

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Nursing Home Administrator Application

AN APPLICATION WILL NOT BE REVIEWED BY PROFESSIONAL STAFF OF THE DEPARTMENT UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED.

- The fee for initial licensure covers the cost of eligibility determination and related administrative functions. At such time as an applicant is determined eligible for licensure, the process of licensure issuance will proceed immediately. The licensure renewal fee is separate and distinct from the application fee. Licenses are renewed biennially during the licensee's month of birth. Renewal will be required in the second birth month which immediately follows the issuance of licensure. The full renewal fee will be required regardless of the date of initial licensure.
- It is the responsibility of the applicant to arrange for submission of all required documentation for timely completion of the application. The Department does **NOT** notify applicants of incomplete documentation. It is recommended that applicants who are interested in expediting licensure contact the Department periodically to monitor the status of their file with regard to the receipt of supporting documents.
- Educational credentials earned in a country other than the United States (or Canada in some instances) must be evaluated by a credential evaluation service approved by the Department. Documents in a language other than English **MUST** be translated by a certified translation service in accordance with instructions from this office. Applicants to whom these provisions apply should request additional information from this office.
- No personal checks are accepted. Please remit the application fee, by **CERTIFIED CHECK** or **MONEY ORDER ONLY**, payable to "**TREASURER, STATE OF CONNECTICUT**", in United States dollars. All fees are non-refundable and non-transferable. The fee which accompanies an application covers the cost of reviewing and processing that specific application, **IT CANNOT BE REFUNDED, EVEN IF THE APPLICANT IS FOUND INELIGIBLE FOR LICENSURE.**
- Any incomplete application which has remained inactive for one year will be destroyed in accordance with the agency's record retention plan. To reactivate the application process, a completely new application and fee will be required.
- Licensure requirements are subject to change as a result of new legislation, new Rules and Regulations, or from new policies and procedures adopted by the Department of Public Health working, where appropriate, in cooperation with various Boards of Examiners. Applicants must meet current licensure requirements.
- Licensing examination questions are **NOT** included in the Freedom of Information Act as documents available for review. Whenever possible, however, this division will provide whatever feedback possible with regard to examination performance.
- The Privacy Act of 1974 requires any federal, state or local government agency that requires individuals to disclose their social security numbers to inform those individuals whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is requested and how it will be used. Pursuant to Connecticut General Statutes, Section 17b-137a(a)(1), disclosure of the social security number is mandatory. The social security number is used in the administration and collection of taxes and is also used for child support collection. Please note that the Department will **ONLY** disclose social security numbers to government entities. Your social security number will **NOT** be released to the general public.



Phone: (860) 509-7603
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # 12APP
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer
www.dph.state.ct.us

REQUIREMENTS FOR NURSING HOME ADMINISTRATOR LICENSURE

Eligibility

Applicants must have completed either:

1. A baccalaureate degree in any area and a Department approved course of study in long-term care administration; or
2. A master's degree completed in a program accredited by the Accrediting Commission on Education for Health Services Administration (<http://www.cahme.org/ByName.html>) or approved by the Department pursuant to Section 19a-519-4 of the Regulations of Connecticut State Agencies (attached). Attached, Please find a list of the master's degree programs and courses of study in long term care administration within Connecticut which have been approved as leading toward Connecticut nursing home administrator licensure; and
3. Successful completion of the requisite number of hours of residency training or field placement. For the baccalaureate degree route the required number of residency or field placement training is 900 hours, 450 of which may not be completed in a facility with which you have a business or familial relationship. For the master's route, the requisite number of hours of residency or field placement training is 500 of which none may be completed in a facility with which you have a business or familial relationship;
4. Successful completion of the Connecticut Jurisprudence and Public Health Code examination;
5. Successful completion of the NAB/NHA examination. Currently, the pass point is a scaled score pass of 113. Prior to January 1991, the pass point was a score equal to or less than one standard deviation below the mean of the national norm group.

NAB Registration Information

Once the Department has received all documentation as outlined below, your application will be reviewed and an eligibility determination will be made. At such time as you have been determined eligible, the Department will notify you with additional instructions as to applying for the examination on-line. Once you have registered on-line, Professional Examination Service (PES) will notify you electronically that you are eligible for examination subsequent to confirming such information with the Department. Please do not register for the examination on-line until the Department has notified you that you are eligible. For a candidate handbook and information relative to registration, you may visit the PES web site at <http://www.proexam.org/nab>.

