

# Mississippi State Board of Nursing Home Administrators

1755 Lelia Drive, Suite 305, Jackson, MS 39216

(601) 362-6914

[www.msnha.ms.gov](http://www.msnha.ms.gov)

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## **Application Information Sheet Administrator-in-Training Program (AIT)**

It is reasonable for you to expect a time frame of nine to twelve (9 - 12) months to complete the licensure process, from the time your application is filed to the time your license is granted. A copy of the MS State Rules and Regulations for licensure of Nursing Home Administrators is available on the website. (See Part 2703, Chapter 1, Rule 1.1, 1.2, 1.3, 1.5 and 1.7)

### **Eligibility:**

- Applicants must have successfully completed at least 64 college credit hours AND 2 years of supervisory experience in a Mississippi licensed nursing home for a minimum period of two (2) consecutive years immediately before making application for the A.I.T. Program
- OR

Applicants must have a Bachelor Degree

- Applicants must be 21 years old
- Applicants must be of good moral character and physically able to perform duties
- Applicants must pass a state and federal background check
- Applicants must have a qualified Preceptor and Place of Employment

### **Steps to Completion of Application:**

- 1) **Obtain a Preceptor.** Use the Qualified Preceptor List found on the website – [www.msnha.ms.gov](http://www.msnha.ms.gov). A Preceptor will supervise your training for the AIT program and must meet with you at least 8 hours a week. You will sign a formal agreement with the Preceptor. Your application **will not** be accepted without a Preceptor.
- 2) **Obtain Employment at a Nursing Home Facility.** The A.I.T. program requires you to be employed at an approved facility Monday – Friday (during normal business hours) for at least 40 hours per week as an A.I.T.
- 3) **Request your College Transcript(s).** Your transcript(s) must be sent directly from the institution to the MS State Board of Nursing Home Administrators' (MSBNHA) office at 1755 Lelia Drive, Suite 305, Jackson, MS 39216. Transcripts from all institutions beyond high school are required, including community college, business school, nursing school. The official transcript will bear the seal of the institution.

\*Applicants with educational requirement less than a bachelor's degree also are required to provide documentation of work in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately before making application for the A.I.T. Program.

- 4) **Request a Background Check.** This should be completed by the facility where you will be employed as an A.I.T. The facility will process the background check through the MS State Dept. of Health. The facility will provide a notarized letter stating the results directly to MSBNHA.

- 5) **Obtain Letters of Recommendation.** Three letters of recommendation that speak to your moral character, work ethic, and dependability are required. These letters can be mailed directly to our office or collected by you and mailed to our office. They must all bear original signatures and be dated within the last six months.
- 6) **Obtain a Physician's Statement.** The physician must complete and sign the Physician's Statement enclosed in the application packet which states that you are physically capable to perform the duties of a nursing home administrator as required.
- 7) **Complete the Application.** The application can be submitted electronically or by mail. The accompanying documents requiring original signatures must be submitted by mail. Please make copies of all documents before mailing and use a tracking method for mailing.
- 8) **Pay Application Fee.** The cost for submitting your application is \$325.00 payable to MS Board of Nursing Home Administrators.

#### **Application Approval Timeline:**

- Complete applications are submitted for pre-approval monthly so that AITs can begin the program on the first day of the month. The Application is considered complete when the **originals** of all required documents are received in the Board office.
- Applications that are not pre-approved will be submitted to the Board for approval at the next regularly scheduled quarterly board meeting. Applicants may be interviewed by the Board.
- When approved, you will receive an approval letter from the MSBNHA.
- When approved, your Preceptor will receive a letter which outlines due dates for monthly reports and evaluations. You will receive a photocopy of this letter so that you are informed of due dates as well.

#### **Licensing Requirements:**

- 1) Successful completion of the AIT Program.
- 2) Completion of the Board approved Administrator-in-Training Educational Course sponsored by the MS Health Care Association and covering all categories in the Domains of Practice for Nursing Home Administrators.
- 3) Successfully pass the State Examination administered by MSBNHA.
- 4) Successfully pass the NAB Examination administered by National Association of Long Term Care Administrator Boards.
- 5) Complete the two-day training course required by the State Department of Health, Office of Licensure and Certification.

