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# Rules of Department of Social Services

## Division 73—Missouri Board of Nursing Home Administrators

### Chapter 2—General Rules

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## Title 13—DEPARTMENT OF SOCIAL SERVICES

### Division 73—Missouri Board of Nursing Home Administrators Chapter 2—General Rules

#### 13 CSR 73-2.010 Definitions

*PURPOSE:* This rule clearly defines terms as used in Chapter 344, RSMo and in these rules.

(1) Clock hour shall mean sixty (60) minutes of formal instruction by an approved presenter.

(2) Continuing education means post-licensure education in health-care administration undertaken to maintain professional competency to practice nursing home administration, improve administrative skills and effect standards of excellence in the interest of safety, health and welfare of the people served.

(3) Education in health-care administration shall mean the completion of a course of instruction designed to teach the elements of health-care facility administration and management, including training regarding the protection of the rights of residents or patients in health-care facilities.

(4) Examination shall mean a written examination, an oral examination, or both.

(5) "Experience in health-care administration" shall mean having management responsibility, which shall include the on-site supervision of at least three (3) staff persons in a licensed long-term care or acute care facility or a licensed inpatient mental health facility, or a department of one of these facilities.

(6) Health-care facility shall mean a licensed long-term care or acute-care facility or a facility licensed as an inpatient mental health facility.

(7) Resident shall mean a person residing in a long-term health-care facility.

(8) Training agency shall mean—

(A) An accredited educational institution; or

(B) A statewide or national membership agency, association, professional society or organization in the fields of health care or management approved by the board to provide courses of instruction and training.

*AUTHORITY:* section 344.070, RSMo Supp. 1997.\* Original rule filed March 5, 1974, effective March 15, 1974. Rescinded and readopted: Filed May 13, 1980, effective Aug. 11, 1980.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 March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed April 30, 1998, effective Oct. 30, 1998.

\*Original authority: 344.070 RSMo 1969, amended 1979, 1993, 1995.

#### 13 CSR 73-2.015 Fees

*PURPOSE:* This rule establishes and fixes the various fees and charges authorized by Chapter 344, RSMo.

(1) The following fees are required by the Board of Nursing Home Administrators:

- |  |           |
|--|-----------|
| (A) Application Review Fee<br>(including reciprocity)  | \$100.00; |
| (B) National exam fee and computer administration fee for the national exam as fixed by the National Association of Board of Examiners of Long Term Care Administrators (NAB); |           |
| (C) State exam fee and computer administration fee for the state exam as fixed by the National Association of Board of Examiners of Long Term Care Administrators;             |           |
| (D) License Renewal Fee  | \$ 50.00; |
| (E) License Renewal Late Penalty Fee<br>(This fee is in addition to the renewal fee listed in subsection (1)(C))   | \$ 25.00; |
| (F) Duplicate License Fee  | \$ 5.00;  |
| (G) Single Offering Fee<br>(per requested clock hour)  | \$ 10.00; |
| and  |           |
| (H) Insufficient Funds Charge  | \$ 25.00. |

(2) Fees listed in (1)(A) and (D)–(H) must be made payable to the Division of Aging in the form of a cashier's check, company check or money order. Fees listed in (1)(B) and (C) must be made payable to the National Association of Board of Examiners of Long Term Care Administrators (NAB).

(3) All fees are nonrefundable.

(4) The provisions of this rule are declared severable. If any fee fixed by this rule is held invalid by a court of competent jurisdiction or by the Administrative Hearing Commission, the remaining provisions of this rule shall remain in full force and effect, unless otherwise determined by a court of competent

jurisdiction or by the Administrative Hearing Commission.

*AUTHORITY:* section 344.070, RSMo Supp. 1998.\* Original rule filed Jan. 3, 1992, effective May 14, 1992. Amended: Filed March 4, 1993, effective Aug. 9, 1993. Emergency amendment filed Nov. 17, 1999, effective Dec. 11, 1999, expired June 7, 2000. Amended: Filed Nov. 1, 1999, effective April 30, 2000.

\*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.

#### 13 CSR 73-2.020 Procedures and Requirements for Licensure of Nursing Home Administrators

*PURPOSE:* This rule specifies the minimum requirements for licensure as a nursing home administrator in Missouri.

(1) Every applicant shall obtain an application form, included herein, from the board. The application shall be completed and returned to the board with a nonrefundable application fee.

(2) The completed application form shall provide satisfactory proof that the applicant has met the following minimum requirements for Missouri licensure:

- |   |
|---|
| (A) Twenty-one (21) years of age or over;   |
| (B) A high school diploma or equivalent;  |
| (C) Of good moral character;  |
| (D) Has not been convicted of any crime, an essential element of which is fraud, dishonesty or moral turpitude, or which involves the operation of a long-term care facility or other health-care facility, whether or not sentence is imposed. A copy of the record of conviction or plea of guilty or nolo contendere shall be conclusive evidence of the conviction; and |

(E) Experience and/or education from an accredited educational institution in one (1) of the following areas:

1. Experience: A minimum of three (3) years of experience in health-care administration, full-time equivalency; or

2. Education:

A. Associate degree in health-care administration, including a minimum of twenty-one (21) semester hours of course work directly in health-care administration; or

B. Baccalaureate degree (Bachelor of Science or Bachelor of Arts) in one (1) of the following areas:

(I) Health-care administration;



(II) Gerontology (including a long-term care practicum, internship, or both);

(III) Nursing (BSN or diploma nurse); or

C. Master’s degree or beyond in one (1) of the following areas:

(I) Health-care administration;

(II) Gerontology (including a long-term care practicum, internship or both);

(III) Nursing; or

3. Experience and education in one (1) of the following areas:

A. Associate degree AND two (2) years experience in a health-care facility; or

B. Baccalaureate degree (BS or BA) AND one (1) year experience in a health-care facility; or

C. Master’s degree or beyond AND one (1) year experience in a health-care facility.

(3) The applicant, shall be eligible to take the examination upon submission of the National Association of Boards of Examiners for Long Term Care Administrators (NAB) Application Form for Computerized Testing, payment of the required fees and satisfactory completion of sections (1) and (2) of this rule.

(4) If the board determines the applicant has failed to meet one (1) of the criteria outlined in 13 CSR 73-2.020(2)(E)1.-3., the applicant—

(A) Must complete the course of instruction and training approved by the board pursuant to 13 CSR 73-2.031. The planned curriculum, including a description of each planned course, must be submitted to the board in writing for PRIOR review and approval. Failure to do so within six (6) months following notification of the board’s decision will cause reapplication to become necessary for any future consideration.

(B) May submit additional information for reevaluation if done so no later than two (2) weeks prior to the next board meeting. The applicant will be given notice of the next board meeting date.



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
 DIVISION OF AGING  
 BOARD OF NURSING HOME ADMINISTRATORS  
**APPLICATION FOR LICENSURE**

Please type or print  
 in ink and return to: Board of Nursing Home Administrators  
 P.O. Box 1337  
 Jefferson City, MO 65102

I. IDENTIFYING INFORMATION						
1. NAME	LAST	FIRST	MIDDLE			
2. ADDRESS - HOME	STREET	CITY	COUNTY	STATE	ZIP CODE	
ADDRESS - BUSINESS	STREET	CITY	COUNTY	STATE	ZIP CODE	
3. TELEPHONE NUMBER		ALL CORRESPONDENCE WILL BE ADDRESSED TO YOUR HOME UNLESS YOU NOTIFY US DIFFERENTLY. YOU ARE REQUIRED TO NOTIFY THIS OFFICE OF ANY CHANGE OF HOME OR BUSINESS ADDRESS WITHIN 21 DAYS OF THE CHANGE 13 CSR 73-2.130				
HOME	BUSINESS					
4. SOCIAL SECURITY NUMBER	5. DATE OF BIRTH	6. PLACE OF BIRTH		CITY	STATE	
II. RECIPROCITY INFORMATION						
1. HAVE YOU EVER APPLIED FOR A NURSING HOME ADMINISTRATOR LICENSE IN ANY STATE? IF YES, AND LICENSE <b>NOT</b> ISSUED, PLEASE EXPLAIN BELOW					YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, AND LICENSE ISSUED:						
STATE	DATE OF LICENSURE	LICENSE NUMBER	STATUS (CURRENT, EXPIRED, ETC.)			
2. HAVE YOU EVER HAD A NURSING HOME ADMINISTRATORS LICENSE OR ANY HEALTH CARE LICENSE SUSPENDED OR REVOKED?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE INVOLVING THE OPERATION OF A NURSING HOME OR OTHER HEALTH CARE FACILITY?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. HAVE YOU EVER BEEN CONVICTED OF A CRIME, AN ESSENTIAL ELEMENT OF WHICH IS DISHONESTY, FRAUD OR MORAL TURPITUDE?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
5. ARE YOU FAMILIAR WITH LAWS, RULE AND REGULATIONS GOVERNING NURSING HOME ADMINISTRATORS IN THE STATE OF MISSOURI?					YES <input type="checkbox"/>	NO <input type="checkbox"/>
HEIGHT	WEIGHT	COLOR OF HAIR	EYES			
ATTACH RECENT PHOTO HERE			EXPLAIN YES ANSWERS GIVEN TO QUESTIONS 1-4 BELOW			



BOARD OF NURSING HOME ADMINISTRATORS  
APPLICATION FOR LICENSURE — CONTINUED

<b>III. EDUCATION RECORD</b>					
1. ARE YOU A HIGH SCHOOL GRADUATE?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. LIST BELOW EDUCATION BEYOND HIGH SCHOOL					
SCHOOL NAME AND ADDRESS	COURSE OF STUDY	YEARS ATTENDED FROM	TO	DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
3. HAVE YOU ATTENDED IN THE LAST FIVE (5) YEARS ANY SEMINARS, WORKSHOPS OR SHORT COURSES WHICH YOU FEEL PERTAINS TO THIS LICENSE? IF SO, PLEASE ATTACH CERTIFICATES OF ATTENDANCE COPIES WHICH DOCUMENT COURSE TITLE, SPONSORING AGENCY, AND THE DATE AND HOURS YOU ATTENDED.					
<b>IV. EMPLOYMENT HISTORY</b>					
1. MAY THE MISSOURI BOARD OF NURSING HOME ADMINISTRATORS MAKE INQUIRY OF YOUR PRESENT OR PAST EMPLOYERS?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. IF YOU HAVE EVER BEEN DISMISSED FROM A POSITION, PLEASE EXPLAIN GIVING DATE, EMPLOYER AND CIRCUMSTANCES.					
3. LIST <b>ALL</b> PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT POSITION. IF ADDITIONAL SPACE IS NEEDED, PLEASE MAKE AN ADDENDUM					
NAME AND ADDRESS OF EMPLOYER				TYPE OF BUSINESS	
POSITION TITLE(S)	FROM		TO		NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.	MO.	YR.	
1.					
2.					
3.					
LIST <b>DUTIES</b> IN EACH POSITION TITLE LISTED ABOVE					
1.					
2.					
3.					



