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**Rules of  
Department of Social Services  
Division 73—Missouri State Board of  
Nursing Homes Administrators  
Chapter 1—Organization and Description of Board**

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## Title 13—DEPARTMENT OF SOCIAL SERVICES

### Division 73—Missouri State Board of Nursing Home Administrators Chapter 1—Organization and Description of Board

#### 13 CSR 73-1.010 General Organization

*PURPOSE: The purpose of this regulation is to comply with section 536.023(3), RSMo (1986), which requires each agency to adopt as a regulation, a description of its operations and methods and procedures where the public may obtain information or make submission or requests.*

(1) The Missouri Board of Nursing Home Administrators is a licensing board within the Division of Aging of the Department of Social Services.

(2) It is the function of the board to—

(A) Determine the qualifications of applicants for licensure to practice nursing home administration in this state;

(B) Issue licenses to those persons who meet the standards of professional competence set forth in the statutes and as determined at the discretion of the board; and

(C) Approve continuing education activities and courses of instruction and training required of applicants or licensees.

(3) The board is further charged with maintaining high standards of professional competence and ethical conduct among nursing home administrators.

(4) The board may investigate complaints against licensees and upon finding grounds for disciplinary action, as defined in section 344.050, RSMo (Supp. 1987), may cause a formal complaint to be filed before the Administrative Hearing Commission, seeking a determination of whether the licensee is subject to disciplinary action of his/her license. Upon finding grounds for denial of an initial or renewal license, the board shall send written notice of denial by certified mail indicating the right of the applicant to seek a formal hearing on the board's decision with the Administrative Hearing Commission according to the provisions of sections 621.015—621.198, RSMo (Supp. 1987).

(5) The board shall meet as necessary to fully attend to the matters before the board. Public notice shall be given by the executive secretary before the date of the meeting. The time and location for each meeting may be obtained by contacting the executive secretary of the

board, 1440 Aaron Court, P.O. Box 1337, Jefferson City, MO 65102, (314) 751-3511.

(6) The public may obtain information from the board, or make submissions or requests to the board, by writing the executive secretary of the board.

*Auth: section 344.070, RSMo (1986). Original rule filed Sept. 10, 1976, effective Dec. 11, 1976. Rescinded and readopted: Filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed April 14, 1983, effective July 11, 1983. Amended: Filed Oct. 16, 1985, effective Feb. 28, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 13, 1988.*