

BOARDS AND COMMISSIONS
Board of Licensure for Long-Term Care Administrators
(Amended at ARRS Committee)

201 KAR 6:020. Other requirements for licensure.

RELATES TO: KRS 216A.070(1), 216A.080(1)

STATUTORY AUTHORITY: KRS 216A.070, 216A.080

NECESSITY, FUNCTION, AND CONFORMITY: KRS 216A.070 requires the Kentucky Board of Licensure for Long-Term Care Administrators to develop, impose, and enforce standards for licensure, and authorizes the Board to promulgate administrative regulations necessary for the proper performance of its duties. KRS 216A.080 authorizes the board to promulgate administrative regulations to establish requirements for applicants seeking licensure. This administrative regulation establishes requirements for examination and licensure.

Section 1. Examination. (1) The examination administered and verified by the National Association of Long-Term Care Administrator Boards (NAB) shall serve as the board approved examination required by KRS 216A.080(d).

Section 2. Requirements. In addition to meeting all of the requirements set forth in KRS 216A.080(1), an applicant for a long-term care administrator license shall:

- (1) Have satisfactorily completed a course of study for, and have been awarded a baccalaureate degree from, an accredited college or university accredited by an agency recognized by the United States Department of Education;
- (2) Submit to the Board of Licensure for Long-Term Care Administrators documentation of a passing NAB exam score, as defined by NAB for the period in which the exam was completed. Passing scores may be from up to two (2) years before or one (1) year following the filing of an application for licensure or reinstatement;
- (3)
 - (a) Have a bachelor's or master's degree from an academic program accredited by NAB which was awarded within two (2) years of the date of the application;
 - (b) Have completed an internship, that is at least 1,000 hours in length, which is a part of a degree in long-term care administration or a related field; or
 - (c) Have six (6) months of continuous management experience in a long-term care facility. If part-time, not less than 1,000 hours of management experience within a twenty-four (24) month period. This experience shall be completed up to two (2) years before or one (1) year following the date of application. The management experience shall include evidence of responsibility for:
 1. Personnel management;
 2. Budget preparation;
 3. Fiscal management;
 4. Public relations; and
 5. Regulatory compliance and quality improvement in the context of a long-term care facility.
- (4) Submit two (2) professional letters of reference; and
- (5) Submit Form 1, "Application for Licensure" and Form 2, "Work Verification Form", if required.

Section 3. Qualification. An applicant currently holding a Health Services Executive (HSE) qualification from NAB shall be considered to have met the requirements of Section 2 of this administrative regulation and shall submit documentation of a current HSE qualification from NAB.

Section 4. Any application not completed within one (1) year of the date of application shall be deemed incomplete and withdrawn.

Section 5. Notification. A licensee shall provide the board with written notification within thirty (30) days of the occurrence of any of the following:

- (1) Change of home address;
- (2) Change of employer;
- (3) Conviction of a felony or misdemeanor:
 - (a) A licensee providing notice of a conviction shall provide a copy of the judgment in the case.
 - (b) A plea of nolo contendere or an Alford plea shall not absolve the licensee of an obligation to report a conviction; or
- (4) Immediate Jeopardy or Substandard Level of Care notice received from the Cabinet for Health and Family Services by the long-term care facility at which the licensee serves as the administrator of record. A licensee providing notice of a citation shall provide a copy of the inspection report and submitted plan of correction.

Section 6. Incorporation by Reference.

(1) The following materials are incorporated by reference:

- (a) Form 1, "Application for Licensure", November 2021; and
- (b) Form 2, "Work Verification Form", June 2021.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Licensure for Long-Term Care Administrators, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. and is available at <https://ltca.ky.gov/>.

(25 Ky.R. 678; Am. 1584; eff. 1-19-1999; 26 Ky.R. 867; eff. 12-15-1999; 40 Ky.R. 628; 1016; eff. 11-20-2013; 40 Ky.R. 1847; 2281; eff. 5-2-2014; 44 Ky.R.2552; eff. 8-31-2018; TAm eff. 11-9-2020; 48 Ky.R. 1515; 1727; eff. 12-15-2021.)

CONTACT PERSON: Kevin R. Winstead, Commissioner, Department of Professional Licensing, 500 Mero Street 264 SC, office phone (502) 782-8805; email KevinR.Winstead@ky.gov.