

**Mississippi State Board of Nursing Home Administrators**  
**Excerpts from Rules and Regulations**  
**Requirements to become a licensed nursing home administrator**  
(date last revised - 07/01/12)

Part 2703, Chapter 1, Rule 1.1: Licensure

A. Licensure Requirements Prior to July 1, 2012

- (1) In accordance with Section 73-17-11 of the Mississippi Code of 1972, as amended, an applicant may qualify for a license as a nursing home administrator by meeting the requirements of paragraph B of this Rule provided that the applicant has filed the requisite licensure application with the Board and paid the required fees by June 30, 2012 and meets all of the other fee and licensure requirements prescribed herein for licensure on or before January 31, 2014.
- (2) An individual:
  - (a) Files an application for the Administrator-in-Training (AIT) Program or initial license licensure with the Board on or before June 30, 2011 and pays the required fee(s) for the AIT Program or initial license;
  - (b) Is at least twenty-one (21) years of age;
  - (c) Is of good moral character;
  - (d) Is in good health;
  - (e) Meets one of the following educational and/or experiential requirements --
    - (i) has an associate degree from an accredited institution, or at least sixty-four (64) semester hours of college work from an accredited institution;
    - or
    - (ii) has at least one (1) year of supervisory or administrative responsibilities in a licensed sub-acute or long-term health care facility in Mississippi within the twelve (12) months before making application;
  - (f) Has successfully completed a Board approved Administrator-in-Training Program prescribed in Part 2703, Chapter 1, Rule 1.3.

- (g) Has pursuant to the Board's standards developed consistent with Mississippi Code of Ann. 73-17-9(a), has completed a Domains of Practice Course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (h) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (i) Has successfully passed examinations administered by the Board to test his or her proficiency and basic knowledge in the area of nursing home administration at the then current passing score.
- (j) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3H.

#### B. Licensure Requirements on or after July 1, 2012

From and after July 1, 2012, in order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he or she:

- (1) Is at least twenty-one (21) years of age;
- (2) Is of good moral character.
- (3) Is in good health
- (4) Meets one of the following educational and/or experiential requirements for licensure:
  - (a) Has sixty-four (64) hours of college work from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program prescribed by Rule Part 2703, Chapter 1, Rule 1.3 is made or received by the Board. For the purpose of meeting the educational requirements of this paragraph, quarter hours will be converted into semester hours by the current standard conversion rate according to Institutions of Higher Learning (IHL);
  - (b) Has an associate degree from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training

Program established Part 2703, Chapter 1, Rule 1.3 is received by the Board;

- (c) Has a bachelor's degree in health care administration or a health care related field or business from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

or

Has a bachelor's degree in any other field of study from an accredited institution before making application for the Administrator-in-Training Program established Part 2703, Chapter 1, Rule 1.3;

- (d) For the purposes of licensure, the academic program must be accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA).
- (5) Causes a) a criminal record check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution or b) a state and federal criminal background to be sent directly to the Board's administrative office directly from the Mississippi Criminal Information Center. The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks shall be performed on the applicant at least six (6) months prior to licensure or a new criminal record check shall be required.
- (6) Meets one of the following clinical requirements –
- (a) Has completed the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3;
- or
- (b) Has completed a Board approved Administrator-in-Training Program in Long-Term Care Administration from an academic institution during which time the institution held National Association of Long-Term Care Administrator Board (NAB) Program Approval through the Academic Approval process,
- (7) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a Domains of Practice course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.

- (8) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (9) Has successfully passed the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators examination at the then current passing score.
- (10) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3.H and
- (11) Has met all of the requirements required by Section 73-17-11 of the Mississippi Code of 1972, as amended.

C. Applications for Licensure

The applicant shall file with the Board an application, signed and duly notarized, on a form prescribed by the Board and provide such other information as the Board may require. Applications will not be considered for approval until they are complete.

Applications which remain incomplete after one (1) year from the date of filing with the Board will be considered abandoned and the individuals seeking licensure shall be required to reapply with the Board.

The application fee is non-refundable and must accompany the application at the time of filing with the Board.

Part 2703, Chapter 1, Rule 1.3: Administrator-in-Training and Preceptor

A. Administrator-in-Training (A.I.T.)

- (1) After Board action is taken to approve the applicant's qualifications, as set forth in Part 2703, Chapter 1, Rule 1.1, the applicant must be employed in the facility while serving as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet.
- (2) The A.I.T. program is a forty (40) hour per week program (Monday – Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. If due to no fault of the

A.I.T., his/her preceptor becomes unable to complete the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T. Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours).

- (3) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (4) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six (6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.
- (5) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board to determine if he/she has received training and experience consistent with guidelines established by the Board.
- (6) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification.
- (7) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.