



Douglas A. Ducey
Governor

Allen Imig
Executive Director

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

**RENEWAL APPLICATION MUST INCLUDE THE FOLLOWING DOCUMENTS
PLEASE REFER TO R4-33-605**

When renewing the training program in the elicense portal, upload all required documents in a PDF format.

1. For instructors listed on application, provide evidence that each program instructor is qualified under R4-33-602(C).
2. A written description of the training program that includes
 - A. The length of the program (minimum of 40 hours) including:
 - B. Educational goals that demonstrate the training program is consistent with state requirements.
3. Written curriculum, consistent with R4-33-603(B).
4. Since the last approval:
 - A. Number of student-cohort classes to which training was provided
 - B. Number of students who completed the training program
 - C. Results obtained on the final written exam for each student
 - D. Percentage of students who passed the examination on the first attempt
5. If training is taught at an assisted living facility provide information listed under R4-33-604(B)(7)
6. Evaluation form required under R4-33-602(A)(7)(b).
7. Summary of evaluations for each student cohort required under R4-33-602(E)(1)(c) and measures taken, if any, to improve the training program based on student evaluations
8. Copy of D&S certificate issued to student upon completion
9. Name of text book used, author, publication date, and publisher
10. Copy of written policies and procedures required under R4-33-602(A)(3)
11. Signature of the owner of the training program
12. The fee of \$600.00 as prescribed under R4-33-104(C)(2).

Completed renewal applications should be mailed or delivered to:

NCIA Board
1740 W. Adams, Suite 2490
Phoenix, Arizona 85007