

## Late 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 patient care 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.
  - 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.
- Provide a written statement along with the renewal application indicating your employment status from July 1, the date after expiration, through the submission date of the application for license renewal, and the reason(s) as to why the license renewal was not renewed prior to June 30.**
- Non-refundable license renewal fee plus the \$25.00 late 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 and written employment statement to [BNHA@health.mo.gov](mailto:BNHA@health.mo.gov) or via fax to (573) 526-4314.
  - 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 and written employment statement are to be mailed to Board of Nursing Home Administrators, ATTN: FEE RECEIPTS, PO Box 570, Jefferson City, MO 65102-0570. If overnighting the documents and fee, mail to Board of Nursing Home Administrators, ATTN: FEE RECEIPTS, 920 Wildwood Drive, Jefferson City, MO 65109.
- Application for administrator license renewal, fee (renewal fee plus \$25.00 late fee), and statement are to be postmarked or received by this office by June 30 to ensure your license does not permanently expire.**
  - If the license has been expired for more than 12 months, you will need to reapply for administrator licensure.

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

Questions? Please email [BNHA@health.mo.gov](mailto:BNHA@health.mo.gov).