



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

**Katie Hobbs**  
**Governor**

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**Jack Confer**  
**Executive Director**

1. This email is being sent per your request for how to start an Administrator License Application
2. Go to [elicense.az.gov](http://elicense.az.gov)
3. Click on open your account, click on the correct choice:
  - a. I have a license
  - b. I don't have a license
4. You must sign into the e-license portal, fill out the application and upload the required documents. This information is attached. Any required information that is not provided will delay the application process.
5. We do not provide a paper application and the license can only be competed in the e-licensing format.
6. Board staff cannot interpret the application or rules for you.

Due to the current software constraints, we are not able to view heic to jpg downloads or any photos sent.

Have the following items scanned and ready to download into your application.

1. Passport style photograph
2. Verification of licensing from other licensing agencies
3. Official educational institution transcripts
4. AIT Program Completion Documentation or ACHCA Certification (if applicable)
5. Character Certification #1
6. Character Certification #2
7. Completed Statement of Citizenship Form and Photo ID
8. Fingerprint Clearance Card- front and back

## Character Certification

Applicant: \_\_\_\_\_  
Last Name First Name Middle

### Certifier:

The above-named individual has applied for an Arizona Nursing Care Institution Administrator License or an Assisted Living Facility Manager Certificate. Use the "Recommendation" section below for comments pertinent, to the character and suitability of this applicant to practice in the profession. Please complete **ALL** areas below and return this certificate to:

Arizona State Board of Examiners of  
Nursing Care Institution Administrators and Assisted Living Facility Managers  
1740 W Adams, Suite 2490  
Phoenix, AZ 85007

Are you related to the applicant? Yes \_\_\_\_\_ No \_\_\_\_\_  
Are you the applicant's employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the applicant your employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
Number of years acquainted with applicant? \_\_\_\_\_ Years

(If the answer is "Yes" to any of the above questions, or have known the applicant for less than 3 years you do not qualify as a certifier)

I certify that I am personally acquainted with the applicant named above and believe their moral character and suitability is appropriate to be an Arizona Nursing Institution Administrator or Assisted Living Facility Manager.

RECOMMENDATION: (please write why you recommend this person for this license)

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\_\_\_\_\_  
Signature of Certifier

\_\_\_\_\_  
How acquainted

\_\_\_\_\_  
Printed Name of Certifier

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Street address

# ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS FOR STATE PUBLIC BENEFITS

Professional License and Commercial License

Arizona Board of Nursing Care Institution Administrators and Assisted Living Facility Managers

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the “Act”), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt “qualified aliens” (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive state or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the licensing agency that satisfactory demonstrates the applicant’s presence in the United States is authorized under federal law.

- Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must complete Section III.
- Submit this completed form and a copy of one or more document(s) from the attached “Evidence of U.S. Citizenship, U.S. National Status, or Alien Status” with your application for license or renewal.
- **If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph.**
- **You must submit supporting legal documents (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.**

## SECTION I – APPLICANT INFORMATION

APPLICANTS NAME (Print or Type) \_\_\_\_\_ DATE \_\_\_\_\_

TYPE OF LICENSE APPLYING FOR: \_\_\_\_\_

## SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

A. Are you a citizen or national of the United States

☐ Yes

☐ No

B. If **Yes**, indicate place of birth:

City \_\_\_\_\_ State (or equivalent) \_\_\_\_\_ Country or Territory \_\_\_\_\_

C. If you answered **Yes**:

1) Attach a legible copy of a document from the attached list.

Name of document \_\_\_\_\_

2) Go to Section IV.

D. If you answered **No**, you must complete Section III and IV

### SECTION III – ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front and back of a document from the attached List B or other document that evidences your status. A.R.S. § 1-501. Name of document provided:

**“Qualified Alien” Status** (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- ☐ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- ☐ 2. An alien who is granted asylum under Section 208 of the INA.
- ☐ 3. A refugee admitted to the United States under Section 207 of the INA.
- ☐ 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- ☐ 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- ☐ 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- ☐ 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- ☐ 8. An alien who is, or whose child or child’s parent is a “battered alien” or an alien subject to extreme cruelty in the United States.

