



**BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND
ASSISTED LIVING FACILITY MANAGERS**

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Issuing of Duplicate License

On June 6, 2015, an administrator is allowed to oversee only one nursing care institution but may be appointed to oversee a second institution for no longer than 90 days and the two institutions are not more than 25 miles apart. Also, neither institution can be operating on a provisional license. Refer to R4-33-212 for additional requirements when operating a second institution.

This change directly affects duplicate licenses and how the issuance and tracking will be accomplished. NCIA Board rules allow the Board to be specific in where the duplicate will be placed and the extent of its use.

Make sure you qualify for a duplicate certificate before you submit the form and \$75.00 fee. All fees are non-refundable. If you have questions contact our office prior to submitting the request.

Below is how the Board will issue and track duplicate certificates.

- The duplicate license will be for a specific location and list the name and address of the facility.
- The duplicate license will be valid as long as the administrator remains appointed at the location listed on the duplicate license and keeps their license current, but for no longer than 90 days.
- **The duplicate license cannot be used at any other location.**
- **If the administrator appointment ends at the location listed on the duplicate, the duplicate license is no longer valid.**
- When the administrator appointment ends at the location on the license, the duplicate license must immediately be returned to the Board.
- If the administrator is appointed at a new location, a new duplicate license needs to be obtained from the NCIA Board for that new location.
- If the administrator's license is suspended, revoked, limited or expired, all duplicates have that same status.
- If the nursing care institution information and location is not filled out on the request form, a duplicate will not be issued.

This will allow the Board to receive the notice and or termination of appointment per AAC R4-33-211 and meet the display of certificate requirement per AAC R4-33-108.

Duplicate Administrators License Request

The duplicate will be issued to a single specific location under the Administrator's name and license number and is valid as long as long as you are appointed as the manager of record at that location

Complete a Service Request in the e-license portal and attach this completed form. Make appropriate address changes in the portal under "manage profile"

Administrator Information:

Administrator Name:	License #
E-mail:	Telephone:

Nursing Care Institution where your ORIGINAL License is posted

Institution Name:			DHS #	
Address:	City:	St.:	Zip:	
Start Date:				
Owner's Name:				
Address:	City:	St.:	Zip:	
Telephone:	E-mail:			

Nursing Care Institution where your DUPLICATE License will be posted

Institution Name:			DHS #	
Address:	City:	St.:	Zip:	
Start Date:	Miles between Facilities:			
Owner's Name:				
Address:	City:	St.:	Zip:	
Telephone:	E-mail:			

Yes No

Is the distance between the facilities less than 25 miles apart?

Yes No

Are you in compliance with the additional requirements of operating a second facility under R4-33-212?

Yes No

Is either facility operating under a provisional license?

Current mailing address: _____

Affidavit of Applicant

I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge. I also understand that the duplicate when issued is for a single location that is listed above and is valid as long as I am appointed administrator at that location, but for no longer than 90 days, per AAC R4-33-212.

Signature of Applicant: _____ Date: _____