**BOARD OF NURSING HOME ADMINISTRATORS  
APPLICATION FOR LICENSURE — CONTINUED**

NAME AND ADDRESS OF EMPLOYER					TYPE OF BUSINESS	
POSITION TITLE(S)	FROM		TO		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
	MO.	YR.	MO.	YR.		
1.						
2.						
3.						
LIST DUTIES IN EACH POSITION TITLE LISTED ABOVE						
1.						
2.						
3.						
NAME AND ADDRESS OF EMPLOYER					TYPE OF BUSINESS	
POSITION TITLE(S)	FROM		TO		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
	MO.	YR.	MO.	YR.		
1.						
2.						
3.						
LIST DUTIES IN EACH POSITION TITLE LISTED ABOVE						
1.						
2.						
3.						
NAME AND ADDRESS OF EMPLOYER					TYPE OF BUSINESS	
POSITION TITLE(S)	FROM		TO		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
	MO.	YR.	MO.	YR.		
1.						
2.						
3.						

MO 886-1116 (10-90)



BOARD OF NURSING HOME ADMINISTRATORS
APPLICATION FOR LICENSURE — CONTINUED

LIST DUTIES IN EACH POSITION TITLE LISTED ABOVE
1.
2.
3.

NAME AND ADDRESS OF EMPLOYER TYPE OF BUSINESS

Table with columns: POSITION TITLE(S), FROM (MO., YR.), TO (MO., YR.), NAME AND TITLE OF IMMEDIATE SUPERVISOR

LIST DUTIES IN EACH POSITION TITLE LISTED ABOVE
1.
2.

V. GENERAL

1. NURSING HOME AFFILIATION (IF ANY)

NAME OF FACILITY STREET ADDRESS

CITY STATE COUNTY ZIP CODE

BED CAPACITY LICENSED BY MO. DIVISION OF AGING? ADMINISTRATOR

YOUR NAME AS YOU WISH IT TO APPEAR ON LICENSE THIS DOCUMENT MUST BEAR APPLICANT'S NOTARIZED SIGNATURE

- PLEASE REFER TO THE INSTRUCTION SHEET WHEN COMPLETING THE APPLICATION. THE FOLLOWING ITEMS MUST ACCOMPANY THIS FORM:
1. TWO (2) CURRENT LETTERS OF REFERENCE IN ADDITION TO ANY SUBMITTED BY PRESENT EMPLOYERS.
2. COPY OF BIRTH CERTIFICATE.
3. OFFICIAL COLLEGE TRANSCRIPTS.
4. COPY OF HIGH SCHOOL DIPLOMA (ONLY IF NO COLLEGE HOURS HAVE BEEN OBTAINED.
5. RECENT PHOTO (SNAPSHOT ACCEPTABLE).
6. COPY OF CERTIFICATE OF ATTENDANCE FOR EACH SEMINAR FOR WHICH YOU WISH TO RECEIVE POINTS.
7. MONEY ORDER FOR \$100.00 MADE PAYABLE TO THE DIRECTOR OF REVENUE (NON-REFUNDABLE APPLICATION REVIEW FEE).

I CERTIFY THAT THE ANSWERS I HAVE MADE TO EACH AND ALL OF THE QUESTIONS IN THIS APPLICATION ARE FULL AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE DATE

NOTARY PUBLIC EMBOSSEER SEAL STATE OF MISSOURI SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF 19 MY COMMISSION EXPIRES NOTARY PUBLIC SIGNATURE NOTARY PUBLIC NAME (TYPED OR PRINTED) COUNTY (OR CITY OF ST. LOUIS) USE RUBBER STAMP IN CLEAR AREA BELOW.





*AUTHORITY: section 344.070, RSMo 2000.\* Original rule filed March 5, 1974, effective March 15, 1974. 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 March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed Dec. 4, 1989, effective March 1, 1990. Emergency amendment filed Nov. 17, 1999, effective Dec. 11, 1999, expired June 7, 2000. Amended: Filed Nov. 1, 1999, effective April 30, 2000. Amended: Filed April 30, 2001, effective Jan. 1, 2002.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.*

### 13 CSR 73-2.025 Licensure by Reciprocity

*PURPOSE: This rule describes the procedures and requirements for reciprocity licensure.*

(1) An applicant who holds a current license as a nursing home administrator in any state, territory or the District of Columbia may apply for a license by reciprocity.

(2) The applicant must file a notarized application for licensure, along with a nonrefundable application fee of one hundred dollars (\$100) made payable to the director of revenue, and supply the board with satisfactory evidence that the following requirements have been met:

(A) Twenty-one (21) years of age or older;

(B) High school graduate or equivalent (if the applicant has completed additional education beyond high school, an official college transcript must be submitted and may serve as satisfactory evidence of high school graduation);

(C) Good moral character (Evidence of good moral character can be satisfied by submitting two (2) letters of reference that contain the names, addresses and telephone numbers of the writers and must show the writers' original signatures and must have been written within six (6) months of the date of application.);

(D) No conviction of any crime, an essential element of which is fraud, dishonesty or moral turpitude, or which involves the operation of a long-term care facility or other health-care facility, whether or not sentence is imposed. A copy of the record of conviction or plea of guilty or nolo contendere shall be conclusive evidence of the conviction; and

(E) Performance as a licensed nursing home administrator in a state, territory or the District of Columbia for at least one (1) year.

(3) A reciprocity questionnaire shall be forwarded by the board to the appropriate state nursing home administrator licensure board(s) where the applicant was/is licensed. Upon return of the completed questionnaire to the board office, the information supplied by the licensure board shall be reviewed to determine if—

(A) The license is current and in good standing; and

(B) The licensee has/has not been disciplined in that state.

(4) Each case of discipline shall be reviewed by the board to determine if the case for discipline falls within the provisions of section 344.050, RSMo.

(5) Upon meeting the requirements of section (2) of this rule and upon board approval, the applicant must pay a fifty-dollar (\$50) examination fee and successfully complete the state examination administered by the board. The minimum passing score on that examination is seventy-five percent (75%).

(6) If the applicant is unable to meet the requirements of subsection (2)(E) of this rule, but meets all other requirements of section (2), the candidate shall be considered an applicant for initial licensure pursuant to 13 CSR 73-2.041. If the results of that evaluation show that the applicant has a minimum of three thousand six hundred (3600) points, the board shall accept the applicant's passing of the national examination in another state if it was taken within three (3) years of the applicant's submission for licensure in Missouri. The applicant then must meet the requirements of section (5) of this rule by paying the examination fee and successfully complete the state examination administered by the board. If the applicant does not possess a minimum of three thousand six hundred (3600) points, the applicant will be required to complete a prescribed course of instruction and training as outlined in 13 CSR 73-2.041.

(7) Applicants for licensure by reciprocity shall not act or serve in the capacity of a nursing home administrator in this state without first procuring a license from this board as provided in sections 344.010—344.100, RSMo.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed June 28, 1990, effective Dec. 31, 1990. Emergency amendment filed Feb. 4, 1992, effective Feb. 14, 1992, expired June 12, 1992. Amended: Filed Feb. 14, 1992, effective June 25, 1992.*

*Amended: Filed March 4, 1993, effective Aug. 9, 1993.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

### 13 CSR 73-2.030 Examination

(Rescinded August 11, 1980)

*AUTHORITY: section 344.070, RSMo 1978. Original rule filed March 5, 1974, effective March 15, 1974. Rescinded: Filed May 13, 1980, effective Aug. 11, 1980.*

### 13 CSR 73-2.031 Prescribed Course of Instruction and Training

*PURPOSE: This rule describes the course of instruction and training that may be prescribed by the board under the authority as set forth in section 344.030.1., RSMo.*

(1) Applicants who do not otherwise qualify for examination shall complete one of the following courses of instruction and training. The formal instruction shall be coursework qualifying for academic credit, completed with a grade of not less than "C." A portion of the formal instruction may be from an intensive and comprehensive seminar of at least forty (40) clock hours specific to nursing home administration which has been approved by the board. An applicant who has completed—

(A) A high school education or the equivalent, must complete three hundred fifteen (315) clock hours of formal instruction and a minimum of two thousand (2,000) clock hours of internship;

(B) A licensed practical nurse program, must complete two hundred twenty-five (225) clock hours of formal instruction and a minimum of eight hundred (800) clock hours of internship;

(C) An associate degree, must complete six hundred forty (640) clock hours of internship;

(D) A three (3) year diploma program or a baccalaureate of science (BS)/baccalaureate of arts (BA), must complete five hundred (500) clock hours of internship; or

(E) A masters or beyond, must complete five hundred (500) clock hours of internship.

