

Administrator License Renewal Checklist

- **Complete and sign application for administrator license renewal.**
 - Ensure all fields and boxes are completed and marked.
 - The NAB CE Registry, substitute page 2 in Word, Excel or PDF on our website, or your own report listing the required information as outlined in the administrator renewal application may be used in place of page 2 of the application form.
 - Document the continuing education (CE) clock hours and type (administrative and patient care).
 - Document only the CE clock hours completed during the license renewal period.
 - Effective April 30, 2019, any CE clock hours earned in the month of June in excess of the required hours may be reported on the next renewal.
 - Document the complete approval number for each CE program.
 - Type of CE hours required are administrative (A) and patient care (PC) hours.
 - Board approved programs (SO or TA approvals) designate A and/or PC hours.
 - NAB/NCERS approval and other state administrator licensing boards do not designate A and/or PC. Refer to the LTC Core of Knowledge (or referred to as the “List of Topics Related to Administrative and Patient Care Hours for NAB/NCERS Courses”) on our website to guide you in designating the type on your renewal. You will not be penalized for the type of CE hours you input on your renewal.
 - Ensure all CE programs listed equal the required amount of hours for licensure renewal.
 - Administrators licensed more than two years are required to complete and report 40 total CE clock hours with at least 10 PC* CE clock hours. *Please note that that if you have a limited NHA license to practice in a Christian Science facility, you are required to report 40 total CE hours with no PC hours required.
 - Administrators licensed less than two years are required to complete and report the prorated CE clock hours listed in the letter received with your license.
 - Administrators on probation will need to refer to the order or settlement agreement. Fee is \$50.00 for a one year probated license.
 - Do not send copies of certificates of CE clock hours completed. However, if requested by this office or selected in a random license renewal audit, you must provide the copies or let us know that you have a NAB CE Registry profile for this office to review your certificates.
- **Non-refundable license renewal fee made payable via one of the below options.** (\$100.00 for a two year renewal, \$50.00 for one year probated license)
 - Made payable online via electronic check or credit card at <https://health.mo.gov/about/online-payment.php>. Once electronic payment has been made and you received confirmation, email completed and signed application for administrator license renewal to BNHA@health.mo.gov or via fax to (573) 526-4314. Please note that the online payment website has been optimized for viewing in a common, modern web browser (i.e., Windows Internet Explorer version 8 and above, Firefox, Safari and Chrome). If you are running any other browser or older browser versions, you may encounter problems with certain sections of the payment website.
 - Made payable in a check or money order to Board of Nursing Home Administrators. Check or money order along with completed and signed application for administrator license renewal are to be mailed to Board of Nursing Home Administrators, ATTN: FEE RECEIPTS, PO Box 570, Jefferson City, MO 65102-0570. If overnighting the application and fee, mail to Board of Nursing Home Administrators, ATTN: FEE RECEIPTS, 920 Wildwood Drive, Jefferson City, MO 65109.
- **Application for administrator license renewal and fee are encouraged to be submitted by May 30 to ensure receipt of a new license prior to June 30.**
 - Mailed application for administrator license renewal and fee are to be postmarked by June 30 to ensure no late fee and other required information to complete a late license renewal.
 - Electronic submission of application for administrator license renewal and fee are to be submitted by June 30 to ensure no late fee and other required information to complete a late license renewal.

Please note that a person cannot practice as a licensed administrator on an expired license.

Questions? Please email BNHA@health.mo.gov.