**Nonimmigrant status** (8 U.S.C. § 1621(a)(2))

- ☐ 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Nonimmigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

**Alien Paroled into the United States for Less Than One Year** (8 U.S.C. § 1621(a)(3))

- ☐ 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA.

**Other persons** (8 U.S.C. § 1621(c)(2)(A) and (C))

- ☐ 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- ☐ 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 *et seq.*];
- ☐ 13. A foreign national not physically present in the United States.

**Otherwise Lawfully Present** (A.R.S. § 1-501)

- ☐ 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States. PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a)

### SECTION IV–DECLARATION

All applicants must complete this section. 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.

\_\_\_\_\_  
APPLICANT’S SIGNATURE

\_\_\_\_\_  
TODAY’S DATE

## ARIZONA STATEMENT OF CITIZENSHIP & ALIEN STATUS

All applicants must answer questions on the application regarding citizenship. A Xeroxed copy of a document that shows evidence of your citizenship or alien status MUST BE submitted with your application for licensure or renewal. See List A or List B.

### LIST A

Evidence showing U.S. citizen or U.S. national status includes the following:

\*If any of the following documents do not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

a. Primary Evidence:

- (1) An AZ driver's license issued after 1996 or an AZ non-operating identification license
- (2) A birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction); \*
- (3) A birth certificate or delayed birth certificate issued in any state, territory or possession of the U.S.; \*
- (4) A signed United States passport; current or expired;
- (5) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens); A U.S. certificate of birth abroad \*
- (6) Certificate of Birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; \*
- (7) Form N-550 or N-570, Certificate of Naturalization (issued by the Service through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N-550 has been lost or mutilated or the individual's name has changed);
- (8) Form N-561, Certificate of Citizenship;
- (9) Form I-197, United States Citizen Identification Card (issued by the Service until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
- (10) Form I-873 (or prior versions), Northern Marianas Card (issued by the Service to a collectively naturalized U.S. citizen who was born in the Northern Mariana Islands before November 3, 1986);
- (11) Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have a FS-240, FS-545, or DS-1350); or \*
- (12) Form I-872 (or prior versions), American Indian Card with a classification code "KIC" and a statement on the back identifying the bearer as a U.S. citizen (issued by the Service to U.S. citizen members of the Texas Band of Kickapoo living near the U.S./Mexican border).
- (13) A tribal certificate of Indian blood.\*
- (14) A tribal or bureau of Indian affairs affidavit of birth\*

NOTE: SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE DOCUMENTATION.

b. Secondary Evidence

If the applicant cannot present one of the documents listed in (a) above, the following may be relied upon to establish U.S. citizenship or U.S. national status;

- (1) Religious record recorded in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction) within three 3 months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
- (2) Evidence of civil service employment by the U.S. government before June 1, 1976;
- (3) Early school records (preferably from the first school) showing the date of admission to the school, the applicant's date and U.S. place of birth, and the name(s) and place(s) of birth of the applicant's parent(s);
- (4) Census record showing name, U.S. nationality or a U.S. place of birth, and applicant's date of birth or age;
- (5) Adoption finalization papers showing the applicant's name and place of birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction), or, when the adoption is not finalized and the state or other U.S. jurisdiction listed above will not release a birth certificate prior to final adoption, a statement from a state or jurisdiction approved adoption agency showing the applicant's name and place of birth in one of such jurisdictions, and stating that the source of the information is an original birth certificate;
- (6) Any other document that establishes a U.S. place of birth or otherwise indicates U.S. nationality (e.g., a contemporaneous hospital record of birth in that hospital in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);

c. Collective Naturalization

If the applicant cannot present one of the documents listed in (a) or (b) above, the following will establish U.S. citizenship for collectively naturalized individuals:

Puerto Rico:

- Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or
- Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain.

U.S. Virgin Islands:

- Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927;
- The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or
- Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or territory or the Canal Zone on June 28, 1932.

Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)):

- Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time);
- Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or
- Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen

d. Derivative Citizenship

If the applicant cannot present one of the documents listed in a or b above, the following may be used to make determination of derivative U.S. citizenship:

Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

Applicant born in the Canal Zone or the Republic of Panama:

- A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or
- A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

In all other situations in which an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories, but is unable to present the listed documentation:

- If the applicant is in the U.S., the applicant should contact the local U.S. Citizenship and Immigration Service office for determination of U.S. citizenship;
- If the applicant is outside the U.S., the applicant should contact the State Department for a U.S. citizenship determination.

e. Adoption of Foreign-Born Child by U.S. Citizen

- If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship;
- Because foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, the applicant should contact the local U.S. Citizenship and Immigration Service office for a determination of U.S. citizenship, if the applicant provides no evidence of U.S. citizenship.

f. U.S. Citizenship By Marriage

A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Provide evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922.

Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

g. A U.S. certificate of birth abroad\*

h. A foreign passport with a U.S. Visa\*

i. An I-94 form with a photograph

j. A U.S. citizenship and immigration services employment authorization document or refugee travel document\*

LIST B

Qualified Aliens, Nonimmigrant, and aliens paroled into U.S. for less than one year.

a. "Qualified Aliens"

Evidence of "Qualified Alien" status includes the following:

*Alien Lawfully admitted for Permanent Residence*

- \*Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
- Unexpired Temporary I-551 stamp in foreign passport or on \*I Form I-94.

*Asylee*

- \*Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (S)";
- \*Form I-766 (Employment Authorization Document) annotated "AS";
- Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or
- Order of an immigration judge granting asylum.

*Refugee*

- \*Form I-94 annotated with stamp showing admission under § 207 of the INA;
- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- \*Form I-766 (Employment Authorization Document) annotated "AS";

*Alien Paroled into the U.S. for at Least One Year*

- \*Form I-94 with stamp showing admission for at least one year under section 212(d) (S) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

*Alien Whose Deportation or Removal was withheld*

- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)";
- \*Form I-766 (Employment Authorization Document) annotated "A10"; or
- Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under §241 (b) (3) of the INA.

*Alien Granted Conditional Entry*

- \*Form I-94 with stamp showing admission under §203 (a) (7) of the INA;
- \*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or
- \*Form I-766 (Employment Authorization Document) annotated "A3".

*Cuban/Haitian Entrant*

- \*Form I-551 (Alien Registration Receipt Card, commonly known as a "green Card") with the code CU6, CU7, or CH6.
- Unexpired temporary I-551 stamp in foreign passport or on \*Form I-94 with the Code CU6 or CU7; or
- \*Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212 (d) (S) of the INA.

*Alien who has been Declared a Battered Alien or Alien Subjected to Extreme Cruelty*

- U.S. Citizenship and Immigration Service petition and supporting documentation

b. Nonimmigrant

Evidence of "Nonimmigrant" status includes the following:

- \*Form I-94 with stamp showing authorized admission as nonimmigrant

c. Alien Paroled into U.S. for less than One year

- \*Form I-94 with stamp showing admission for less than one year under section 212 (d) (S) of the INA

d. A foreign passport with a U.S. visa

e. An I-94 form with a photograph.

f. A U.S. citizenship and immigration services employment authorization document or refugee travel document.

**ARTICLE 2.**  
**NURSING CARE INSTITUTION ADMINISTRATOR LICENSING**

**R4-33-201 Requirements for Initial License by Examination**

To be eligible to receive an initial license by examination as a nursing care institution administrator, an individual shall:

1. Education and training.
  - a. Hold a minimum of a baccalaureate degree from an accredited college or university and successfully complete an AIT program;
  - b. Hold a minimum of a master's degree in either a health-related field or business administration from an accredited college or university; or
  - c. Hold a minimum of an associate of arts degree in nursing from an accredited college or university and:
    - i. Be currently licensed as a registered nurse under A.R.S. § 32-1632,
    - ii. Have worked as a registered nurse for five of the last seven years, and
    - iii. Successfully complete an AIT program.
2. Examination.
  - a. Obtain the scaled passing scores on both the NAB core of knowledge and line of service examinations or qualify with NAB as a Health Services Executive, and
  - b. Obtain a score of at least 80 percent on the Arizona examination;
3. Fingerprint clearance card. Have a valid fingerprint clearance card issued under A.R.S. Title 41, Chapter 12, Article 3.1; and
4. Application. Submit all applicable information required under R4-33-204.

