



Division of Medical Services
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



Dear Applicant:

The information on this site includes an Application Form, Criminal Record Check form and the Rules and Regulation for Nursing Home Administrator in Arkansas that became effective January 1, 1998. If you need this information in a different format, such as large print, contact our Americans with Disabilities Act Coordinator at (501) 682-8365 (voice) or (501) 682-1803 (TDD).

Please review the regulations. If you comply with the qualification requirements noted under Section II A - D, download and complete the application and the criminal record check form and forward them along with:

1. a cover letter using a business letter format explaining your capabilities or qualifications to function as a nursing home administrator addressed to the Office of Long Term Care;
2. letters of reference from each of the three references listed on your application;
3. an **official** copy of your college transcript;
4. a recent photo or copy of your diver's license (with photo) or passport;
5. the application/license fee of \$100 (This payment must accompany each application packet mailed to the Office. Please make checks payable to the **Department of Human Services.**); and
6. a completed Criminal Record Check form (Include a check or money order payable to the **Arkansas State Police** in the amount noted on the CRC form. Signature on form must be notarized, see instruction sheet with CRC form).

If you are requesting RECIPROCITY from another state, please contact OLTC before submitting your application.

Your application, licensure fee and requested documents should be mailed to:

Department of Human Services
Division of Administrative Services
Office of Long Term Care
PO Box 8181
Little Rock, AR 72203-8181

Applications received are reviewed for compliance with licensure requirements. **Applicants must have both education and long term care experience to be approved.** Please pay particular attention to the core requirements noted under Section II, D. 2 of the regulations; all five (5) of these subject areas must be satisfied, by one of the methods noted, or your application will be denied. You will receive written notification from the Office that the application has been approved or denied or that additional information is needed. Candidates may be scheduled for the next examination after determination of eligibility.

There are two examinations that candidates must pass in order to be licensed - National (NAB) and State. There will be an additional fee for the NAB test. Details on both exams will be sent to you after your application is approved.

A bibliography of study materials for the NAB exam and state regulations to study for the State exam will be provided to the candidate after the Office has reviewed the application and approved the candidate for the exams.

Your application will be denied if you do not meet all of the qualifications for licensure.

Thank you for your interest in the Nursing Home Administrator Program. If you have any questions concerning the licensure process, please contact me or my assistant, Connie Harrison, at (501) 682-6291.

Sincerely,

S. Jean Adams, Manager
Nursing Home Administrator Program
Office of Long Term Care