(2) The course of instruction and training shall follow the core of knowledge areas and other subject matter as deemed necessary by the board to properly prepare an applicant for health care administration. The core of knowledge shall include, but shall not be limited to, the following subject areas:



- (A) Nursing and Physician Services:
  1. Restorative nursing;
  2. Rehabilitation;
  3. Definition, concept and procedures of nursing;
  4. Skin and wound care;
  5. Infection control procedures;
  6. Drug administration and drug effects;
  7. Disease recognition and process;
  8. Quality assurance;
  9. Physician's role in the facility; and
  10. Physician/resident relationships;
- (B) Social Services:
  1. Resident rights;
  2. Living wills and advance directives;
  3. Social, emotional, religious, and financial needs of the resident;
  4. Family counsel and consultation;
  5. Grieving process;
  6. Death and dying;
  7. Communication with the resident;
  8. Ombudsman program;
- (C) Food Services:
  1. Proper nutrition;
  2. Therapeutic diets; and
  3. Resident satisfaction;
- (D) Social and Therapeutic Recreational Activities:
  1. Needs of the resident;
  2. Community resources;
  3. Rehabilitation services;
  4. Volunteers and auxiliaries; and
  5. Chemical dependency of the resident;
- (E) Medical Recordkeeping:
  1. Medical records systems;
  2. Appropriate charting and documentation; and
  3. Evaluation and revision of care plans;
- (F) Pharmaceutical Services:
  1. Proper drug handling and control;
  2. Proper drug dispensing; and
  3. Drug interactions;
- (G) Personnel Management:
  1. Maintaining a positive atmosphere;
  2. Grievance procedures;
  3. Effective communication;
  4. Evaluation procedures;
  5. Recruitment of staff;
  6. Interviewing candidates;
  7. Selecting future employees;
  8. Staff development and training;
  9. Personnel policies and procedures;
  10. Health and safety;
  11. Departmental organization and management;
  12. Professional ethics and conduct;
  13. Total quality management; and
  14. Health care reform;
- (H) Financial Management:
  1. Budgeting;
  2. Marketing principles;

- 3. Asset management; and
- 4. Accounting;
- (I) Marketing and Public Relations:
  1. Public relation principles;
  2. Marketing principles;
  3. Newsletters;
  4. Community and social organizations;
  5. Working with the media;
- (J) Physical Resource Management:
  1. Building and grounds management;
  2. Environmental services;
  3. Safety procedures and programs; and
  4. Fire and disaster plans; and
- (K) Laws, Regulatory Codes and Governing Boards:
  1. Medicare and Medicaid;
  2. Omnibus Budget Reconciliation Act (OBRA);
  3. Occupational Safety and Health Administration (OSHA);
  4. Americans With Disabilities Act (ADA);
  5. Life safety;
  6. Legislative process;
  7. Board responsibilities; and
  8. By-laws.
- (3) The course of instruction and training shall include instruction in the services which must be provided in nursing homes, the protection of the rights and interests of the residents and the elements of good nursing home administration as well as other subject matter as deemed necessary by the board to properly prepare that applicant for nursing home administration.
- (4) Instruction and training prescribed by the board shall be recognized as meeting the requirements of this rule only if it is offered by an accredited educational institution or affiliate which has been duly registered with the Missouri Board of Nursing Home Administrators.
- (5) Internships as required by section (1) shall be under the direct supervision of a licensed nursing home administrator approved and designated as a preceptor by the Missouri Board of Nursing Home Administrators. An administrator may be approved and designated as a preceptor for a period of two (2) years, if s/he—
  - (A) Has been licensed and employed as a Missouri nursing home administrator for at least thirty-six (36) months immediately prior to application to become a preceptor;
  - (B) Is currently serving as the administrator of a duly licensed intermediate care facility (ICF), skilled nursing facility (SNF), or a

- Residential Care Facility (RCF) II with sixty (60) or more beds;
- (C) Is an administrator of an ICF, SNF, or RCF II with sixty (60) or more beds which is in substantial compliance with the rules governing nursing homes; and
- (D) Has not been the subject of any action by any board of nursing home administrators or licensing authority which resulted in discipline, including but not limited to, formal reprimand, probation, suspension or revocation of license or privileges as a nursing home administrator; and
- (E) Has successfully completed a board approved preceptor training program. Nursing home administrators who are approved and designated as a preceptor prior to the effective date of this amendment, shall not have to complete a board-approved preceptor training program until reapplication is made after the current approval period expires.
- (6) Designated preceptors shall request in writing board approval to conduct an internship for an applicant who has been found not qualified for licensure by the board, based upon 13 CSR 73-2.041. Approval may be granted by the board if the preceptor—
  - (A) Is not related to the intern within the fourth degree of consanguinity;
  - (B) Agrees to give the intern an opportunity to observe and take part in the managerial tasks of the preceptor;
  - (C) Will acquaint the intern with the organization and operation of all the various departments of the facility by permitting his/her observation and/or participation in department activities;
  - (D) Will hold an exit interview with the intern upon completion of an internship to point out noted strengths and weaknesses; and
  - (E) Upon satisfactory completion of the internship will prepare and return to the board office the mandatory form certifying the completion of the required hours of internship.
- (7) The board, for good cause, may refuse to approve or renew a preceptor designation or may refuse to approve an assignment of an intern to a preceptor.
- (8) A preceptor may supervise no more than one (1) intern concurrently.
- (9) Internships shall be completed within nine (9) months of completion of classroom or other formal instruction unless approved by the board.

(10) A portion of an internship may be completed in a duly licensed RCF II with sixty (60) or more beds if the intern desires experience in an RCF II. The maximum hours of internship that may be served in such an RCF II are designated as follows. Applicants may complete up to—

(A) 667 clock hours if 2000 clock hours are required by the board;

(B) 267 clock hours if 800 clock hours are required by the board;

(C) 214 clock hours if 640 clock hours are required by the board; or

(D) 167 clock hours if 500 clock hours are required by the board.

(11) Each day of an internship experience shall include at least one (1) four (4)-hour block of time within the primary working hours of the administrator.

*AUTHORITY:* section 344.070, RSMo Supp. 1997.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed April 14, 1983, effective July 11, 1983. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed Jan. 3, 1992, effective May 14, 1992. Amended: Filed July 14, 1993, effective Jan. 13, 1994. Amended: Filed June 30, 1994, effective Feb. 1, 1995. Amended: Filed May 15, 1995, effective Nov. 30, 1995. Amended: Filed April 30, 1998, effective Oct. 30, 1998.

\*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.

### 13 CSR 73-2.040 Board

(Rescinded August 11, 1980)

*AUTHORITY:* section 344.070, RSMo 1978. Original rule filed March 5, 1974, effective March 15, 1974. Rescinded: Filed May 13, 1980, effective Aug. 11, 1980.

### 13 CSR 73-2.041 Cumulative Point-Value System

(Rescinded November 30, 2001)

*AUTHORITY:* section 344.070, RSMo Supp. 1997. Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed April 14, 1983, effective July 11, 1983. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Jan. 3, 1992, effective May 14, 1992. Amended: Filed April 30, 1998, effective Oct. 30, 1998. Rescinded: Filed April 30, 2001, effective Nov. 30, 2001.

### 13 CSR 73-2.050 Renewal of Licenses

*PURPOSE:* This rule describes the conditions and procedures for renewal of a nursing home administrator license according to the provisions of section 344.040, RSMo.

(1) By April 1 of each year, the board shall mail an application for renewal of license, to the last recorded address on file, to every person to whom a license was issued or renewed during the current year.

(2) As a requirement for renewal of license, a licensee shall provide the board, on the annual application form for license renewal, satisfactory evidence of twenty (20) clock hours of board-approved continuing education obtained during the current licensure year or carried from the preceding year. A minimum of five (5) clock hours must be in patient-care related offerings, as defined in 13 CSR 73-2.031(2)(A)—(F) and must be obtained during the current licensure year.

(A) A minimum of fifteen (15) clock hours toward the twenty (20) required shall be obtained through attendance at board-approved continuing education programs or academic courses, as defined in 13 CSR 73-2.031(2)(A)—(K), and must meet the following criteria:

1. Be prior approved by the board. In the case of academic courses, the licensee must submit a course description from the college for board review. A maximum of five (5) clock hours per semester hour may be approved by the board. Upon successful completion of the course (grade of “C” or above), an official copy of the grade report must be submitted to the board office as verification of course completion;

2. Be offered by a registered training agency approved by the board or a single offering provider (as outlined in 13 CSR 73-2.060);

3. Programs held out-of-state, may be considered for prior approval by the board upon submission of the following information:

A. Evidence that the program has been approved by another state licensure board for nursing home administrators or by the National Continuing Education Review Service (NCERS) under the National Association of Boards (NAB); and

B. A brochure or other detailed information from the program which must include: offering title, date and location; program objectives; speaker credentials; and a detailed agenda.

(B) A maximum of five (5) clock hours toward the twenty (20) required may be obtained as follows:

1. For the purposes of this subsection, the following definitions shall apply:

A. Referred publication—a publication that undergoes an anonymous review process that determines whether or not the article will be published; and

B. National health-care publication—a publication that is—

(I) Published by a health-care association whose mission statement/bylaws indicate its scope is national;

(II) Mailed nationwide; and

(III) Addressing content contained within the long-term care core of knowledge outlined in 13 CSR 73-2.031(2)(A)—(K);

2. Publishing health-care related articles of at least fifteen hundred (1500) words shall be granted—

A. Five (5) clock hours if article appears in a national health-care referred publication;

B. Four (4) clock hours if article appears in a regional health-care referred publication;

C. Three (3) clock hours if article appears in a state health-care referred publication;

D. Two (2) clock hours if article appears in a national health-care publication; and

E. One (1) clock hour if article is published;

3. Serving as a registered preceptor for an applicant who has been required by the board to complete three hundred (300) clock hours of internship as described in 13 CSR 73-2.031. One (1) clock hour per full month as a preceptor shall be granted with a maximum of two (2) clock hours per internship; and

4. An administrator lecturing at a board-approved seminar may receive credit equal to each hour or quarter hour of presentation time with a maximum of three (3) hours credit earned per licensure year. This credit may be in addition to actual hours of attendance at the seminar but credit shall be granted for only one (1) presentation of the same seminar.