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## **Application Checklist Administrator-in-Training Program (AIT)**

In compliance with MS Code Ann. 73-17-11, you must submit the following documents along with your Application for License. These documents must be the **originals** with the original signatures. The transcript(s) must come to the Board office directly from the school either by mail or electronically. Also include this checklist with a check beside each enclosure:

- Proof that you are at least 21 years of age. (Ex: a copy of your driver's license)
- Proof of good moral character. (Three letters of recommendation from professional references are required. The references may not be related by blood or marriage and must be able to address your character and professional competence.)
- Proof that you are in good health and physically able to perform the duties of a nursing home administrator (The Physician Statement form signed by your physician. Please do not submit personal health information, such as results of a check-up.)
- Proof of successful completion of educational requirements. (An official transcript documenting completion of academic semester hours must be forwarded directly to the Board office from the institution via mail or electronically and must bear the official seal of the institution. All transcripts where applicant received college credit must be sent to MSBNHA.)
- If no Bachelor's Degree, a signed statement from your nursing home administrator describing the duties you have performed, the number of employees you have supervised, and any other information concerning your work experience for at least the last twenty-four (24) months that may be helpful to the Board when determining eligibility to enter the A.I.T. Program.
- Documents providing the details for your participation in a formal Administrator-in-Training Program under a certified preceptor for six (6) consecutive months (The Certificate of Employment form and the A.I.T./Preceptor Agreement form).
- Proof that a state and federal criminal record check was performed within the last six (6) months to be sent directly to the Board's administrative office from a) the employing institution, or b) the Mississippi Criminal Information Center. (This document must be notarized.)
- Application Fee of \$325.00

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Date Submitted: \_\_\_\_\_

APPLICATION FEE = \$325.00

## APPLICATION FOR LICENSE NURSING HOME ADMINISTRATOR

I hereby make application for License as a Nursing Home Administrator pursuant to the Laws of the State of Mississippi and the Regulations of the Mississippi State Board of Nursing Home Administrator.

*Attach a recent photograph with  
your name and date provided on  
the back*

### GENERAL INFORMATION

1. Name: \_\_\_\_\_  
LAST FIRST MIDDLE MAIDEN

Do you have a name or nickname you prefer to be called? If so, please provide: \_\_\_\_\_

2. Home Mailing Address: \_\_\_\_\_  
STREET OR P. O. BOX CITY STATE ZIP CODE

3. Home Phone: \_\_\_\_\_ 4. Cell Phone: \_\_\_\_\_

5. Personal Email: \_\_\_\_\_ 6. Date of Birth: \_\_\_\_\_

7. Social Security Number: \_\_\_\_\_ 8. Driver's License Number: \_\_\_\_\_

### AIT INFORMATION

9. Facility Name: \_\_\_\_\_

10. Facility Mailing Address: \_\_\_\_\_  
STREET OR P. O. BOX CITY STATE ZIP CODE

11. Facility Phone: \_\_\_\_\_ 12. A.I.T. Business Email: \_\_\_\_\_

13. Preceptor Name: \_\_\_\_\_ 14. Preceptor License Number: \_\_\_\_\_

**EDUCATION**

15. Please list your education history beginning with High School diploma. List each institution that you attended and received college credit. **Have your official college credit transcripts sent directly to MSBNHA.**

Institution Name	Location	Dates Attended From:	Dates Attended To:	Major	Degree Earned

**EMPLOYMENT HISTORY**

16. List your employment history beginning with your current employment.

From Mo/Yr		Employer		Type of Business	
To Mo/Yr		City/State		Job Title	
Job Description					
From Mo/Yr		Employer		Type of Business	
To Mo/Yr		City/State		Job Title	
Job Description					
From Mo/Yr		Employer		Type of Business	
To Mo/Yr		City/State		Job Title	
Job Description					
From Mo/Yr		Employer		Type of Business	
To Mo/Yr		City/State		Job Title	
Job Description					
From Mo/Yr		Employer		Type of Business	
To Mo/Yr		City/State		Job Title	
Job Description					

**Membership in Professional Societies and Associations**

17. Please list any **active** memberships and associations:

**Name of Organization**

**Date of Membership**

_____	_____
_____	_____
_____	_____

**Licenses and Professional Certifications**

18. Please list all current and previous license and professional certifications held.

Type of License	Licensure State	License Number	Date Licensed From:	Date Licensed To:

**Background and Character**

19. Have you ever been arrested, convicted, or have a trial pending, for committing a crime, felony or misdemeanor?

- No
- Yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Are you in good health and physically able to perform the duties of a nursing home administrator?

