



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

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***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 R4-33-705

Renewal applications must be submitted through the eLicensing portal at <https://elicense.az.gov/>. Below are submissions you will need to have PDF files to upload.

1. For instructors listed on application, provide evidence that each program instructor is qualified under R4-33-702(C).
2. A written description of the training program that includes
 - A. The length of the program (minimum of 62 hours) including:
 1. The number of hours of classroom instruction
 2. The number of hours of skills training
 3. The number of hours of distance learning
 - B. Educational goals that demonstrate the training program is consistent with state requirements.
3. Written curriculum, consistent with R4-33-703(C).
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 D&S final written exam for each student (names and scores)
 - D. Percentage of students who passed the D&S examination on the first attempt
5. If training is taught at an assisted living facility provide information listed under R4-33-704(B)(8)
6. Evaluation form required under R4-33-702(A)(6)(c).
7. Summary of all evaluations for each student cohort required under R4-33-702(G)(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 R4-33-702(A)(2)
11. The fee of \$1,300.00 as prescribed under R4-33-104(D)(2).