



CHECKLIST AND INSTRUCTIONS FOR ASSISTED LIVING FACILITY ADMINISTRATOR APPLICATION FOR LICENSURE

SUBMIT THE FOLLOWING:

- ☐ PROOF OF PROFESSIONAL EDUCATION – Official transcripts must be received from your school to include school seal, date of graduation, and coursework completed before licensure will be issued. Proof of Education is not required if you completed an AIT program in Virginia within the past year and provided transcripts during the application process.
- ☐ NATIONAL PRACTITIONER DATA BANK (NPDB) – You will need to request a current self-query report from the NPDB. There are processing fees for each entity for this service. You may request the report through their website at www.npdb.hrsa.gov. You must submit your completed NPDB report to the Board by fax, email, or mail.
- ☐ VERIFICATION OF STATE LICENSURE – If applicable, provide written verification from the issuing regulatory authority, in all jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses. Contact each State regarding processing fees.
- ☐ VERIFICATION OF WORK EXPERIENCE – If applicable, provide third party original documentation of active practice as an assisted living facility administrator in an assisted living facility to include dates of employment, location of work experience, and specific duties assigned (e.g. an originally signed letter from employer on company letterhead mailed to the Board by your employer). A resume may not be used as a substitute for proof of employment. “Active practice” means a minimum of 1,000 hours of practice as an assisted living facility administrator within the preceding 24 months.
- ☐ TRANSFER OF EXAM SCORES – If you have taken and passed the National Residential Care/Assisted Living (RC/AL) and core exams administered by the National Association of Long Term Care Administrator Boards (NAB), please request that your scores be transferred by NAB to Virginia.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice as an Assisted Living Facility Administrator (ALFA) in Virginia until you have been issued a Virginia license.
2. Faxed documents will not be accepted; only original documents will be accepted from the applicant.
3. Once all documentation has been received, the licensing process takes approximately 10 **business** days. Board staff will contact you at the email address provided on your application with a status update.
4. Applications will remain on file with the board for one year from the date of receipt. If, at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.