**R4-33-202. Requirements for Initial License by Reciprocity**

To be eligible for an initial license by reciprocity as a nursing care institution administrator, an individual shall:

1. Substantially equivalent educational requirement.
  - a. Hold a minimum of a baccalaureate degree from an accredited college or university, or
  - b. Hold ACHCA certification;
2. Substantially equivalent examination requirement.
  - a. Hold a valid and current license as a nursing care institution administrator.
    - i Issued at least two years ago
    - ii Issured by a state or territory, and
    - iii Obtained by passing the NAB examination; or
  - b. Have evidence of qualification by NAB as a Health Services Executive; and
  - c. Obtain a score of at least 80 percent on the Arizona examination;
3. Never have had a nursing care administrator license suspended, revoked, or otherwise restricted by any state or territory;
4. Fingerprint clearance card. Have a valid fingerprint clearance card issued under A.R.S. Title 41, Chapter 12, Article 3.1; and
5. Application.
  - a. Submit all applicable information required under R4-33-204,
  - b. Have submitted directly to the Board a certified copy of the valid and current license issued by a state or territory, and
  - c. Have submitted directly to the Board by NAB:
    - i The examination score referenced under subsection (2)(a), or
    - ii Evidence of qualification as a Health Services Executive.

**R4-33-203. Requirements for Temporary License**

A. To be eligible for a temporary license as a nursing care institution administrator, an individual shall:

1. Meet the requirements specified in R4-33-201 or R4-33-202 except for the requirement at R4-33-201(2) or R4-33-202(2)(c);



2. Have the owner of an a nursing care institution that intends to appoint the applicant as administrator if the applicant is successful in obtaining a temporary license submit to the Board a Letter of Intent to Appoint on a form that is available from the Board. The owner of the nursing care institution shall include the following in the Letter of Intent to Appoint:
    - a. Name of the owner of the nursing care institution;
    - b. Name and address of the nursing care institution;
    - c. Name of the applicant;
    - d. An affirmation of intent to appoint the applicant;
    - e. Reason for requesting a temporary license for the applicant;
    - f. License number of the nursing care institution; and
    - g. Signature of the owner of the nursing care institution affirming the information provided is true and complete;
  3. Not have held an Arizona temporary license as a nursing care institution administrator within the past three years; and
  4. Not have failed the Arizona or NAB examination before applying for a temporary license.
- B.** At the Board's request, an applicant for a temporary license shall appear or be available by telephone for an interview with the Board.
- C.** A temporary license is valid for 150 days and is not renewable. Before expiration of the temporary license, the temporary licensee shall become licensed under A.R.S. § 36-446.04 and this Article or discontinue as administrator of the nursing care institution.
- D.** If a temporary licensee fails the Arizona or NAB examination during the term of the temporary license, the temporary license is automatically revoked and the former licensee shall discontinue as administrator of the nursing care institution.

#### **R4-33-204. Initial Application**

- A.** An individual who desires to be licensed as a nursing care institution administrator shall submit the following information to the Board on an application form, which is available from the Board:
1. Full name of the applicant;
  2. Other names that the applicant has used;
  3. Mailing address of the applicant;
  4. E-mail address of the applicant
  5. Home, work, and mobile telephone numbers of the applicant;
  6. Applicant's date and place of birth;
  7. Applicant's Social Security number;
  8. Address of every residence at which the applicant has lived in the last five years;
  9. Name and address of every accredited college or university attended, dates of attendance, date of graduation, and degree or certificate received;
  10. Information regarding professional licenses or certifications currently or previously held by the applicant, including:
    - a. Name of issuing agency;
    - b. License or certificate number;
    - c. Issuing jurisdiction;
    - d. Date on which the license or certificate was first issued;
    - e. Whether the license or certificate is current; and
    - f. Whether the license or certificate is in good standing and if not, an explanation;
  11. Information regarding the applicant's employment record for the last five years, including:
    - a. Name, address, and telephone number of each employer;
    - b. Title of position held by the applicant;
    - c. Name of applicant's supervisor;
    - d. Dates of employment; and
    - e. Reason for employment termination;
  12. Whether the applicant was ever denied a professional license or certificate and if so, the kind of license or certificate denied, licensing authority making the denial, and date;
  13. Whether the applicant ever voluntarily surrendered a professional license or certificate and if so, the kind of license or certificate surrendered, licensing authority, date, and reason for the surrender;