(C) Applicants who are initially licensed between January 1 and April 30 in any year need only to complete ten (10) clock hours of board-approved continuing education, at least two and one half (2 1/2) of which must be in patient care-related offerings, for their first renewal period.

(D) Applicants who are initially licensed between May 1 and June 30 in any year need not complete any board-approved continuing education for their first renewal period.

(E) Licensees making application for renewal of license shall be responsible for filing evidence of continuing education clock hours with the executive secretary BEFORE



the renewal application is approved by the board. The evidence submitted may be subject to audit and review by the board and additional documentation may be requested. To facilitate submission of any additional evidence to the board prior to expiration of licenses June 30, all renewal forms must be completed and received by the executive secretary prior to May 30. Information provided in the application shall be given under oath.

(F) Up to a maximum of fifteen (15) excess clock hours from subsection (2)(A), of continuing education may be carried forward to apply toward the renewal of license in the following year. However, the five (5) clock hours required in patient-care related offerings described in section (2) of this rule MUST be applied in the current year. Any excess hours will NOT be used to meet the next year's requirement of five (5) clock hours in patient-care related offerings.

(3) If an incomplete application is received by the board prior to May 30, the board shall grant the licensee a thirty (30)-day extension if needed, effective May 31. If an incomplete application is received by the board between May 31 and June 30, the board shall grant the licensee a thirty (30)-day extension, if needed, effective the date the incomplete application is received. An incomplete application shall not include an application that lacks completion of the continuing education requirements prior to June 30. The licensee shall submit a completed application within the thirty (30)-day period or the board may refuse to renew the license. The notarized renewal application, fee and supporting documentation must all be submitted to the board office prior to June 30 to avoid the late penalty fee of twenty-five dollars (\$25).

(4) When the required information, documentation and fee are received and approved by the board within the specified time period, the board shall issue the annual license.

*AUTHORITY: section 344.070, RSMo Supp. 1995.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed June 28, 1990, effective Dec. 31, 1990. Emergency amendment filed March 19, 1991, effective April 1, 1991, expired July 20, 1991. Amended: Filed April 1, 1991, effective Aug. 30, 1991. Amended: Filed Jan. 3, 1992, effective July 1, 1992. Amended: Filed June 30, 1994, effective Feb. 1, 1995. Amended: Filed Jan. 31, 1996, effective July 30, 1996.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.*



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF AGING  
MISSOURI BOARD OF NURSING HOME ADMINISTRATORS  
**LICENSE RENEWAL APPLICATION**

APPLICANT NAME	TELEPHONE NUMBER	LICENSE NUMBER
----------------	------------------	----------------

HOME ADDRESS

**NURSING HOME AFFILIATION**

NAME OF FACILITY	TELEPHONE NUMBER
------------------	------------------

ADDRESS

I AM     AM NOT    THE ADMINISTRATOR OF THE ABOVE FACILITY.

List the hours you wish to submit for the renewal of your license for the year beginning July 1, 1991, that are **not** listed on the attached print out.

**SECTION A**

Attach evidence (certificates of attendance) of all board approved continuing education offerings (workshops, seminars, correspondence courses, college courses, etc.) from July 1, 1990 - May 30, 1991 **THAT HAVE NOT BEEN PREVIOUSLY MAILED TO THE BOARD OFFICE.**

OFFERING TITLE	BOARD APPROVAL NUMBER	SPONSOR	DATE(S)	CLOCK HOURS
TOTAL				▶

**SECTION B**

A **MAXIMUM** of five (5) clock hours toward the twenty (20) required may be obtained as outlined in 13 CSR 73-2.050(2)(B).

1. Publishing articles in national healthcare related publications. Two (2) clock hours per published article of at least fifteen hundred (1,500) words shall be granted.

NAME OF ARTICLE	NAME OF JOURNAL	DATE PUBLISHED	NO CLOCK HRS. REQUESTED
TOTAL			▶

2. Serving as a preceptor for a nursing home administrator-in-training. **ONE (1) CLOCK HOUR PER FULL MONTH AS A PRECEPTOR SHALL BE GRANTED.**

NAME OF STUDENT	DATE OF PRECEPTORSHIP	NUMBER OF CLOCK HOURS REQUESTED
TOTAL		▶

**FOR OFFICE USE ONLY**

METHOD OF PAYMENT	CHECK NUMBER	MONEY ORDER	CASH	AMOUNT REC'D.
▶				\$

MO 886-2462 (2-91)



3. An administrator lecturing at a board-approved seminar may receive credit equal to each hour or quarter of hour of presentation time to a maximum of three (3) hours credit earned per licensure year. This credit may be in addition to actual hours of attendance at the seminar, but credit shall be granted for only one (1) presentation of the same seminar. (Attach a copy of the agenda describing the program.)

PRESENTATION TITLE	BOARD APPROVAL NUMBER	SPONSOR	DATE(S)	CLOCK HOURS
<b>TOTAL</b>				▶

Effective February 28, 1986, Board rule 13 CSR 73-2.050(2)(C) requires the renewal form to be submitted prior to May 30. IF YOU HAVE NOT OBTAINED A MINIMUM of 20 clock hours by that date, please complete the following:

I plan to attend or complete the following seminars or courses by June 30, 1991. I understand that if the hours below are required to complete the minimum of 20 clock hours, the application is incomplete until I forward evidence of attendance or completion of the courses or seminars. This documentation must be received by June 30, 1991, to avoid the penalty fee for late renewal.

OFFERING TITLE	BOARD APPROVAL NUMBER	SPONSOR	DATE(S)	CLOCK HOURS
<b>TOTAL</b>				▶

I, \_\_\_\_\_, swear that all of the information I have provided above is true to the best of my knowledge and belief and that all supporting documents are attached.

<b>MUST BE SIGNED IN PRESENCE OF NOTARY</b>	SIGNATURE ▶
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NOTARY PUBLIC EMBOSSEER SEAL	STATE OF	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	19
	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	

Please attach renewal fee of \$50.00 payable to DIRECTOR OF REVENUE and return to:  
 Missouri Board of Nursing Home Administrators  
 P. O. Box 1337  
 615 Howerton Ct.  
 Jefferson City, Missouri 65102

**NOTE: IF RETURNING AFTER JUNE 30TH, PLEASE ATTACH THE RENEWAL FEE AND A PENALTY FEE TOTALING \$75.00.**

**13 CSR 73-2.051 Retired Licensure Status**

*PURPOSE:* This rule establishes the procedures by which a currently licensed administrator may retire his/her license and the procedures for reactivating the license, pursuant to section 344.105, RSMo.

(1) Any currently licensed nursing home administrator may request to retire the license if s/he has maintained an active Missouri license at least ten (10) years and has retired from the practice of nursing home administration.

(2) Licensees interested in making application must submit the following information to the Board:

(A) A fee of twenty-five dollars (\$25) made payable to the Division of Aging;

(B) His/her original wall license and all other evidence of licensure; and

(C) One of the following:

1. An affidavit that includes the date on which the licensee retired from such practice and such other facts the Board may require to verify the retirement; or

2. Sign the request for retired status that appears on the nursing home administrator license renewal application and return such application to the Board prior to the active license expiring on June 30 of the year of renewal.

(3) Information provided in the request for retired status shall be given under oath subject to the penalties for making a false affidavit. A sample Affidavit Requesting Retired Licensure Status is hereby incorporated by reference as part of this rule.

(4) The Board shall issue a new license to the licensee indicating that the licensee is retired once the Board has received the required information and has approved the request for retired licensure status.

(5) A retired license may be reactivated within five (5) years of the granting of the retired license by filing the following information with the Board:

(A) An affidavit requesting reactivation of the retired license;

(B) A fee of fifty dollars (\$50) made payable to the Division of Aging; and

(C) Satisfactory evidence of the completion of twenty (20) clock hours of board approved continuing education (including clock hours carried forward from the last renewal date), as described in 13 CSR 73-2.050(2)(A) and (B), for each calendar year the license was retired. All clock hours must be completed after the granting of the retired license or completed within the same licensure year the licensee was granted the retired license. The

Board may prorate the required clock hours for any portion of a calendar year as follows:

1. Ten (10) months or more, but less than twelve (12) months—twenty (20) clock hours (including a minimum of five (5) patient care hours);

2. Seven (7) months or more, but less than ten (10) months—fifteen (15) clock hours (including a minimum of five (5) patient care hours);

3. Four (4) months or more, but less than seven (7) months—ten (10) clock hours (including a minimum of two and one-half (2.5) patient care hours); or

4. Less than four (4) months—five (5) clock hours (including a minimum of two and one-half (2.5) patient care hours).

(6) If more than five (5) years have passed since the issuance of a retired license to a licensee, the licensee shall follow the procedures for initial licensure stated in section 344.030, RSMo.

(7) No person shall act or serve in the capacity of a nursing home administrator in this state or hold himself or herself out as a nursing home administrator if his or her license is retired.

(8) Retired licensees shall remain subject to disciplinary action for violations of Chapter 344, RSMo and the rules promulgated thereunder.

