

Start at the Licensee Portal: <https://aznciab.portalus.thentiacloud.net/webs/portal/service/#/login>

Use your email address on file with the Board. If you don't remember your password or this is your first time logging in, choose "Reset Password". You will receive a temp password from noreply@thentiacloud.com

aznciab.portalus.thentiacloud.net/webs/portal/service/#/login



Arizona Nursing Care Institution
Administrators and Assisted
Living Facility Managers

Licensee Portal

[Sign In](#)

Or

Forgot your password? [Reset Password](#)

Once you are logged into the Portal, choose “License Renewal”

The screenshot shows the portal's home page. At the top right, there are links for "Messages" and "NCIA Test Account". The left sidebar contains a navigation menu with the following items: 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), Account Settings, and Continuing Education Course Request. The "License Renewal" option is highlighted in yellow. The main content area is titled "Home" and features a "Your Information" section with input fields for Legal First Name (NCIA), Legal Last Name (Test Account), Legal Middle Name, Telephone ((602) 542-5959), and Email (donita.mcglasson@aznciaboard.us). Below this is a "Licenses" section with a table listing the user's licenses.

License Type	License Number	License Status	License Effective Date	License Expiration Date
Certified Assisted Living Facility Manager	ALM-013252	Active	11/15/2024	02/20/2025

These are all your licenses.

At the bottom of the "Home" section, there is an "Outstanding Invoices" link.

You will then see the “Start Renewal” Option if you are within 90 days of your expiration date

The screenshot shows the "License Renewal" page. It contains a paragraph explaining that this section is for completing a renewal application for an existing license and that a "Start Renewal" button will appear next to the license record when it is available for renewal. Below the text, it states that the license information is listed below. A table displays the license details, and a yellow "Start Renewal" button is visible next to the expiration date.

This section is to complete a renewal application for an existing license. A "Start Renewal" button will appear next to your license record on this page once your license is available for renewal. Your progress is saved and you can return at a later time. For assistance, please email us at information@aznciaboard.us.

Your license information is listed below.

License Type	License Number	Status	Expiration Date
Certified Assisted Living Facility Manager	ALM-013252	Active	02/20/2025

Start Renewal

Step 1 of 8: Personal Information

Ensure all the information is correct – make any necessary changes All information with a red asterisk (*) is required.
When complete, choose “Save and Continue”

Province/State *

Postal/ZIP Code *

Public Address

Same as Mailing Address? * Yes No

Note: The Public Address will be disclosed on the web site. You must provide both Mailing Address and a Public Address. If only a mailing address is provided, this will be considered a Public Address and disclosed on the Board's web site for license search purposes.

Contact Information

Current Home Telephone Number *

Current Business Telephone Number *

Primary E-mail *

Military Status

Are you or your spouse on active duty in the military? * Yes No

Are you a military veteran? * Yes No

Save & Continue >

Step 2 of 8: Status Change Request – choose whether you want to remain “Active” or if you want to be “Inactive”. Note – if you choose Inactive, you will be subject to CEU requirements when requesting to go Active again. You can remain Active, even if you are not actively managing a facility at this time. When complete, choose “Save and Continue”

License Renewal

2 Status Change Request Step 2 of 8

FOR RENEWAL APPLICATIONS:

Please confirm that the license below is the correct license to renew.

- If your Current Status is "Active" or "Probation/Restriction" you are welcome to select either "Active" to remain Active or "Inactive" to go Inactive.
- If your Current Status is "Inactive" you are welcome to select either "Inactive" to remain Inactive or "Active" to go Active.
- If your Current Status is "Expired" as a result of renewing late you may select either "Inactive" to go Inactive or "Active" to go Active.

Please ensure you have reviewed the Board Rules before submitting your request:
<https://nciaboard.az.gov/about/board-directory-rules>

Administrators, please review: R4-33-207
Managers, please review: R4-33-406

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

License Type *	Certified Assisted Living Facility Manager
Current Status *	Active
Requested Status *	Active

< Previous Save & Continue >

Step 3 of 8: Arizona Statement of Citizenship – complete all required fields and upload your “Evidence of U.S. Citizenship, U.S. National Status, or Alien Status”. When complete, choose “Save and Continue”

License Renewal

3 Arizona Statement of Citizenship And Alien Status for State Public Benefits

Step 3 of 8

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

Arizona Statement of Citizenship And Alien Status

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 for Statement of US Citizenship:

All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must complete Section III.