14. Whether the applicant ever allowed a professional license or certificate to lapse and if so, the kind of license or certificate that lapsed, licensing authority, date, reason for lapse, and whether the license or certificate was reinstated;
  15. Whether the applicant ever had a limitation imposed on a professional license or certificate and if so, the kind of license or certificate limited, licensing authority, date, nature of limitation, reason for limitation, and whether the limitation was removed;
  16. Whether the applicant ever had a professional license or certificate suspended or revoked and if so, the kind of license or certificate suspended or revoked, licensing authority, date, and reason for the suspension or revocation;
  17. Whether the applicant ever was subject to disciplinary action with regard to a professional license or certificate and if so, the kind of license or certificate involved, licensing authority, date, and reason for and nature of the disciplinary action;
  18. Whether any unresolved complaint against the applicant is pending with a licensing authority, professional association, health care facility, or nursing care institution and if so, the nature of and where the complaint is pending;
  19. Whether the applicant ever was charged with or convicted of a felony or a misdemeanor, other than a minor traffic violation, in any court and if so, the nature of the offense, jurisdiction, and date of discharge; and
  20. Whether the applicant ever was pardoned from or had expunged the record of a felony conviction and if so, the nature of the offense, jurisdiction, and date of pardon or expunging.
- B.** In addition to the application form required under subsection (A), an applicant shall have the following submitted directly to the Board on the applicant's behalf:
1. Official transcript submitted by each accredited college or university attended by the applicant;
  2. Verification of license that is signed, authenticated by seal or notarization, and submitted by each agency that ever issued a professional license to the applicant;
  3. "Character Certification" form submitted by two individuals who have known the applicant for at least three years and are not related to, employed by, or employing the applicant; and
  4. If the applicant is certified by ACHCA, verification of certification submitted by ACHCA;
- C.** In addition to complying with subsections (A) and (B), an applicant shall submit:
1. If the applicant completed an AIT program, a photocopy of the certificate issued upon completion;
  2. For every felony or misdemeanor charge listed under subsection (A)(19), a copy of documents from the appropriate court showing the disposition of each charge;
  3. For every felony or misdemeanor conviction listed under subsection (A)(19), a copy of documents from the appropriate court showing whether the applicant met all judicially imposed sentencing terms;
  4. Full-faced photograph of the applicant taken within the last six months;
  5. Fingerprint clearance card.
    - a. Photocopy of the front and back of the applicant's fingerprint clearance card;
    - b. Proof of submission of an application for a fingerprint clearance card; or
    - c. If denied a fingerprint clearance card, proof that the applicant qualifies for a good-cause exception hearing under A.R.S. § 41-619.55;
  6. Documentation, as described in A.R.S. § 41-1080(A), of U.S. citizenship or alien status indicating presence in the U.S. is authorized under federal law;
  7. Signed and notarized affidavit affirming that the information provided in the application is true and complete and authorizing others to release information regarding the applicant to the Board; and
  8. Fees required under R4-33-104(A)(1) and (A)(2).
- D.** If required by the Board under A.R.S. § 36-446.03(D), an applicant shall appear before the Board.
- E.** When the information required under subsections (A) through (C) is received and following an appearance before the Board required under subsection (D), the Board shall provide notice regarding whether the applicant may take the licensing examinations required under R4-33-201 or R4-33-202.

- F. Because of the time required for the Board to perform an administrative completeness review under R4-33-103, an applicant shall ensure the information required under subsections (A) through (C) is submitted at least 30 days before the applicant expects to take the Arizona examination.

#### **R4-33-205. Administration of Examinations; License Issuance**

- A. The Board shall administer the Arizona examination at least twice each year at times and places specified by the Board.
- B. An applicant shall make arrangements directly with NAB to take the NAB examination.
- C. The Board shall provide written notice to an applicant regarding whether the applicant passed a required examination.
- D. An applicant for licensure under R4-33-201 is not required to take or pass both examinations at the same time. An applicant who passes one of the examinations listed in R4-33-201(2) but fails the other is required to retake only the examination failed.
- E. When an applicant passes the examinations required under R4-33-201 or R4-33-202, the Board shall send the applicant a written notice that the Board will issue a license to the applicant when the applicant submits to the Board the fee required under R4-33-104(A)(4). If the applicant fails to submit the fee within six months of the Board's notice, the Board shall administratively close the applicant's file. An individual whose file is administratively closed may receive further consideration only by submitting a new application under R4-33-201 or R4-33-202.