*AUTHORITY:* section 344.070, RSMo 2000.\*  
*Original rule filed Oct. 24, 2000, effective May 30, 2001.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.*

**MISSOURI BOARD OF NURSING HOME ADMINISTRATORS**  
**Affidavit Requesting Retired Licensure Status**

STATE OF MISSOURI            )  
  ) ss.  
COUNTY OF \_\_\_\_\_        )

I \_\_\_\_\_, being of lawful age and first duly sworn, state that on  
                  (name)  
\_\_\_\_\_, I retired from the practice of nursing home administration and hereby  
                  (date)

further state that I have maintained an active nursing home administrator license number \_\_\_\_\_,  
for at least ten years between the dates of \_\_\_\_\_ and \_\_\_\_\_ and, that  
these statements are true and correct according to my best knowledge and belief. I understand  
that I cannot act or serve in the capacity of a nursing home administrator or hold myself out as a  
nursing home administrator once the license is retired. In addition, I further understand that a  
retired licensee shall remain subject to disciplinary action for violations of Chapter 344, RSMo  
and the rules promulgated thereunder.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_





### 13 CSR 73-2.055 Renewal of Expired License

*PURPOSE: This rule describes the conditions and procedures for renewing a license that has expired.*

(1) Any licensee who fails to submit the required application, documentation and/or fee for license renewal prior to expiration of that license on June 30, may be relicensed by meeting the requirements of this regulation provided that the license has not been expired for a period of more than twelve (12) months.

(2) The licensee must complete and forward to the board office a license renewal application (see 13 CSR 73-2.050), along with the fifty-dollar (\$50) renewal fee, plus a twenty-five dollar (\$25) penalty fee. Satisfactory evidence of twenty (20) clock hours of board-approved continuing education, at least five (5) of which must be in patient care-related offerings, as defined in 13 CSR 73-2.031(2)(A)–(F), must also be submitted with the license renewal application. Information provided in the application shall be given under oath.

(3) The licensee shall also supply the board with a notarized statement indicating employment status from the point the license expired through the filing of the application for late renewal. The licensee shall include in the notarized statement written reasons as to why the license was not renewed prior to the expiration date of June 30.

(4) The twenty (20) clock hours of board-approved continuing education must be obtained as described in 13 CSR 73-2.050(2)(A) and may include clock hours as outlined in 13 CSR 73-2.050(2)(B)1.– 4.

(5) Upon receipt of the required application, documentation and fee, the board may issue the annual license effective the date the late renewal is approved by the board.

(6) A person whose license has expired for a period of more than twelve (12) months must meet the requirements set out in 13 CSR 73-2.020 for initial licensure.

(7) Upon expiration of the license, a licensee cannot act in the capacity of a nursing home administrator. To do so is a violation of section 344.020, RSMo and may be grounds for denial of the late renewal application or be cause for discipline of the license.

*AUTHORITY: section 344.070, RSMo Supp. 1995.\* Original rule filed June 28, 1990, effective Dec. 31, 1990. Amended: Filed June*

*30, 1994, effective Feb. 1, 1995. Amended: Filed Jan. 31, 1996, effective July 30, 1996.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.*

### 13 CSR 73-2.060 Registration of Training Agencies and Single Offering Providers

*PURPOSE: This rule sets forth the requirements for registration with the board for training agencies and single offering providers offering courses of study and training intended to qualify applicants for initial licensing or renewal of license as a nursing home administrator.*

(1) All organizations described in 13 CSR 73-2.010(6) which offer any course of study or program of instruction and training to prepare applicants for licensure as nursing home administrators or for the renewal of license as nursing home administrators shall register with the board.

(A) These entities shall complete the application for registration as a training agency and submit it to the board along with the supporting documentation required by the form.

(B) This registration, if granted by the board, shall be established for up to twelve (12) months and notice of this registration and time periods will be made available to licensees by the executive secretary of the board. The registration of any agency may be terminated at any time at the discretion of the board. The agency's board approval number must be printed in all program promotional materials that are approved for nursing home administrators.

(C) The program shall follow the long-term care core of knowledge areas as described in 13 CSR 73-2.031(2). All approved training agencies must submit to the board office in advance, the following information regarding each program they wish to approve for nursing home administrator clock hours:

1. Date, time and location of presentation broken down into specific time periods, topic titles and speakers;

2. A program outline including the purpose and content objectives;

3. Statements regarding presenter qualifications in his/her particular subject matter area; and

4. Number of clock hours requested, deleting time allotted for breaks and lunch.

(D) If the training agency wishes to approve a program but is not the sponsoring agency and provider, the agency must submit the application for approval of a single offering as described in section (2) of this rule. No

fee will be charged for this process as referenced in subsection (2)(B).

(E) Thirty (30) days prior to the date the training agency status will expire, the agency must make reapplication if the agency wishes to continue as an approved provider beyond the designated period. The training agency's ability to comply with the board's rules and policies for offering continuing education programs to licensed nursing home administrators will be carefully reviewed during the reapplication process.

(2) Organizations or persons who do not qualify under 13 CSR 73-2.010(6) but who wish to sponsor education seminars shall submit three (3) copies of the application for approval of a single offering a minimum of forty-five (45) days in advance of the presentation.

(A) The sponsoring agency and its role must be clearly identified in the application. For first time single offering providers, the organization's mission statement/goals must be included.

(B) There shall be a separate, nonrefundable fee of ten dollars (\$10) per requested clock hour for each single offering application filed with the board. The education and training unit of any state agency, or a section of a department, will be exempt from these application fees.

(C) The program shall follow the long-term care core of knowledge areas as described in 13 CSR 73-2.031(2).

(D) Applications approved by the board must reflect the board approval number in the program's promotional materials.

(3) The education and training unit of the Missouri Division of Aging, in order to provide topical education which may be of an immediate nature, shall be exempt from the forty-five (45)-day advance notice stipulation.

(4) The training agency and single offering provider must—

(A) Record attendance accurately at each presentation, with the use of sign-in/out sheets as needed, reflecting the number of clock hours of actual attendance of each nursing home administrator;

(B) Submit, within thirty (30) days of the conclusion of the approved program, to the board office a composite evaluation and a roster signed by each nursing home administrator attendee including license number and number of clock hours issued to each licensee; and

(C) Provide each nursing home administrator written evidence of his/her attendance which shall include: title of offering, date of



offering, number of clock hours actually attended and the board approval number.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Aug. 12, 1981, effective Nov. 12, 1981. Amended: Filed April 14, 1983, effective July 11, 1983. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed Dec. 4, 1989, effective March 1, 1990. Rescinded and readopted: Filed Jan. 3, 1992, effective May 14, 1992.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

MISSOURI DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF AGING

MO BOARD OF NURSING HOME ADMINISTRATORS  
Application for Approval  
Of Continuing Education

615 Howerton Court  
P.O. Box 1337  
Jefferson City, MO 65102

1. Sponsoring Agency/Provider (If sponsoring agency and program provider are different, please attach the detailed information requested in item #1 and #2 in the attached Criteria.)

Person submitting the application

Person to notify of approval

Telephone number

Address

Offering Title

No. clock hours requested      Date to be offered      Time offered

Adm: \_\_\_\_\_ PC: \_\_\_\_\_

No. of times to be offered      Place

City, State

Registration fee

2. Include the names and telephone numbers of the planning committee members. (At least one member should be a licensed nursing home administrator.)

3. Attach the names of the instruction staff and the:

- A. Experience of each member of the faculty related to content area, and;
- B. Educational qualifications of each member of the faculty.

4. State the content objectives.

5. Give a descriptive overview of the program including: target population, purpose, DETAILED outline of content including topic titles with descriptions and speakers. Please specify the amount of time allotted to each item in the outline.



6. Instructional and training time excluding coffee breaks and meals is \_\_\_\_\_ minutes.

7. Explain how this offering relates to the educational needs of the nursing home administrator and identify from the attached "Long Term Care Core Of Knowledge" the areas covered within the content.

8. Describe the content evaluation you plan to use. Please include a copy of the evaluation tool(s).

9. Explain your agency's system for recording and maintaining information on attendance records.

10. If approved, this agency will issue to each participant a certificate of attendance including clock hours actually attended. \_\_\_Yes \_\_\_No. If "No", explain.

11. If approved, this agency will issue to the Board of Nursing Home Administrators a complete listing of participants including the number of clock hours awarded to each. \_\_\_Yes \_\_\_No. If "No", explain.

12. If approved, this agency will issue to the Board of Nursing Home Administrators, an evaluation by the participants of the program. \_\_\_Yes \_\_\_No. If "No", explain.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Title of Authorized Agent

MISSOURI DEPARTMENT OF SOCIAL SERVICES  
 DIVISION OF AGING  
 MO BOARD OF NURSING HOME ADMINISTRATORS  
 Application for Registration  
 As a Training Agency

615 Howerton Court  
 P.O. Box 1337  
 Jefferson City, MO 65102

1. Agency Name

2. Name of Chief Contact Person

Telephone Number

3. Agency Address-Street, City, State, Zip Code

4. Purpose of Agency

5. If Accredited, List Name of Accrediting Body and Date Accredited

6. Date Agency Began Operations

7. Attach names, titles, experience and educational qualifications of the Education Committee (if any).

8. Describe the administrative and organizational structure of the unit which assumes responsibility for educational activities of nursing home administrators. Include names, titles and qualifications.

IF APPROVED AS A TRAINING AGENCY, I HEREBY CERTIFY THAT:

1. This agency will follow affirmative action standards assuring equal access to all approved programs for all nursing home administrator licensees without regard to race, color, sex, religion, national origin, creed, age, ancestry, veteran or handicap status.

2. Nursing home administrator attendance will be monitored at all approved educational programs.

3. A certificate of attendance will be issued to each participant and shall reflect the number of clock hours actually attended.

4. A roster of attendees including name, license number and clock hours earned, shall be issued to the Board within 30 days of the offering date.

