



Division of Provider Services & Quality Assurance
Office of Long Term Care
P.O. Box 8059, Slot S409, Little Rock, AR 72203-8059

MEMORANDUM

LTC-2021-05

TO: Nursing Home Administrators, Nursing Facilities, ICFs/MR 16 Beds and Over, HDCs, ICFs/MR Under 16 Beds

FROM: Martina Smith, J.D., Division Director

DATE: April 16, 2021

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

Please be advised that renewal of Administrator Licensure must be completed by June 30, 2021. Use this link to download the NHA renewal form: <https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/office-of-long-term-care/nursing-home-administrator-licensing/>. Scroll down to the forms section and download DMS 746 Administrator License Renewal Form.

Please be aware of the following timeframes:

1. Licenses must be renewed on or before **July 1, 2021**.
2. Applications for renewal must be postmarked to, or received by, the DHS, Division of Provider Services and Quality Assurance, Office of Long Term Care, on or before **July 1, 2021**.

RENEWAL OF ACTIVE LICENSE

1. **Fully completed** applications for renewal **must** be accompanied by a check, made payable to 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, 2021**, the applicant's license will be **suspended**, and the applicant will be **ineligible** to perform the duties of a nursing home administrator.
 4. Applications for renewal postmarked to, or received by, the Office of Long Term Care after **July 1, 2021**, 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 1, 2021, shall expire effective September 2, 2021.**
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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, 2019, 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 Nursing Home Licensure at NHA.licensure@dhs.arkansas.gov.

ADDITIONAL INFORMATION FOR NURSING HOME ADMINISTRATORS

Additional information regarding Nursing Home Administrator Licensing renewals, updates, and continuing education information can be found on the DHS website. Click on the Office of Long Term Care- Nursing Home Administrator Licensing page under the Division of Provider Services and Quality Assurance (DPSQA).

If you would like to be added to the Arkansas Nursing Home Administrator Email Notification list, please include your email address at the bottom of your DMS-746 submission. Email notifications will be sent out regarding important announcements, guidance and information regarding your license and rules and regulations.

If you have questions, please contact NHA.licensure@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).