



Katie Hobbs
Governor

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

Jack Confer
Executive Director

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Letter of Intent for Temporary Manager Certificate

Applicant Name: _____

Name of Owner/Person Hiring: _____

DHS License number of the Assisted Living Facility: _____

Name of the Assisted Living Facility: _____

Street Address: _____

City: _____ State _____ Zip: _____

Phone: _____ Fax: _____

Reason for requesting a temporary certificate:

I, _____, do hereby affirm that I intend to employ the above listed applicant as the Manager, of the listed Assisted Living Facility, if the applicant is successful in obtaining a temporary certificate.

Signature of Owner: _____ Date: _____

R4-33-402. Requirements for a Temporary Certificate

A. To be eligible for a temporary certificate as an assisted living facility manager, an individual shall:

1. Meet the requirements under R4-33-401 except for the requirement at R4-33-401(3);
2. Have the owner of an assisted living facility that intends to appoint the applicant as manager if the applicant is successful in obtaining a temporary certificate submit to the Board a Letter of Intent to Appoint, on a form that is available from the Board. The owner of the assisted living facility shall include the following in the Letter of Intent to Appoint:
 - a. Name of the owner of the assisted living facility;
 - b. Name and address of the assisted living facility;
 - c. Name of the applicant;
 - d. An affirmation of intent to appoint the applicant;
 - e. Reason for requesting a temporary certificate for the applicant;
 - f. License number of the assisted living facility; and
 - g. Signature of the owner of the assisted living facility affirming the information provided is true and complete;
3. Not have held an Arizona temporary certificate as an assisted living facility manager within the past three years; and
4. Not have failed the Arizona examination before applying for the temporary certificate.

B. At the Board's request, an applicant for a temporary certificate shall appear or be available by telephone for an interview with the Board.

C. A temporary certificate is valid for 150 days and is not renewable. Before expiration of the temporary certificate, the temporary certificate holder shall obtain a certificate under A.R.S. § 36-446.04 and this Article or discontinue as manager of the assisted living facility.

D. If a temporary certificate holder fails the Arizona examination during the term of the temporary certificate, the temporary certificate is automatically revoked and the former temporary certificate holder shall discontinue as manager of the assisted living facility.