

Limited NHA Licensure Criteria and Checklist
Pursuant to section 19 CSR 73-2.023 and 344.030.4, RSMo.

An applicant interested in becoming a licensed nursing home administrator in an institution certified by the Commission for Accreditation of Christian Science Nursing Organization as outlined in section 344.030.4, RSMo, is required to meet the criteria outlined below and if qualified, successfully pass the NHA state exam to receive Limited NHA license.

- 18 years of age or older
 - Completion of high school or equivalent
 - In the event of a criminal conviction, the Board shall consider the provisions of sections 324.012 and 344.050, RSMo, whether to approve or deny the application.
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- Cover letter** - include a cover letter along with application informing the Board of your wish to apply for the restricted NHA license. This ensures that our office processes the application and materials appropriately.
- Complete and sign application for licensure.**
 - Ensure all fields are completed and all appropriate boxes are selected. If the application does not provide enough room to provide all appropriate information, you may attach additional pages and/or submit a resume and/or documents detailing your experience.
- Copy of birth certificate or passport.**
- Copy of high school diploma* (or high school transcript) or equivalency certificate (GED).**
**Education completed in a foreign country will be required to be evaluated by an education credentialing organization and sent to this office. A credential evaluation is a comparison of your academic accomplishments to standards in the U.S. It is suggested to use one of the following – ECE at <https://www.ece.org/> or WES at <https://www.wes.org/>.*
- Criminal background screening.**
 - If you have or have had a criminal conviction, please provide a written explanation of the conviction and a copy of the court’s final disposition.
 - Please note that any person hired on or after January 1, 2001 and is an elder-care worker is required to make an application with the Family Care Safety Registry (FCSR) within 15 days of the beginning of employment. Since there is possibility of your employment existing in a Missouri licensed health care facility, please register with FCSR by visiting their website <http://www.health.mo.gov/safety/fcsr>.
- Former legal name(s):**

- **\$150.00 non-refundable fee made payable via one of the below options.**
 1. Made payable online via electronic check or credit card at <https://health.mo.gov/about/online-payment.php>. *Send the application and documents via email to BNHA@health.mo.gov.*
 2. Made payable in a check or money order to Board of Nursing Home Administrators. *Check or money order along with application and required documents are to be mailed to Board of Nursing Home Administrators, ATTN: FEE RECEIPTS, PO Box 570, Jefferson City, MO 65102-0570.*