

Notice of Appointment Instructions

1. Log into your portal and choose "Notice of Appointment" and choose "start"

Home

Profile

- Personal Information
- Certificate & Wallet Card

License

- Document Upload
- License Renewal

Invoices & Receipts

Requests

- Name Change Request
- Document Request
- Duplicate Certificate Request
- Notice of Appointment**
- Status Change Request
- Fingerprint Clearance Card Summary

Notice of Appointment

Please click Start to add new employment and/or submit a employment changes request

Request Date	Status
No Record	

Start

Choose "Add New" - Do NOT hit "Submit" here

Notice of Appointment

Action	Employment	Employment Start Date	Employment End Date
No Records have been added. Click + Add New to submit an additional program or program modification record.			

+ Add New

Choose "Add" in the action

Notice of Appointment

Note: All information with a red asterisk (*) is required.

License *

Action *

Note: Choose "New" to add an employment, "Change" to modify an employment or "Delete" to remove an employment

Complete all the required fields, including the original start date and end date (if you are leaving the facility - leave blank if you are just now starting there) - then "Save and Continue"

Form fields for registration:

- ZIP Code *
- ADHS License Number *
- Owner's Name *
- Employment Start Date (MM/DD/YYYY)
- Employment End Date (MM/DD/YYYY)

Navigation: < Previous | Save & Continue >

Choose "Submit"

Employment Records

Employer Name	Employment Start Date	Employment End Date	Position
test facility	06/06/2024	06/14/2024	Manager
test			Manager

Notice of Appointment

Action	Employment	Employment Start Date	Employment End Date	
Add	test - Manager	06/07/2023	06/07/2024	Edit Delete

+ Add New

Submit

You will then see this message and get an email confirmation

egers

Notice of Appointment

✓ Complete

Your request has been submitted

Email looks like:



Arizona Nursing Care Institution
Administrators and Assisted
Living Facility Managers

Hello NCIA Test Account,

The Board has received your Notice of Appointment. Your request will be reviewed and you will be contacted upon completion of your request or if additional information is needed.

Respectfully,

The NCIA Board

Arizona Nursing Care Institution Administrators and Assisted Living Facility Managers
1740 W. Adams Street, Suite 2490
Phoenix, Arizona 85007
Telephone: 6023642374

Respectfully,

Donita McGlasson
Deputy Director | NCIA Board
1740 W. Adams St., STE 2490
Phoenix, Arizona 85007
Ph: 602-542-5959