

Mississippi State Board of Nursing Home Administrators

1755 Lelia Drive, Suite 305, Jackson, MS 39216

601-362-6914; 601-362-6925 (fax)

Newsletter

04/18/2025

BOARD CALENDAR

Upcoming State Exam Dates:

May 8, 2025

Upcoming Board Meeting Dates:

**Applications for Endorsement
and Reinstatement must be
completed and submitted by:**

April 30, 2025

April 16, 2025

July 23, 2025 (tentative)

July 9, 2025 (tentative)

Next A.I.T. Course (offered by MHCA)
(for registration information call
(601) 898-8320)

October 13 – 16, 2025

**A.I.T. Training by Licensure &
Certification Office**
(for registration information call
(601) 364-1100)

TBA

REGULARLY SCHEDULED BOARD MEETING

The MS State Board of Nursing Home Administrators (Board) is having its regularly scheduled board meeting on **Wednesday, April 30, 2025** at **10:00 a.m.** at **840 East River Place, Suite 503, Jackson, MS 39202**. This meeting is open to the public for participation. For additional information about this meeting, please contact Carrie Rowden at 601-362-6914 or crowden@msnha.ms.gov.

SPECIAL CALLED BOARD MEETING

NOTICE IS HEREBY GIVEN that the Mississippi State Board of Nursing Home Administrators will hold a SPECIAL CALLED MEETING on May 14, 2025, beginning at 9:00 a.m. The meeting is being held at 840 East River Place, Suite 503, Jackson, MS 39202.

The meeting is being held for the purpose of conducting the business of the Board and to carry out licensure and enforcement activities as provided by Section 73-17-15 of the Mississippi Code of 1972, as amended. A hearing will be held for Case No. 2024-01 and Case No. 2024-05. The Board will

considerate and deliberate on Case Number 2024-01 and Case Number 2024-05 and may authorize an executive session deliberation in such case.

The meeting will be available for public attendance and participation. Contact Carrie Rowden, Executive Director at crowden@msnha.ms.gov or 601-362-6914 with any questions.

2025 PRECEPTOR CERTIFICATION PROGRAM

The 2025 Preceptor Certification Program will be held on May 21 – 22, 2025 at the MS Sports Hall of Fame and Museum's conference room. If you are eligible to become a preceptor beginning July 1, 2025, you should have received an email with the Preceptor Program registration brochure. The Board's Rules and Regulations state you must be licensed and working as a nursing home administrator, assistant administrator, or regional administrator (over one or more nursing homes or nursing home administrators) in a Mississippi licensed nursing home for the past three (3) consecutive years immediately prior to the Preceptor Certification Program. In addition, the Board's Rules and Regulations state that if you have been licensed and working as a nursing home administrator, assistant administrator, or regional administrator for 10 or more years in a Mississippi nursing home throughout your licensure, you may qualify to become a certified preceptor upon attending the current year's Preceptor Certification Program. If you do not receive an email with the registration brochure and believe you are eligible, please contact Carrie Rowden at crowden@msnha.ms.gov.

2025 RENEWAL AND CEUs

Please note that you need to go ahead and check your CEUs on your profile through the Mississippi Board's website (www.msnha.ms.gov). In addition, please go ahead and do that as soon as possible to expedite your renewal. If there are NAB hours that we do not have, then you are responsible for going to NAB's website's CE Registry (www.nabweb.org) and downloading the CE certificates that we DO NOT have and email them in one PDF to Carrie Rowden (crowden@msnha.ms.gov) or Janice Farr (jfarr@msnha.ms.gov) as soon as possible. Please note that you may only receive up to 20 NAB approved hours. Twenty of your forty hours must be MS Board courses which are found on the Board's website. All forty hours may be distance learning. In addition, please DO NOT wait until renewal to send us your continuing education certificates. If you do wait until renewal begins, your renewal will be delayed and you may not be renewed by the June 30, 2025 deadline. If you have any questions, please contact the Board's office.

