

Nursing Home Administrator

Responsible for the general administration of a nursing home whether or not such individual has an ownership interest in such home. Administers fiscal operations, directs hiring and training of personnel, and negotiates for improvement of and additions to buildings and equipment. Directs and coordinates activities of medical, nursing, and administrative staffs and services. Develops policies and procedures for various establishment activities. May represent establishment at community meetings and promote programs through news media.

Legislation

Statute: NH RSA 151-A
 Administrative Rules: Chapter Nuh 100 - 500

Licensure Requirements

- Must be at least 21 years of age
- Provide evidence of citizenship or legal residence
- Bachelor’s degree, including a minimum of 15 credits in core knowledge subjects
- One year of experience as an administrator-in-training (AIT) in a nursing home of at least 50 beds, or equivalent experience
- Provide evidence of professional ethics

Examination

Written examinations required — both State and National

Continuing Education

40 clock hours of continuing education in subjects related to nursing home administration are required every two years. Licensees who have been licensed for a minimum for 15 consecutive years in New Hampshire, including the immediately preceding two-year registration, shall submit 30 clock hours of continuing education in subjects related to nursing home administration every two years.

Reciprocity

Permitted with all states whose standards are equal to or higher than this state’s requirements, with payment of fee and passing examinations

Active Licenses

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Regulatory Agency

New Hampshire Office of Professional Licensing and Certification
 Board of Examiners of Nursing Home Administrators
 121 South Fruit Street
 Concord, New Hampshire 03301

phone (603) 271-4728
fax (603) 271-6702
web <www.nh.gov/nha/>
contact Penny Taylor, Administrator
e-mail penny.taylor@nh.gov

Fees

Application	\$300.00
Temporary permit, including application fee	\$300.00
NAB examination set by NAB/PES (Professional Examination Service)	
State examination set by NAB/PES (Professional Examination Service)	
Biennial renewal	\$300.00
Reinstatement	\$300.00
<i>All fees are subject to change</i>	

O*Net Codes

11-9111.00	Medical and Health Services Managers
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Additional Information Sources

National Association of Long Term Care Administrator Boards
 <www.nabweb.org>

Related Training

Hospital and Health Care Facilities Administration/Management;
 Long Term Care Administration/Management