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| **Arkansas Department of Human Services** |
| **Division of Provider Services and Quality Assurance** |
| **Nursing Home Administrator License Renewal**  |
|  |
| Name: |       |  | If your name or home address has changed since last year, please check the box below. |  | **RETURN BY CERTIFIED MAIL TO:** |
| Lic. #: |       |  |  |  | Division of Administrative Services |
| Home Address: |       |  |  |  | Long Term Care |
|  |       |  |  |  | P.O. Box 8181, Slot WG2 |
| Home Phone: |       |  | [ ]  |  | Little Rock, AR 72203-8181 |
|  |
| **RENEWAL MUST BE POSTMARKED BY JULY 1** |
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| **I.**  | **TYPE OF LICENSE REQUESTED – Please select only one option** |
|  |
|  | A. | [ ]  | **ACTIVE** (and holding a currently active license) – REQUIRES **EITHER** (select one): |  |
|  |  |  |
|  |  | [ ]  |  | $100.00 fee enclosed **AND** |  |
|  |  |  |  | At least twenty (20) Continuing Education Hours (CEUs) obtained between July 1 of last year and June 30 of this year **AND** documentation of the CEUs enclosed or |  |
|  |  |  |
|  |  | [ ]  |  | $100.00 fee enclosed **AND** |  |
|  |  |  |  | A new Administrator’s licensed issued between July 1 of last year and June 30 of this year |  |
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|  | B. | [ ]  | **INACTIVE** (and holding a currently active license) – REQUIRES **EITHER** (select one): |  |
|  |  |  |
|  |  | [ ]  | $50.00 fee enclosed **AND** |  |
|  |  |  | At least twenty (20) Continuing Education Hours (CEUs) obtained between July 1 of last year and June 30 of this year **AND** documentation of the CEUs enclosed or |  |
|  |  |  |
|  |  | [ ]  | $50.00 fee enclosed **AND** |  |
|  |  |  | A new Administrator’s licensed issued between July 1 of last year and June 30 of this year |  |
|  |
|  | C. | [ ]  | **INACTIVE** (and holding a currently inactive license): |  |
|  |  |  |
|  |  | [ ]  | $50.00 fee enclosed **AND** |  |
|  |  |
|  |  | [ ]  | **If license has been inactive for more than 24 consecutive months prior to July 1 of this year**, at least twenty (20) Continuing Education Hours (CEUs) obtained between July 1 of last year and June 30 of this year **AND** documentation of the CEUs enclosed |  |
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|  | **NOTE:**  | If you have an inactive license and want to activate the license, contact the DPSQA Nursing Home Administrator Program at nha.licensure@dhs.arkansas.gov for the required activation packet. |  |
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| **II.** | **CONVICTIONS** |
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|  | Have you been convicted of any violation of law other than a minor traffic violation? | Yes | [ ]  | No | [ ]  |  |
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|  | If you answered YES, please attach a separate statement showing each offense, date and disposition of case, or whether it is already on file with the Division of Provider Services and Quality Assurance. |  |
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| **III.** | **EMPLOYMENT** |  |
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|  | List the facilities in which you have been employed as Administrator-of-Record during the last year. |  |
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|  |       |  | From: |       |  | To: |       |  |
|  |
|  |       |  | From: |       |  | To: |       |  |
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| I hereby certify that the statements made on this application are true and that I have complied with the requirements of the law. I am aware that any willful misrepresentation of material facts contained in this application will subject me to penalties as prescribed in the State Licensing Laws, including, but not limited to, revocation or suspension of this license. |
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|  |  |  |  |       |
| Signature: |  |  | Date: |  |

**Nursing Home Administrator License Renewal Application Instructions**

Please complete the enclosed DMS-746 Nursing Home Administrator License Renewal Form for licensure renewal for the period July 1 of this year through June 30 of next year. Current licenses **expire** June 30, of this year. The DMS-746 form is available on the DPSQA web site located at <https://humanservices.arkansas.gov/wp-content/uploads/DMS_746.pdf>.

