



# Arkansas Department of Human Services

## Division of Medical Services

Office of Long Term Care Mail Slot S409  
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### MEMORANDUM

LTC-A- 2012-05

**TO:** (X) Nursing Home Administrators, (X) Nursing Facilities; (X) ICFs/MR 16 Bed & Over; (X) HDCs; (X) ICFs/MR Under 16 Beds; ( ) RCFs; (X) Interested Parties; ( ) Hospitals & Discharge Planners; (X) DHS County Offices

**FROM:** Carol Shockley, Director, Office of Long Term Care

**DATE:** April 16, 2012

**RE:** Advisory Memo – Notice of Administrator License Renewal and Inactive Status

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Please be advised that renewal of Administrator Licensure must be **completed by June 30, 2012**.  
**Renewal forms and instructions** may be found at the following website:  
<http://humanservices.arkansas.gov/dms/Pages/oltcForms.aspx> select DMS-746  
**Approved Workshops** may be found at the following website:  
<http://humanservices.arkansas.gov/dms/Pages/oltcWorkshops.aspx>  
If you do not have internet access call 501-682-1873 for assistance.

Please be aware of the following

1. Licenses must be renewed on or before **July 1, 2012**.
2. Applications for renewal must be postmarked to, or received by, the Department of Human Services (DHS), Division of Administrative Services, Long Term Care on or before **July 1, 2012**.

### RENEWAL OF ACTIVE LICENSE

1. **Fully completed** renewal applications **must** be accompanied by a check made payable to the Arkansas Department of Human Services in the amount of **\$100.00**.
2. **Fully completed** renewal applications **must** be accompanied by documentation that the applicant has attended and accumulated **twenty (20)** continuing education hours.
3. If the **fully completed** application, licensure fee, and documentation of twenty (20) continuing education hours is not postmarked to or received by the DHS, Division of Administrative Services, Long Term Care on or before **July 1, 2012**, the applicant's license will be **suspended**, and the applicant will be **ineligible** to perform the duties of nursing home administrator.

4. Applications for renewal postmarked to, or received by, the Office of Long Term Care after **July 1, 2012**, will not be considered unless, in addition to the above, the application is accompanied by a check for a late charge of **\$50.00** made payable to the Arkansas Department of Human Services.
5. **Licenses not renewed on or before September 3, 2012, shall expire effective September 3, 2012.**

### **INACTIVE STATUS RENEWAL**

If your Administrator's license is currently on **inactive status**, you **must**:

1. Fully complete the attached renewal application.
2. Indicate in the appropriate location on the renewal application that the license is to be inactive.
3. The application for renewal must be accompanied by a check made payable to the Arkansas Department of Human Services in the amount of **\$50.00**.
4. **If your license has been inactive since July 1, 2009, you must attach documentation that you have successfully completed twenty (20) continuing education hours in the license year that is ending this year. FAILURE TO COMPLY WILL RESULT IN THE AUTOMATIC EXPIRATION OF THE LICENSE.**

### **ACTIVATION OF INACTIVE LICENSE**

If you hold an inactive license and wish to have it activated, you must notify Jean Adams, Office of Long Term Care.

If you have questions, please contact Jean Adams at 501-682-1873.

If you need this material in alternative format such as large print, please contact our Americans with Disabilities Act Coordinator at (501) 682-8307(voice) or 682-6789 (TDD).

CS/ja