- This page has to be completed and a copy of one or more document(s) from the “Evidence of U.S. Citizenship, U.S. National Status, or Alien Status” document linked [HERE](#) must be uploaded 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 upload supporting legal documents (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Citizenship or National Status Declaration

Are you a citizen or national of the United States? *

Yes No

City of Birth *

test

State of Birth *

Select...

Country/Territory of Birth *

United States of America

Step 4 of 8: Continuing Education: Enter the number of hours you completed for Continuing Education and upload your certificates. When complete, choose “Save and Continue”

License Renewal

4 Continuing Education Information

Step 4 of 8

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

Continuing Education Requirement

Per ACC R4-33-501, a certified manager shall obtain 24 credit hours of Board-approved continuing education during each biennial period. During the biennial period in which a manager is initially certified, the manager shall obtain one credit hour of Board-approved continuing education for each month or part of a month remaining in the biennial period.

Continuing Education Information

Number of CE Hours Total: *

Upload Supporting Documentation:

Choose Files

Note: Please provide all evidence of completion in one file

< Previous

Save & Continue >

Step 6 of 8: Declarations: Answer the required questions. If a “Yes” answer is selected, you will be required to upload supporting documentation. When complete, choose “Save and Continue”

License Renewal

6 **Declarations** Step 6 of 8

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

1. Have you in the last 24 months been convicted of or pled guilty or no contest to a criminal offense, other than a minor traffic violation, in any court? If yes, attach a copy of the original arrest record and the final court judgement. *

Yes No

2. Have you in the last 24 months been 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? If yes, please provide the kind of license, license number, issuing authority, nature of the regulatory action, and date in the space below. *

Yes No

Step 7 of 8: Attestation: Complete the attestation and sign. When complete, choose “Save and Continue”

License Renewal

7 **Attestation** Step 7 of 8

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

I affirm that I've completed the number of hours of continuing education required under [Article 5, Section R4-33-501](#) *

I affirm that I will comply with the disclosure requirements under [Article 4, Section R4-33-408](#) *

I affirm that the information provided in this application is true and complete *



Step 8 of 8: Payment – follow all instructions to remit your payment.

License Renewal

8 **Payment** Step 8 of 8

Fee Breakdown

Invoice Item	Amount
Manager Renewal to Active Fee allotted to General Fund	\$27.45
Manager Renewal to Active Fee allotted to Board	\$155.55
Convenience Fee	\$3.00
Total	\$186.00

Method of Payment

Please select method of payment. American Express and Discover credit cards are not accepted.

Method of Payment

[Process Payment >](#)

Once payment is accepted, you will receive a confirmation of “Submitted” and an email with your receipt. Your renewal will be sent to the Board for review. Please keep an eye on your email for your “Approval” or if there are additional items needed, a Deficiency Notice. You’re your renewal is approved, you will NOT be sent a new certificate. You will download your wallet card from your portal, which will have your new expiration date.

License Renewal



Submitted

Thank you for completing your renewal. If you have questions about your renewal please contact us at information@aznciboard.us.

For payments, please visit the [Invoices & Receipts](#) section on the menu.

AZNCIAB - Renewal - Submitted

External

Inbox x



noreply@thentiacloud.com

to me ▾

9:51AM (0 minutes ago)



Arizona Nursing Care Institution
Administrators and Assisted
Living Facility Managers

Hello NCIA Test Account,

You have successfully completed the online registration renewal process. We will be reviewing your submission and will contact you if there are any issues. If you would like a copy of your invoice, please visit the [Registrant Portal \(https://aznciab.portalus.thentiacloud.net/webs/portal/service\)](https://aznciab.portalus.thentiacloud.net/webs/portal/service).

Arizona Nursing Care Institution Administrators and Assisted Living Facility Managers
1740 W. Adams Street, Suite 2490
Phoenix, Arizona 85007
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Wallet Card can be downloaded at no charge, anytime through your portal:



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

Account Settings

Continuing Education Course Request

License Renewal

✓ Submitted

Thank you for completing your renewal. If you have questions about your renewal please contact us at information@aznciboard.us.

For payments, please visit the [Invoices & Receipts](#) section on the menu.