#### **R4-33-206. Renewal Application**

- A. The Board shall provide a licensee with notice of the need for license renewal. Failure to receive notice of the need for license renewal does not excuse a licensee's failure to renew timely.
- B. An administrator license expires at midnight on June 30 of each even-numbered year.
- C. To renew an administrator license, the licensee shall submit the following information to the Board, on or before June 30, on a renewal application, which is available from the Board:
  - 1. Current address;
  - 2. Current e-mail address
  - 3. Current home and business telephone numbers;
  - 4. Whether within the last 24 months the licensee was convicted of or pled guilty or no contest to a criminal offense, other than a minor traffic violation, in any court and if so, attach a copy of the original arrest record and final court judgment;
  - 5. Whether within the last 24 months the licensee was denied a professional license or had a professional license revoked, suspended, placed on probation, limited, or restricted in any way by a state or federal regulatory authority and if so, the kind of license, license number, issuing authority, nature of the regulatory action, and date;
  - 6. An affirmation that the number of hours of continuing education required under R4-33-501 has been completed; and
  - 7. The licensee's dated signature affirming that the information provided is true and complete.
- D. In addition to the renewal application required under subsection (C), a licensee shall submit:
  - 1. A photocopy of the front and back of the licensee's fingerprint clearance card;
  - 2. Documentation described in A.R.S. § 41-1080(A) unless the documentation previously submitted under R4-33-204(C)(6) established U.S. citizenship or was a non-expiring work authorization issued by the federal government; and
  - 3. The license renewal fee required under R4-33-104.
- E. An individual whose license expires because of failure to renew timely may apply for renewal by complying with subsections (C) and (D) if:
  - 1. The individual complies with subsections (C) and (D) on or before July 31;
  - 2. The individual pays the late renewal fee prescribed under R4-33-104; and
  - 3. The individual affirms the individual has not acted as a nursing care institution administrator since the license expired.
- F. An individual whose license expires because of failure to renew timely and who does not comply with subsection (E) may become licensed as a nursing care institution administrator only by complying with R4-33-201 or R4-33-202.

**R4-33-207. Inactive Status**

- A.** The Board shall place an administrator's license on inactive status if the administrator:
  - 1. Is in good standing in Arizona,
  - 2. Submits a written request to the Board to be placed on inactive status, and
  - 3. Submits evidence that complies with R4-33-501(D) showing that the administrator completed two hours of continuing education for each month in the current biennial period before the request to be placed on inactive status.
- B.** Within seven days after receiving a request to be placed on inactive status, the Board shall provide the administrator written confirmation of inactive status.
- C.** An administrator whose license is on inactive status is not required to comply with R4-33-501.
- D.** An inactive license expires under R4-33-206 unless the administrator timely submits a renewal application and the fee required under R4-33-104(A)(7).
- E.** To resume active licensure status, an administrator shall:
  - 1. Submit evidence that complies with R4-33-501(D) showing that the administrator completed 25 hours of continuing education within the six months before requesting to resume active licensure status, and
  - 2. Submit a written request to the Board to resume active licensure status.
- F.** The Board shall grant a request to resume active licensure status if the requirements of subsection (E) are met. Within seven days after receiving the written request to resume active licensure status, the Board shall send written notice to the administrator granting or denying active status.

