responsibility individually and as a group for providing ample instruction to the AIT and to assist them in their work.

Domains of Practice, Objectives, Reports

The Administrator-in-Training Program shall cover the following domains of practice, as established by the National Association of Boards of Examiners for Nursing Home Administrators, Inc. (NAB).

(1) The training plan for the program shall be prepared by the preceptor and the trainee prior to the start of the program. This training plan shall include:

(a) An individual schedule showing time allotted for each department of the nursing home facility (i.e., nursing, dietary, housekeeping, business office, management and supervisory techniques, etc.).

(b) Time allotted for the AIT's participation in council meetings, state association meetings, staff meetings, etc.

(2) The preceptor and the trainee must file quarterly reports with the Board. Each report shall be co-signed by the preceptor and the trainee, and should be filed one week after the completion of each 25% segment of the program. The quarterly reports should contain a synopsis of the areas covered in the program and any relevant learning experiences. The reports should show how the trainee used the following methods to further his/her training.

(a) On-the-job experience;

(b) meetings attended;

(c) surveys completed;

(d) written reports;

(e) visits to other facilities; and

(f) educational seminars.

(3) Nothing in this rule is intended to preclude any preceptor from requiring any additional areas in the program, objectives or reports.

(4) At the completion of his/her AIT program, the facility shall furnish the intern with a certificate of service,

attesting to the satisfactory completion of his/her training program. A copy of the certificate shall be forwarded to the Board. The nursing home facility may withhold such certificate only if the AIT fails to complete his/her AIT program or if his/her performance has been such as to indicate that he/she is unfit to practice as a nursing home administrator.

(5) It shall be the duty of the AIT to inform the Board of any violation by the facility of any provision of the program approved by the Board or any violation of the laws or rules of the Board governing nursing home administrators. Failure to so inform the Board may result in the disapproval of the AIT's application for licensure as a nursing home administrator.

Author: Pam Penland, Chairman
Statutory Authority: Code of Ala. 1975, §34-20-9.
History: January 8, 1982; **Amended:** May 31, 1993; **New Rule:** Filed July 20, 1993; effective August 24, 1993. **Amended:** February 28, 1994. **Amended:** Filed April 15, 1994; effective May 20, 1994. **Amended:** Filed May 18, 1998; effective June 22, 1998. **Amended:** Filed January 16, 2001; effective February 20, 2001. **Amended:** Filed August 8, 2011; effective September 12, 2011.

620-X-5-.08 University Affiliated Or College Affiliated Internship.

(1) All colleges or universities desiring to have their affiliated internships approved by the Board must submit curriculum information to the Board for review.

(2) The Board will review all information submitted by the college or university and notify the institution of their decision for approval or disapproval.

(3) A college or university who has been disapproved shall be given written notification by the Board of their disapproval, and the reasons therefore, and of their right to a hearing.

(4) A college or university who has been disapproved may petition the Board in writing, within thirty (30) days of notification of disapproval for a hearing and a review of their application.

(5) The college or university who has received Board approval for an affiliated internship program must submit the student’s name, facility name and preceptor’s name to the Board prior to start in the internship program for each student.

(6) The college or university who has received Board approval for an affiliated internship program must provide to the student upon completion of the program a certificate indicating the completion of the approved internship program and the date of completion.

(7) The Board may disapprove a college or university affiliated program at any time for good cause.
Author: Sal. Lee Sasser Williams, Chairman
Statutory Authority: Code of Ala. 1975, §34-20-1.
History: New Rule: Filed May 18, 1998; effective June 22, 1998.
Amended: Published February 28, 2020; effective April 13, 2020.

620-X-5-.09 Temporary Management (Repealed 4/17/12).

(Repealed)
Author: Robert J. Coker, Jr., Chairman
Statutory Authority: Code of Ala. 1975, §34-20-13.
History: New Rule: Filed June 14, 1996; effective July 19, 1996.
Amended: Filed May 18, 1998; effective June 22, 1998. **Amended:** Filed January 16, 2001; effective February 20, 2001. **Amended:** Filed September 11, 2003; effective October 16, 2003. **Repealed:** Filed March 13, 2012; effective April 17, 2012.