5. A systematic method for recording and maintaining attendance will be kept for a period of two years.

6. A method for content evaluation will be implemented for each approved program.



7. This agency will comply with all pertinent Missouri laws and regulations as a condition of approval as a training agency for nursing home administrators.

8. The programs sponsored/provided by this agency shall be consistent with the criteria for continuing education established by the Board and, shall be of value in developing skills in long-term or related health-care administration while addressing content within the long term care core of knowledge.

9. This agency shall provide adequate facilities and appropriate instructional materials to carry out continuing education programs.

I ALSO HEREBY CERTIFY THAT:

1. ALL STATEMENTS MADE IN THIS REQUEST ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

2. I UNDERSTAND THAT APPROVAL OF THIS REQUEST DESIGNATES THIS AGENCY AS A REGISTERED TRAINING AGENCY OF CONTINUING EDUCATION FOR A ONE (1) YEAR PERIOD OR UNLESS IT IS REVOKED FOR CAUSE. FAILURE TO COMPLY WITH RULES OR TO MEET STANDARDS, REFUSAL TO ALLOW REASONABLE INSPECTION OR TO SUPPLY INFORMATION UPON REQUEST OF THE BOARD OR IT'S REPRESENTATIVES, ARE CAUSE FOR REVOCATION.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Agent



### 13 CSR 73-2.065 Reciprocity Approval of Continuing Education Programs

(Rescinded July 30, 1996)

*AUTHORITY: section 344.070, RSMo Supp. 1993. Original rule filed April 18, 1990, effective Nov. 30, 1990. Rescinded: Filed Jan. 31, 1996, effective July 30, 1996.*

### 13 CSR 73-2.070 Examination

*PURPOSE: This rule describes the conditions and procedures for examination.*

(1) The board shall approve the content and form of all examinations administered to applicants for licensure.

(2) The examination must be taken within twelve (12) months of the written notice of board evaluation and qualification. Failure to do so will cause full reapplication to be necessary.

(3) Qualified applicants will be eligible to take the national and/or state examination through the testing service by following the procedures set forth in sections (4)–(7) of this rule.

(4) Applicants must submit the National Association of Boards of Examiners of Long Term Care Administrators (NAB) Application Form for Computerized Testing and the required fees to the board office. The applicant will receive from the testing service an authorization letter including a list of testing center vendors, each center's toll-free telephone number and instructions on the scheduling process.

(5) Applicants must schedule to sit the examination within sixty (60) days of the date on the testing service's authorization letter.

(6) Failure to schedule and sit the examination(s) within the sixty (60)-day period will cause the applicant's name to be removed from the eligibility list kept by the testing service. Applicants may reschedule by resubmitting the NAB Application Form and paying any required fees.

(7) Applicants must comply with all criteria and requirements established by the board, the National Association of Board of Examiners of Long Term Care Administrators (NAB), the testing service and the testing center.

(8) Individuals making initial application for licensure, within twenty-one (21) days of a

board meeting date, may be required to wait until a subsequent date to be evaluated.

(9) Applicants shall obtain a passing score on the examination(s) administered by the board. The passing score shall be based upon the scale score passing point of one hundred thirteen (113) on the federal portion of the examination and seventy-five percent (75%) on the state portion of the examination.

(10) If an applicant fails to make a passing grade on one or both of the required examinations, the applicant may make application for reexamination and pay the required fees. If an applicant fails only one of the required examinations and then fails to retake and pass the examination within a twelve (12)-month period, the applicant shall be required to take and pass both examinations before the board will issue the applicant a license.

(11) If an applicant fails the examination a third time, the applicant must complete a course of instruction prescribed and approved by the board. After completion of the board-prescribed course of instruction, the applicant may reapply for board-approved examination(s). No applicant shall be licensed by the board after a third licensure examination failure unless the applicant successfully completes the board-prescribed course of instruction and passes the board-approved examination(s). With regard to any nationally certified examination required for licensure, no examination scores from other states shall be recognized by the board after the applicant has failed for a third time to pass the examination.

*AUTHORITY: section 344.070, RSMo Supp. 1998.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed Dec. 4, 1989, effective March 1, 1990. Emergency amendment filed Dec. 13, 1991, effective Dec. 23, 1991, expired April 20, 1992. Amended: Filed Jan. 3, 1992, effective May 14, 1992. Amended: Filed April 30, 1998, effective Oct. 30, 1998. Amended: Filed March 1, 1999, effective Aug. 30, 1999. Emergency amendment filed Nov. 17, 1999, effective Dec. 11, 1999, expired June 7, 2000. Amended: Filed November 1, 1999, effective April 30, 2000.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.*

### 13 CSR 73-2.080 Temporary Emergency Licenses

*PURPOSE: This rule sets forth the procedure for requesting an emergency license and extension and the conditions which must be met.*

(1) Application for a temporary emergency license shall be made to the executive secretary of the board. The application shall demonstrate that the applicant meets the requirements for a temporary emergency license as set forth in section 344.030.5., RSMo and shall include the following:

(A) The notarized signature of the appropriate authority at the facility where the emergency exists and of the person for whom the license is requested;

(B) The name of the licensed administrator who has died, been removed or vacated the position and the effective date of the death, removal or vacancy;

(C) A statement as to whether the facility is newly licensed. Newly licensed shall mean licensed, either initially or because of a change of operator, within ninety (90) days prior to the request for an emergency license. If the facility has been newly licensed, the application shall also include a sworn statement from the operator setting forth the reasons why the departure of the previous administrator was not anticipated by the operator at the time the facility was licensed;

(D) A complete initial application and a fee for the person for whom the emergency license is requested;

(E) A complete copy of the most recent statement of deficiencies from the Missouri Division of Aging for the facility where the emergency exists; and

(F) Applications for a temporary emergency license shall be filed with the board immediately upon notification of, or realization by, the person making the application, but in no event more than ten (10) working days from the effective date referred to in subsection (1)(B).

(2) After receipt and review of the required information, the board may issue a temporary emergency license for a period not to exceed ninety (90) days. The person to whom it is issued is fully responsible for the facility as if initially licensed as a nursing home administrator and shall confirm his/her understanding of this fact in a statement upon receipt of the temporary emergency license.

(3) A temporary emergency license shall not be granted by the board to an individual to act as an administrator in a newly licensed facility unless clear and convincing evidence is



presented which, in the board’s best judgement, demonstrates that the departure of the previous administrator was not anticipated by the operator at the time the facility was newly licensed. All individuals or entities intending either to build or become the operator of a facility must be familiar with the laws pertaining to licensure of nursing home administrators and long-term care facilities and take necessary steps to insure continued compliance with the statutory and regulatory provisions before becoming an operator.

(4) A temporary emergency license may be issued only to a person—

(A) Twenty-one (21) years of age or over, who is a high school graduate or equivalent and is of good moral character;

(B) Who had been preceded in the position by a fully licensed nursing home administrator; and

(C) Who previously has not been denied a nursing home administrator’s license or has not had a nursing home administrator’s license suspended or revoked.

(5) Request for extension of a temporary emergency license shall be made in writing and submitted to the executive secretary no later than twenty-one (21) days in advance of the temporary emergency license date of expiration. Upon recommendation of the officers of the Missouri Board of Nursing Home Administrators, temporary emergency license extensions may be issued for up to ninety (90) days. The extension may only be considered upon a showing that the person seeking the renewal of a temporary emergency license meets the qualifications for licensure and has filed an application for a regular license, accompanied by the application fee and the examination has not yet been given. No temporary emergency license may be renewed more than one (1) time.

*AUTHORITY: sections 344.030.4, RSMo Supp. 1989 and 344.070, RSMo Supp. 1993.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Dec. 10, 1984, effective April 11, 1985. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988.*

*\*Original authority: 344.030.4, RSMo 1969, amended 1979, 1987, 1988, 1989 and 344.070, RSMo 1969, amended 1979, 1993.*





MISSOURI DEPARTMENT OF SOCIAL SERVICES  
BOARD OF NURSING HOME ADMINISTRATORS  
**TEMPORARY EMERGENCY LICENSE APPLICATION**

THE STATUTE REFERENCE TO EMERGENCY LICENSE IS:

344.030.5 The board may issue a temporary emergency license for a period not to exceed ninety days to a person twenty-one years of age or over, of good moral character and a high school graduate or equivalent to serve as an acting nursing home administrator, provided he is replacing a licensed nursing home administrator who has died, has been removed or has vacated his position. No temporary emergency license may be issued to a person who has had a nursing home administrator's license denied, suspended or revoked. A temporary emergency license may be renewed for one additional ninety-day period upon a showing that the person seeking the renewal of a temporary emergency license meets the qualifications for licensure and has filed an application for a regular license, accompanied by the application fee, and the examination has not yet been given. No temporary emergency license may be renewed more than one time.