**R4-33-208. Standards of Conduct; Disciplinary Action**

- A.** An administrator shall know and comply with all federal and state laws applicable to operation of a nursing care institution.
- B.** An administrator shall not:
  - 1. Engage in unprofessional conduct as defined at A.R.S. § 36-446;
  - 2. Be addicted to or dependent on the use of narcotics or other drugs, including alcohol;
  - 3. Directly or indirectly permit an owner, officer, or employee of a nursing care institution to solicit, offer, or receive any premium, rebate, or other valuable consideration in connection with furnishing goods or services to patients of the institution unless the resulting economic benefit is directly passed to the patients;
  - 4. Directly or indirectly permit an owner, officer, or employee of a nursing care institution to solicit, offer, or receive any premium, rebate, or other valuable consideration for referring a patient to another person or place unless the resulting economic benefit is directly passed to the patient;
  - 5. Willfully permit the unauthorized disclosure of information relating to a patient or a patient's records;
  - 6. Discriminate against a patient or employee on the basis of race, sex, age, religion, disability, or national origin;
  - 7. Misrepresent the administrator's qualifications, education, or experience;
  - 8. Aid or abet another person to misrepresent that person's qualifications, education, or experience;
  - 9. Defend, support, or ignore unethical conduct of an employee, owner, or other administrator;
  - 10. Engage in any conduct or practice contrary to recognized community standards or ethics of a nursing care institution administrator;
  - 11. Engage in any conduct or practice that is or might constitute incompetence, gross negligence, repeated negligence, or negligence that might constitute a danger to the health, welfare, or safety of a patient or the public;
  - 12. Procure or attempt to procure by fraud or misrepresentation a license or renewal of a license as a nursing care institution administrator;
  - 13. Violate a formal order, condition of probation, or stipulation issued by the Board;
  - 14. Commit an act of sexual abuse, misconduct, harassment, or exploitation; or
  - 15. Retaliate against any person who reports in good faith to the Board alleged incompetence or illegal or unethical conduct of any administrator.
  - 16. Accept an appointment as administrator of a nursing care institution in violation of R4-33-212.

- C. The Board shall consider a final judgment or conviction for a felony, an offense involving moral turpitude, or direct or indirect elder abuse as grounds for disciplinary action under A.R.S. § 36-446.07, including denial of a license or license renewal.
- D. An administrator who violates any provision of A.R.S. Title 36, Chapter 4, Article 6 or this Chapter is subject to discipline under A.R.S. § 36-446.07.

#### **R4-33-209. Renumbered**

#### **R4-33-210. Licensure following Revocation**

An individual who wishes to be licensed after the individual's license as a nursing care institution administrator is revoked shall:

1. Not apply for licensure until at least 12 months have passed since the revocation; and
2. Apply for licensure under R4-33-201 or R4-33-202.

#### **R4-33-211. Notice of Appointment**

- A. An administrator shall provide written notice to the Board, within 30 days, of being appointed administrator of a nursing care institution or terminating an appointment.
- B. An administrator shall include the following, as applicable, in a notice regarding the administrator's appointment:
  1. Administrator's name,
  2. Administrator's license number,
  3. Name and address of the nursing care institution to which the administrator is appointed,
  4. Date of appointment,
  5. Name and address of the nursing care institution at which the administrator's appointment is terminated, and
  6. Date of termination.

#### **R4-33-212. Appointment as Administrator of Multiple Nursing Care Institutions**

- A. Except as provided in subsection (B), an individual licensed under R4-33-201 or R4-33-202 shall not be appointed as administrator of more than one nursing care institution.
- B. An individual licensed under R4-33-201 or R4-33-202 may be appointed as administrator of a second nursing care institution if:
  1. Neither nursing care institution is operating under a provisional license;
  2. The two nursing care institutions are no more than 25 miles apart; and
  3. The appointment at the second institution is for no more than 90 days.
- C. A licensed administrator who is appointed as administrator of a second nursing care institution under subsection (B) shall:
  1. For both nursing care institutions, designate in writing an individual who is on the nursing care institution premises and accountable for the services provided at the nursing care institution when the licensed administrator is not on the nursing care institution premises. The designated individual shall:
    - a. Be at least 21 years old;
    - b. Be qualified through education and experience to fulfill the responsibilities of a nursing care institution administrator; and
    - c. Never have had licensure or certification suspended or revoked by the Board;
  2. Ensure that the name of the designated individual is conspicuously displayed at all times in a manner that informs those seeking assistance who is accountable for the services provided;
  3. Place the written notice of designation required under subsection (C)(1) in the personnel file of the individual designated; and
  4. Be available to the individual designated under subsection (C)(1) by telephone or electronically within 60 minutes.

#### **R4-33-213. Repealed**