

# **Nursing Home Administrator**

## **Documentation Required for Initial Licensure**

- Create an account and apply online at: <http://ibplicense.iowa.gov/>
- Pay the \$120 application and fee. All application fees are nonrefundable.
- Attach proof of the following. Email the documents to [plpublic@idph.iowa.gov](mailto:plpublic@idph.iowa.gov) if there are any issues attaching.
  - Passing score on the national exam sent directly from the exam service; AND
  - Official transcripts conferring a bachelor's degree in health care, nursing home administrator or long-term care, sent directly to the Board office from an accredited college or university. Transcripts from applicants with degrees in other disciplines must show satisfactory completion of ten semester hours of business management, accounting or business law or any combination thereof, AND six semester hours of gerontology or aging-related coursework, AND twelve semester hours in health care administration; AND
  - Long Term Health Care Practicum
    - 720 hours of long-term health care practicum, consisting of 80 clock hours of all of the following areas: social services; dietary; legal aspects and government organizations; nursing; environmental services; activities/community resources; business administration; administrative organization; human resource management, OR
    - Written verification from school faculty of completion of a minimum of 400 hours of long-term health care practicum with a maximum of 320 hours waived based on prior academic coursework or experience, and that each of the 9 required practicum areas have been satisfied; OR
    - Substitution of one year of long-term health care administration experience for the practicum requirement. The applicant must submit: written verification from the facility owner/ COO/ HR officer or board president that states the dates of service, facility name(s), and position(s) held, and a written attestation from a licensed nursing home administrator to verify completion of the equivalent of a minimum of 80 clock hours in each of the following areas

### **Applicants licensed in another state:**

- Attach or email verification of license held in other state. The license verification must include license issue date, expiration date and any pending or past disciplinary action.