THE RULEMAKING REFERENCE TO EMERGENCY LICENSE IS 13 CSR 73-2.080:

- (1) Application for a temporary emergency license shall be made to the executive secretary of the board. The application shall demonstrate that the applicant meets the requirements for a temporary emergency license as set forth in section 344.030.5, RSMo (1986), and shall include the following:
  - (A) The notarized signature of the appropriate authority at the facility where the emergency exists, and of the person for whom the license is requested;
  - (B) The name of the licensed administrator who has died, has been removed or has vacated the position and the effective date of the death, removal or vacancy;
  - (C) A statement that the facility is not newly licensed. "Newly licensed" shall mean licensed, either initially or because of a change of operator, within ninety (90) days prior to the request for a temporary emergency license;
  - (D) A complete initial application and a fee for the person for whom the emergency license is requested;
  - (E) A complete copy of the most recent statement of deficiencies from the Missouri Division of Aging for the facility where the emergency exists; and
  - (F) Applications for a temporary emergency license shall be filed with the board immediately upon notification of, or realization by, the person making the application, **but in no event more than ten (10) working days from the "effective date" referred to in (1)(B).**
- (2) After receipt and review of the required information, the board may issue a temporary emergency license for a period not to exceed ninety (90) days. The person to whom it is issued is fully responsible for the facility as if initially licensed as a nursing home administrator and shall confirm his/her understanding of this fact in a statement upon receipt of the temporary emergency license.
- (3) A temporary emergency license shall not be granted by the board to an individual to act as an administrator in a newly licensed facility unless clear and convincing evidence is presented which, in the board's best judgment, demonstrates that the departure of the previous administrator was not anticipated by the operator at the time the facility was newly licensed. All individuals or entities intending either to build or become the operator of a facility must be familiar with the laws pertaining to licensure of nursing home administrators and long-term care facilities and take necessary steps to insure continued compliance with the statutory and regulatory provision before becoming an operator.
- (4) A temporary emergency license may be issued only to:
  - (A) A person twenty-one (21) years of age or over, who is a high school graduate or equivalent and who is of good moral character;
  - (B) A person who has been preceded in the position by a fully licensed nursing home administrator; and
  - (C) A person who has not previously been denied a nursing home administrator's license or who has not had a nursing home administrator's license suspended or revoked.
- (5) Request for extension of a temporary emergency license shall be made in writing and submitted to the executive secretary no later than twenty-one (21) days in advance of the temporary emergency license date of expiration. Upon recommendation of the officers of the Missouri Board of Nursing Home Administrators, temporary emergency license extensions may be issued for up to ninety (90) days. The extension may only be considered upon a showing that the person seeking the renewal of a temporary emergency license meets the qualifications for licensure and has filed an application for a regular license, accompanied by the application fee and the examination has not yet been given. No temporary emergency license may be renewed more than one (1) time.



The following information must be provided to allow full consideration by the board whether a temporary emergency license may be issued.

1. Where emergency exists:

NAME OF FACILITY	CITY
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2. The above facility  has  has not been licensed within 90 days of this temporary emergency license request, either by initial license or by change of operator.

3. NAME OF ADMINISTRATOR WHO IS OR WILL BE VACATING THE POSITION	4. DATE THE POSITION WAS OR WILL BE VACATED
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5. Reason the emergency exists (why the position was vacated before a replacement was secured: resigned, was asked to resign, death)

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6. A complete copy of the most recent statement of deficiencies report (DA-107 and DA-110) from the facility licensure authority, the Missouri Division of Aging,  is  is not attached. If not, why not:

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7. The current census for which the temporary emergency licensed administrator will be responsible is \_\_\_\_\_

8. PERSON FOR WHOM TEMP. EMERGENCY LICENSE REQUESTED	ADDRESS
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9. I have ascertained that this person is 21 years of age or older, a high school graduate or equivalent and of good moral character  YES  NO

10.  It is  it is not planned that this person may continue as administrator after exam and licensure.

11. The temporary emergency license is requested for \_\_\_\_\_ days (may be requested for up to 90 days).

12. A complete application for licensure is attached along with the application review fee of one hundred dollars (\$100.00). (Please forward the signed application and fee and required documents which are available, expediting the balance of required documents to complete the application.)

We, the undersigned, confirm with our NOTARIZED signatures that the information herein is complete and accurate to the best of our knowledge. It is understood that the Missouri Board of Nursing Home Administrators may NOT issue this temporary emergency license and that, if issued, it may be effective for fewer than the maximum 90 days.

FACILITY AUTHORITY	TITLE	TELEPHONE	DATE
MUST BE SIGNED IN PRESENCE OF NOTARY	APPLICANT SIGNATURE		DATE
NOTARY PUBLIC EMBOSSER SEAL	<b>STATE OF MISSOURI</b>		COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS		
	DAY OF 19		
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>
NOTARY PUBLIC NAME (TYPED OR PRINTED)			

MO 886-0522 (12-87)



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
 BOARD OF NURSING HOME ADMINISTRATIONS  
**TEMPORARY EMERGENCY LICENSE EXTENSION APPLICATION**

THE STATUTE REFERENCE TO TEMPORARY EMERGENCY LICENSE EXTENSION IS:

344.030.5 The board may issue a temporary emergency license for a period not to exceed ninety days to a person twenty-one years of age or over, of good moral character and a high school graduate or equivalent to serve as an acting nursing home administrator, provided he is replacing a licensed nursing home administrator who has died, has been removed or has vacated his position. No temporary emergency license may be issued to a person who has had a nursing home administrator's license denied, suspended or revoked. A temporary emergency license may be renewed for one additional ninety-day period upon a showing that the person seeking the renewal of a temporary emergency license meets the qualifications for licensure and has filed an application for a regular license, accompanied by the application fee, and the examination has not yet been given. No temporary emergency license may be renewed more than one time.

THE RULE MAKING REFERENCE TO TEMPORARY EMERGENCY LICENSE EXTENSION IS:

13 CSR 73-2.080(5) Request for extension of a temporary emergency license shall be made in writing and submitted to the executive secretary no later than twenty-one (21) days in advance of the temporary emergency license date of expiration. Upon recommendation of the officers of the Missouri Board of Nursing Home Administrators, temporary emergency license extensions may be issued for up to ninety (90) days. The extension may only be considered upon a showing that the person seeking the renewal of a temporary emergency license meets the qualifications for licensure and has filed an application for a regular license, accompanied by the application fee and the examination has not been given. No temporary emergency license may be renewed more than one (1) time.

**THE FOLLOWING INFORMATION MUST BE PROVIDED TO ALLOW FULL CONSIDERATION BY THE BOARD'S OFFICERS WHETHER A TEMPORARY EMERGENCY LICENSE MAY BE GRANTED:**

NAME OF TEMPORARY EMERGENCY LICENSED PERSON		DATE TEMPORARY EMERGENCY LICENSE EXPIRES	
REASON EXTENSION IS CONSIDERED NECESSARY			
TEMPORARY EMERGENCY LICENSE EXTENSION IS REQUESTED FOR _____ DAYS (MAY BE REQUESTED FOR UP TO 90 DAYS).			
We, the undersigned, confirm with our NOTARIZED signatures that the information herein is complete and accurate to the best of our knowledge. It is understood that the Missouri Board of Nursing Home Administrators may NOT issue the extension and that, if issued, it may be issued for fewer than the maximum ninety (90) days.			
TEMPORARY EMERGENCY LICENSED ADMINISTRATOR			DATE
FACILITY AUTHORITY		TITLE	TELEPHONE
			DATE
NOTARY PUBLIC EMBOSSEER SEAL	<b>STATE OF MISSOURI</b>		COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS		
	DAY OF		19
	NOTARY PUBLIC SIGNATURE		MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)			<b>USE RUBBER STAMP IN CLEAR AREA BELOW.</b>



### 13 CSR 73-2.085 Public Complaints

*PURPOSE:* This rule establishes a procedure for receipt, handling and disposition of public complaints by the board of nursing home administrators.

(1) The State Board of Nursing Home Administrators shall receive and process each complaint made against any licensed nursing home administrator, or other person or entity, which complaint alleges certain acts or practices which may constitute one (1) or more violations of the provisions of Chapter 344, RSMo. Any member of the public or the profession, or any federal, state or local official, may make and file a complaint with the board. Complaints received from sources outside Missouri will be processed in the same manner as those originating within Missouri. No members of the State Board of Nursing Home Administrators shall file a complaint with this board while s/he holds that office, unless that member excuses him/herself from further board deliberations or activity concerning the matters alleged within that complaint. Any staff member or employee of the board may file a complaint pursuant to this rule in the same manner as any member of the public.

(2) Complaints should be mailed or delivered to the following address: State Board of Nursing Home Administrators, P. O. Box 1337, 615 Howerton Court, Jefferson City, MO 65102. However, actual receipt of the complaint by the board at its administrative offices in any manner shall be sufficient. Complaints may be based upon personal knowledge, or upon information and belief, reciting information received from other sources.

(3) All complaints shall be made in writing and shall fully identify their maker by name and address. Complaints may be made on forms provided by the board, which shall be available upon request. Complaints need not be made by affidavit, but oral or telephone communications will not be considered or processed as complaints. Any person attempting to make an oral or telephone complaint against an individual will be provided with a complaint form and requested to complete it and return it to the board. Any staff member or employee of the board may make and file a complaint based upon information and belief, in reliance upon oral, telephone or written but unsigned communications received by the board, unless those communications are believed by that staff member or employee to be false.

(4) Each complaint received under this rule shall be logged in a book maintained by the

board for that purpose. Complaints shall be logged in consecutive order as received. The logbook shall contain: a record of each complainant's name and address; the name and address of the subject(s) of the complaint; the date each complaint is received by the board; a brief statement of the acts complained of, including the name of any person injured or victimized by the alleged acts or practices; a notation whether the complaint resulted in its dismissal by the board or in formal charges being filed with the Administrative Hearing Commission; and the ultimate disposition of the complaint. This logbook shall be a closed record of the board.

(5) Each complaint logged pursuant to this rule shall be acknowledged in writing. The acknowledgment shall state that the complaint is being investigated and shall be referred to the board or an appropriate board subcommittee for consideration following the investigation. The complainant may be notified of the ultimate disposition of the complaint, excluding judicial appeals, and may be provided with a copy of the decisions (if any) of the Administrative Hearing Commission and the board. The provisions of this section shall not apply to complaints filed by staff members or employees of the board, based upon information and belief, acting in reliance on third-party information received by the board.

(6) Both the complaint and any information obtained as a result of the complaint investigation shall be considered a closed record of the board and shall not be available for inspection by the public.

