



CHECKLIST AND INSTRUCTIONS FOR NURSING HOME ADMINISTRATOR APPLICATION FOR INITIAL 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.
- ☐ HEALTH SERVICES EXECUTIVE (HSE) CREDENTIAL – You will need to provide evidence that you have (1) graduated from a program accredited by the National Association of Long Term Care Administrator Boards (NAB) as an HSE program OR (2) that you have met the minimum education, experience, and examination standards established by (NAB) for qualification as a HSE.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice as a Nursing Home Administrator (NHA) in Virginia until you have been issued a Virginia license.
2. Applications received without the required processing fee will be returned to the sender.
3. Faxed documents will not be accepted; only original documents will be accepted from the applicant.
4. 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.
5. 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.