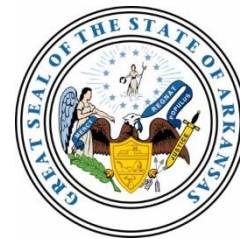




**Division of Provider Services
and Quality Assurance**
Office of Long Term Care
<http://humanservices.arkansas.gov/dms/Pages/oltcHome.aspx>



PO Box 8059, Slot S409, Little Rock, AR 72203-8059
501-682-8430 · Fax: 501-682-1197

MEMORANDUM

LTC-A-2018-02

TO: Nursing Home Administrators; Nursing Facilities; ICFs/MR 16 Bed & Over;
 HDCs; ICFs/MR Under 16 Beds; ALF Level I; ALF Level II;
 RCFs; Adult Day Cares; Adult Day Health Cares;
 Post-Acute Head Injury Facilities; Interested Parties;
 DHS County Offices

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

DATE: February 15, 2018

RE: Advisory Memo - Nursing Facility Administrator Licensure Renewal Notice

Please be advised that renewal of Administrator Licensure must be completed by June 30, 2018. Attached is the renewal form for completion by you.

Please be aware of the following timeframes:

1. Licenses must be renewed on or before **July 1, 2018**.
2. Applications for renewal must be postmarked to, or received by, the DHS, Division of Administrative Services, Long Term Care on or before **July 1, 2018**.

RENEWAL OF ACTIVE LICENSE

1. **Fully completed** applications for renewal **must** be accompanied by a check, made payable the Arkansas Department of Human Services, in the amount of **\$100.00**.
2. **Fully completed** applications for renewal **must** be accompanied by documentation that the applicant has attended and accumulated **twenty (20)** of 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 Office of Long Term Care on or before **July 1, 2018**, 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, 2018**, 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 4, 2018, shall expire effective September 5, 2018.**

INACTIVE STATUS RENEWAL

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

1. Fully complete the attached renewal application.
2. Indicate on 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 for two (2) years, or since July 1, 2015, you must attach documentation that you have successfully completed twenty (20) continuing education hours. 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 501-320-6411 or via email at Jean.Adams@dhs.arkansas.gov.

If you need this material in alternative format such as large print, please contact our Americans with Disabilities Act Coordinator at (501) 682-8365 (voice) or 682-1803 (TDD).

CS/ja