- Yes
- No, explain: \_\_\_\_\_  
\_\_\_\_\_

21. Have you ever received treatment for excessive use of alcohol, drugs or narcotics?

- No
- Yes, explain: \_\_\_\_\_  
\_\_\_\_\_

22. Have you applied for a Nursing Home Administrator's license in another state?

- No
- Yes, list states: \_\_\_\_\_

23. Have you ever had a Certificate or Professional license refused, revoked, suspended, voluntarily surrendered, or encumbered in any way (including discipline action)?

- No
- Yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. Do you have any pending disciplinary action on any Certificate or Professional license?

- No
- Yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

25. Please provide three (3) references, not related by blood or marriage, who can testify to your character and professional competence.

<b>Name</b>		<b>Address</b>	
<b>Title</b>		<b>City/State</b>	
<b>Business</b>		<b>ZIP</b>	

<b>Name</b>		<b>Address</b>	
<b>Title</b>		<b>City/State</b>	
<b>Business</b>		<b>ZIP</b>	

<b>Name</b>		<b>Address</b>	
<b>Title</b>		<b>City/State</b>	
<b>Business</b>		<b>ZIP</b>	

**AFFIDAVIT OF APPLICATION**

I hereby certify that all information contained herein is complete and correct, that I am familiar with the Mississippi Statute pertaining to nursing homes and/or health care facilities and their administration.

If granted a license to practice as a Nursing Home Administrator in the State of Mississippi, I will obey the laws of the State, the Rules and Regulations of the Mississippi State Board of Nursing Home Administrators, and maintain the honor and dignity of the profession.

It is understood and agreed that if I should fail to keep the above agreement, or if I have made any false statements in the Application that my Application may be rejected or my license may be revoked by the Board.

\_\_\_\_\_  
(Signature of Applicant)

Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ My commission expires \_\_\_\_\_  
(Notary Public)

NOTARY SEAL

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## Certificate of Employment

I certify that \_\_\_\_\_ is employed by  
(Name of AIT)

\_\_\_\_\_ as of \_\_\_\_\_  
(Name of Facility) (Effective date of employment)

and will become a full-time, practicing, Administrator-in-Training after being approved by the Mississippi State Board of Nursing Home Administrators.

\_\_\_\_\_  
Owner/Regional Manager/Chairman of the Board  
(Printed or Typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ my commission expires \_\_\_\_\_  
(Notary Public)

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## Administrator-in-Training/Preceptor Agreement

I, \_\_\_\_\_ have entered into an agreement with  
(Administrator-in-Training)

\_\_\_\_\_ to serve as my preceptor for a period of six months,  
(Preceptor)

beginning \_\_\_\_\_.  
(month - day - year)

I will be an Administrator-in-Training at \_\_\_\_\_,  
(primary facility)

Located at \_\_\_\_\_.  
(address and city)

My Preceptor is at \_\_\_\_\_,  
(facility)

Located at \_\_\_\_\_.  
(address and city)

By affixing our signatures below, both my Preceptor and I agree to follow standards and guidelines set forth by the Board and to submit such periodic and special reports as the Board may require during the period of training.

Signature \_\_\_\_\_ (Administrator-in-Training) \_\_\_\_\_ (Date signed)

Signature \_\_\_\_\_ (Preceptor) \_\_\_\_\_ (Date signed)

NOTE: Part 2703, Chapter 1, Rule 1.2.C.(1) states:

"A candidate shall be deemed to have abandoned the application if he/she does not begin the A.I.T. Program within ninety (90) days from date of Board approval to enter the Program".

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## Physician's Statement

Note to the Physician: \_\_\_\_\_ is applying for a Mississippi  
(Applicant's Name)

Nursing Home Administrator License. Proof of good health of all license candidates is required by state law. Only the original document will be accepted.

\_\_\_\_\_ is in good health and physically able to perform  
(Patient's Name)

the duties of a nursing home administrator.

\_\_\_\_\_  
Physician's name (please print or type)

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
\_\_\_\_\_  
Physician's business address

\_\_\_\_\_  
Date

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## Proof of Experience Form

Only use if no Bachelor Degree

Name of Employee: \_\_\_\_\_

Employing Facility: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date Supervisory Employment Began: \_\_\_\_\_

Date Supervisory Employment Will End or Present: \_\_\_\_\_

Number of People Supervised: \_\_\_\_\_

Titles of Those Supervised: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Attach a copy of job description, including supervisory experience.***

\_\_\_\_\_  
Owner/Regional Manager/Chairman of the Board  
(Printed or Typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ my commission expires \_\_\_\_\_

(Notary Public)

NOTARY SEAL