RULE AMENDMENT REGARDING CEUs

The Board finalized a rule amendment that allows all CEUs for renewal to be earned via distance learning. In addition, with that rule amendment, the Board finalized that 20 of the 40 hours earned for renewal must be Mississippi Board approved CEU courses. In other words, 20 of the 40 hours required must be found on the listing located on the Mississippi State Board of Nursing Home Administrators'

website (www.msnha.ms.gov) under Approved CE Programs. Please contact Carrie Rowden, Executive Director, if you have any questions regarding CEUs.

EARNING CE HOURS WHILE PRECEPTING AN ADMINISTRATOR-IN-TRAINING

Effective December 1, 2019 you may earn up to five CEU hours for precepting an A.I.T. with earning a maximum of ten hours per licensure cycle for precepting two A.I.T.s. If you are interested in earning hours for precepting an A.I.T. please call our office for information. There is a form to be completed and a fee to be paid to earn CEU credits. The fees are listed on the Fee Schedule on the website.

NAB CE REGISTRY

Effective April 1, 2018 NAB required that you sign up for a NAB ID CE Registry in order to get NAB approved CEUs. In order to register for this CE Registry, you will go to NAB's website. The direct link to register is <https://www.nabweb.org/manage-my-account> You can find the CE Registry handbook at https://www.nabweb.org/filebin/pdf/NABVerify_Handbook_CE_Registry_for_Licensees.pdf Once you register you will be emailed a Unique NAB ID Number that you will use when attending any NAB approved CE classes. You will **not** receive NAB approved hours without signing up for this CE Registry. You can earn up to 20 NAB hours per licensure cycle. The remainder 20 hours must be Board approved hours (see the Board's website for a list of these). You may not take any online hours if you have not signed up for this NAB CE Registry and have your NAB Unique ID Number. The NAB CE Registry is only for NAB hours. You may upload your MS approved hours on the NAB CE Registry if you wish to do so. It is your responsibility to download all NAB Certificates off the NAB CE Registry and send to the Board office to receive credit. Please feel free to contact Carrie Rowden with any questions.

IMPORTANT NOTIFICATION OF FEE

Rule 2.5 of Part 2703, Chapter 2 states: "Every licensed nursing home administrator shall immediately within seven (7) calendar days notify in writing, or electronically through the Board's secure website, the office of the Mississippi State Board of Nursing Home Administrators of any and all changes in name, address, position, and other information originally submitted on their application." Rule 1.3.H. of Part 2701, Chapter 2 is a list of the fee schedule. There is a fee entitled "**Change of Information Research/Return Fee**" which is set at **\$35.00 per incident**. This fee is set up to subsidize the cost of administration researching any change such as employment, home address, etc. The Board has directed office staff to start enforcing this fee. This fee will be charged to any administrator if within seven (7) calendar days the Board does not receive written notification of any changes through the Board's Change of Information form, which can be located on our website, or submitted through the administrator's profile.

It is **your** responsibility to complete the form and send to the Board. It is not your employer's responsibility to notify the Board office.

This notification must be provided on the Board's Change of Information Form only.

ACCREDITED INSTITUTIONS

Please note that the Board voted on July 19, 2011 to recognize the college programs if it is accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA). You may search CHEA's website (www.chea.org) for accredited institutions when looking to see if the college you attended was accredited.

COLLEGE HOURS

For the purpose of meeting the educational requirements concerning Applications for becoming a MS licensed nursing home administrator, quarter hours will be converted into semester hours by multiplying the quarter hours earned by two-thirds or .667 which is the current Standard Conversion Rate.

***** ELECTION OF OFFICERS *****

When the Board met on May 16, 2024, the following Board members were elected to serve a one-year term beginning July 1, 2024:

Tony Hamrick was elected Chairman of the Board.

Chad Blackard was elected Vice-Chair of the Board.