Your renewal application, licensure fee and, if applicable, documentation of 20 clock hours of continuing education must be postmarked or received by DHS **no later than July 1 of this year**. The licenses of persons not meeting these requirements **shall be considered suspended on July 2 of this year. An individual holding a suspended license shall not serve as the administrator of a nursing facility.**

Based on provisions of Ark. Code Ann. § 20-10-405, renewal applications postmarked or received by DHS after July 1 of this year **must pay a late fee of $50.00**. Renewal applications will be processed by DHS through September 1 of this year. **A license not renewed by September 1st will expire on September 2nd.**

ONLY **COMPLETE application packets will be processed.** Incomplete packets (i.e., form unsigned, no fee, #2 not answered, copy of certificates from Continuing Education Units (CEU) completed, etc.) will be returned to the sender via certified mail and will not be considered received until **all** requirements are met.

Administrators who held an active license any time during the last twelve (12) months immediately preceding July 1 of this year must provide documentation of attendance for 20 clock hours of approved continuing education in order to renew their license – see requirements for CEU certificates listed below. This requirement also applies to current active licensees who wish to change to an inactive license for the period of July 1 of this year through June 30 of next year.

To renew your **active** administrator license as an **active** license, return:

1. The completed and signed renewal application form.

2. Documentation of 20 clock hours of approved continuing education. Your renewal packet must include the following proof of completed CEUs:

 a. certificates **bearing approval numbers**. DPSQA **will not** retroactively review and approve continuing education programs submitted as part of a renewal packet. Licensees must obtain the approval number **prior to submitting** a certificate for credit;

 b. documentation from a national Nursing Home Administrator program; or

 c. documentation from a State showing all of the CEUs attended within the accepted timeframe.

1. Licensure fee of $100.00.

To renew your **active** license in **inactive status**, return:

1. The completed and signed renewal application form.

2. Documentation of 20 clock hours of approved continuing education. Your renewal packet must include the following proof of completed CEUs:

 a. certificates **bearing approval numbers**. DPSQA **will not** retroactively review and approve continuing education programs submitted as part of a renewal packet. Licensees must obtain the approval number **prior to submitting** a certificate for credit;

 b. documentation from a national Nursing Home Administrator program; or

 c. documentation from a State showing all of the CEUs attended within the accepted timeframe.

1. Licensure fee of $50.00.

To renew your **inactive** administrator license as an **inactive** license, return:

1. The completed and signed renewal application form.
2. Licensure fee of $50.00.
3. **If your license has been inactive for more than twenty four (24) months**, 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.

To renew your **inactive** license in **active status**,

**IMMEDIATELY contact the DPSQA Nursing Home Administrator Program for the REQUIRED activation packet.** Persons who currently hold an inactive license and wish to return to active status **must meet** the educational, experience and core requirements listed under Section 2. D of the Rules and Regulations for the Licensure of Nursing Home Administrators in Arkansas. If you have questions about the requirements to change your license from inactive to active status, please contact nha.licensure@dhs.arkansas.gov.

**The following requirements apply to ALL certificates received for workshops/seminars attended. The certificate must:**

1. Contain the signature of the presenter/agent.
2. Contain the Arkansas, NAB/NCERS or other-state approval ID number.

**Note:** Registered sponsors (RS), such as the American College of Health Care Administrators (ACHCA) and the American Society on Aging, are approved annually by NAB/NCERS to offer/sponsor an unlimited number of programs, including self-study programs. These registered sponsors receive only one approval number (such as #: 07019-037-RS) that is used for all of the programs they offer. This number should be on any certificate received from these sponsors.

1. Clearly identify the workshop/seminar.
2. Clearly identify the licensed administrator.

Checks should be made payable to: **Department of Human Services. Please note on the memo line “NHA Renewal” to ensure proper processing of payment.**

Please return your renewal application form, active or inactive licensure fees and any required verification of continuing education hours by **Certified Mail** to:

**Department of Human Services**

 **Division of Administrative Services**

 **Long Term Care**

 **PO Box 8181 Slot WG2**

 **Little Rock, AR 72203-8181**

If you have any questions concerning licensure renewal procedures or continuing education requirements, please contact the office at nha.licensure@dhs.arkansas.gov.