(7) This rule shall not be deemed to limit the board's authority to file a complaint with the Administrative Hearing Commission or with a court, charging a licensee, permittee or other person or entity with any actionable conduct or violation, whether or not this complaint exceeds the scope of the acts charged in a preliminary public complaint filed with the board and whether or not any public complaint has been filed with the board.

(8) The board interprets this rule, which is required by law, to exist for the benefit of those members of the public who submit complaints to the board. This rule is not deemed to protect or to inure to the benefit of those licensees, permit holders, registrants or other persons or entities against whom the board has instituted or may institute administrative or judicial proceedings concerning possible violations of the provisions of Chapter 344, RSMo.

*AUTHORITY:* section 344.070, RSMo Supp. 1993.\* Original rule filed Oct. 4, 1988, effective March 15, 1989. Amended: Filed Jan. 3, 1992, effective May 14, 1992.

\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.



MISSOURI BOARD OF NURSING HOME ADMINISTRATORS

PUBLIC COMPLAINT FORM

In order for our office to process your complaint, we will need the following questionnaire filled out as completely as possible. (Please type or print clearly.)

Your Name: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Your Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

SUBJECT OF COMPLAINT

Administrator/Applicant Name: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Facility Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Describe in detail your complaint. ENCLOSE COPIES OF ALL DOCUMENTS RELEVANT TO YOUR COMPLAINT. (Provide as much information as possible.)

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Page 2  
Public Complaint Form

Have you contacted the administrator/applicant about the problem?  
( ) Yes ( ) No If yes, please explain what happened.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you contacted any other agency about your complaint? ( ) Yes ( ) No  
If yes, please indicate which agency and its address. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

May we provide a copy of your complaint and information to other  
governmental agencies? ( ) Yes ( ) No

Are you willing to testify in a court of law to the facts that you have  
stated in this complaint? ( ) Yes ( ) No

BY FILING THIS COMPLAINT, I AM HEREBY ATTESTING TO THE ACCURACY OF THE  
STATEMENTS MADE IN THIS COMPLAINT.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your complaint form to:

Missouri Board of Nursing Home Administrators  
1440 Aaron Court  
P. O. Box 1337  
Jefferson City, Missouri 65102  
(314) 751-3511



### 13 CSR 73-2.090 Disciplinary Action

*PURPOSE: This rule describes the condition and procedure for disciplinary action, as defined in section 344.050, RSMo, against licenses.*

(1) The board may refuse to issue or renew any certificate of registration or authority, permit or license required pursuant to this chapter for one (1) or any combination of causes stated in section (2) of this rule. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his/her right to file a complaint with the Administrative Hearing Commission as provided by Chapter 621, RSMo.

(2) The board may cause a complaint to be filed with the Administrative Hearing Commission as provided by Chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by this chapter or any person who has failed to renew or has surrendered his/her certificate or registration or authority, permit or license for any one (1) or any combination of the following causes:

(A) Use or unlawful possession of any controlled substance, as defined in Chapter 195, RSMo, or alcoholic beverage to an extent that this use impairs a person's ability to perform the work of any profession licensed or regulated by this chapter;

(B) Has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, pursuant to criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any professional licensed or regulated under this chapter, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(C) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this chapter or in obtaining permission to take any examination given or required pursuant to this chapter;

(D) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(E) Performing incompetent, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by this chapter (refer to 13 CSR 73-

2.095 for a partial listing of those functions and duties);

(F) Violating, assisting or enabling any person to violate, any provision of this chapter, or of any lawful rule adopted pursuant to this chapter;

(G) Impersonating any person holding a certificate of registration or authority, permit or license, or allowing any person to use his/her certificate of registration or authority, permit, license or diploma from any school;

(H) Granting of disciplinary action against the holder of a license or other right to practice any profession regulated by this chapter by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(I) Adjudging a person incapacitated or disabled by a court of competent jurisdiction;

(J) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by this chapter who is not registered and currently eligible to practice under this chapter;

(K) Issuing a certificate of registration or authority, permit or license based on a material mistake of fact;

(L) Violating the drug laws or regulations of this state, any other state or the federal government;

(M) Knowingly failing to report abuse or neglect of a resident in a long-term care facility, as required by section 198.070, RSMo, of which s/he has actual knowledge that it is abuse or neglect.

(3) The Administrative Hearing Commission shall have no authority to require issuance of a license, pending a final determination by the commission, in any case in which an applicant is seeking initial licensure.

(4) No license may be suspended or revoked and no application for renewal of a license may be denied under this section until the licensee has been afforded an opportunity for hearing after due notice as provided in sections 621.015—621.205, RSMo.

(5) Upon a finding by the Administrative Hearing Commission that the grounds, provided in section (2) of this rule, for disciplinary action are met, singly or in combination, the board may place upon probation, suspend or revoke a certificate of registration or authority, permit or license.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan.*

*14, 1988. Amended: Filed Dec. 4, 1989, effective March 1, 1990.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

### 13 CSR 73-2.095 Standards of Professional Conduct

*PURPOSE: The Board of Nursing Home Administrators is committed to high standards of care for the aging population in Missouri nursing homes. To assure that those standards are met by licensed administrators in Missouri, the board provides standards of conduct consistent with accepted standards of the nursing home administration profession. Behavior (acts, knowledge and practice) which fails to conform to the accepted standards shall constitute unprofessional conduct. This rule sets out those standards which must be maintained by the nursing home administrator.*

(1) The administrator shall—

(A) Be held responsible for informing him/herself of the needs of the residents and the needs of the facility and apprise the operator of these needs on a routine basis;

(B) Be held responsible for the actions of all employees with regard to Chapter 198, RSMo, unless—

1. Upon learning of the violation, the administrator attempted to immediately correct the violation;

2. The administrator did not sanction the violation; and

3. The administrator did not attempt to avoid learning of the violation;

(C) Establish and enforce policies and procedures to safeguard patient or resident care;

(D) Establish and enforce policies and procedures for the protection of residents rights, funds and property;

(E) Establish and enforce policies and procedures for all nursing home rules as stated in 13 CSR 15;

(F) Not permit or allow another person to use his/her nursing home administrator license for any purpose;

(G) Report through the proper channels the incompetent, unethical or illegal practice of any health care professional; and

(H) Devote reasonable time and attention to the management of the health, safety and welfare of the residents of the facility.

(2) Failure of the licensee to comply with any of the provisions of section (1) of this rule in performing any of the acts covered by the licensure law may be considered by the board

to be conduct which is detrimental to the interest of the public and may be deemed in violation of the licensure law and shall be sufficient cause for the board to pursue a complaint against the offending licensee to the Administrative Hearing Commission.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed Jan. 19, 1988, effective April 11, 1988. Amended: Filed June 28, 1990, effective Dec. 31, 1990.*

*\*Original authority 1969, amended 1979, 1993.*

**13 CSR 73-2.100 Restoration and Rehabilitation of Suspended/Revoked Licenses**

*PURPOSE: This rule describes the conditions and procedures for the restoration and rehabilitation of suspended/revoked licenses.*

(1) Each applicant seeking to restore to good standing a license, issued under Chapter 344, RSMo, which has been revoked, suspended or if there has been a finding of cause for discipline, must present with his/her application whatever evidence the board may have required at the time of the revocation or suspension. The board may require whatever steps as are rationally related to the cause of disciplinary action.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 4, 1988, effective March 15, 1989.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

**13 CSR 73-2.105 Disciplinary Proceedings**

*PURPOSE: This rule describes the board's procedure for the investigation of a complaint or referral and stipulates the conduct of disciplinary hearings upon receipt of a ruling from the Administrative Hearing Commission that a licensee has violated Chapter 344, RSMo.*

(1) Upon receipt of a complaint or referral, the board shall investigate the actions of the licensee against whom the complaint is made. In conducting an investigation, the board, in its discretion, may request the licensee under investigation to answer the charges made against him/her in writing, and to produce relevant documentary evidence and may request him/her to appear before the board.

A copy of any written answer of the licensee may be furnished to the complainant.

(2) Upon final ruling by the Administrative Hearing Commission that the acts of a licensee constitute a violation of the licensure law or these rules, the board shall proceed to revoke or suspend the license of the offending licensee or take other authorized action as it shall deem appropriate.

(3) After the hearing, the board, singly or in combination, may censure or place the licensee on probation on terms and conditions as the board deems appropriate. These conditions may include, but shall not be limited to, satisfactory completion of certain educational requirements, passage of a written examination of the type given to applicants for licensure, making personal appearances before and periodic reports to the board, and restitution of money or property.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed Oct. 4, 1988, effective March 15, 1989.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

**13 CSR 73-2.110 Display of License**

*PURPOSE: This rule describes the requirement for display of license.*

(1) Every person licensed as a nursing home administrator shall display the license in a conspicuous place in the office or place of business of employment of that license. Affixed to the license shall be verification from the board of current renewal.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

**13 CSR 73-2.120 Duplicate License**

*PURPOSE: This rule describes the conditions and procedure for obtaining a duplicate license.*

(1) In the event a license is lost or stolen, mutilated or destroyed, the administrator is required to report the loss immediately to the board office. Upon receipt of satisfactory evidence that a license has been lost, mutilat-

ed or destroyed, the board may issue a duplicate license upon payment of a fee of five dollars (\$5). Satisfactory evidence is construed to be a notarized affidavit stating facts of the loss, mutilation or destruction of the license.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

**13 CSR 73-2.130 Notice of Change of Address**

*PURPOSE: This rule describes the conditions and procedures for reporting change of address.*

(1) Each administrator shall notify the board office of a current mailing address within twenty-one (21) days of change of personal address, facility employment or both.

*AUTHORITY: section 344.070, RSMo Supp. 1993.\* Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 17, 1985, effective March 14, 1986.*

*\*Original authority: 344.070, RSMo 1969, amended 1979, 1993.*