IMPORTANT: If you do not have access to the Internet, there is a provision to make a paper based application. However, there is an additional fee to apply via this route. Please contact the Department for further information.

Documentation Requirements

All applicants must arrange for the submission of the following:

Initial Licensure

1. A complete, notarized application with attached photo and fee in the amount of \$200.00 in the form of a certified bank check or money order payable to, "Treasurer, State of Connecticut";
2. A signed certificate of physical and mental health, issued on examining physician's professional stationary or prescription pad;
3. Three (3) letters of reference indicating your suitability to administer a facility as follows:
 - a) One (1) letter from a licensed nursing home administrator, licensed physician, or registered nurse attesting to the applicant's professional qualifications and degree of experience;
 - b) Two (2) character references from persons not related to the applicant;

4. If applying based on number 1 above, an official transcript verifying the award of a bachelor's degree directly from the school;
5. An official transcript of your academic course in long-term care administration, directly to this office from the school. If your academic course has not been granted approval for Connecticut licensure, such transcript must be accompanied by an official course outline for your year of attendance (for Department approved programs: If you have completed the course and the internship requirements, you may be determined eligible for examination based on submission of the documentation submitted pursuant to 7 below. However, you will not be eligible for licensure until this office has received an official transcript verifying the completion of the course and internship components);
6. If applying based on number 2 above, an official master's transcript directly from the school, verifying master's degree in long-term care administration or in a related health care administration field. For master's degree programs completed in a program that is not ACEHSA accredited or Department approved, the transcript must be accompanied by an official course outline for your years of attendance;
7. Verification of residency training or field placement. Two (2) letters must be submitted, as follows:
 - a) A letter directly from the educational program director, certifying successful completion of all requirements for academic credit and for residency training or field placement, including the beginning and ending dates of placement and total number of hours completed; and
 - b) A letter directly from the on-site supervisor, verifying the training facility, the beginning and ending dates of placement, number of clock hours served, a brief description of duties completed and supervision/training provided, and an evaluation as to whether the training was satisfactorily completed. If you completed training at more than one facility, a verification letter is required from each on-site supervisor. If you completed an internship for the purpose of licensure in another state, this office must also receive an official letter from the state licensing agency verifying that the internship was completed for purposes of licensure in that state and must include the total number of hours completed, site and exact dates of internship;

NOTE: Candidates who are currently licensed and working full-time as the administrative head of a long term care facility providing skilled nursing services twenty four hours per day under medical supervision and direction for at least one year in another state may have their licensed work experience accepted in lieu of the approved residency program. Such work experience should be verified in writing by the appropriate authority directly to this office.
8. Official report of NAB/NHA examination scores, forwarded directly to this office by the Professional Examination Service. If you completed the examination outside of Connecticut, please order a score transfer report from PES on-line at <https://www.proexam.org/nab>;
9. Successful completion of the Connecticut jurisprudence examination covering the Connecticut public health code, (Section 19-13-d8t) and Connecticut state laws;
10. If applicable, verification of all licenses ever held in other states, forwarded directly to this office by the appropriate state(s). Please contact the state(s) first, as a fee may be required (form enclosed).

Reinstatement of Lapsed License

1. A completed, notarized application with photograph, and fee of \$200.00 in the form of a certified bank check or money order made payable to "Treasurer, State of Connecticut";
2. A synopsis of professional activities since lapse in licensure;
3. A letter sent directly from the appropriate authority confirming your most recent employment;
4. If applicable, verification of all licenses ever held in other states, forwarded directly to this office by the appropriate state(s). Please contact the state(s) first, as a fee may be required (form enclosed).; and
5. If applicable, successful completion of the Connecticut State Law examination;

Important

- An applicant for reinstatement who has been out of active practice as a nursing home administrator for one (1) year or more is required to complete the Connecticut Jurisprudence and Public Health Code Examination.
- For examination dates and deadlines, please contact this office at (860) 509-7603 or visit the Department's web site: <http://www.state.ct.us/dph/Publications/BRS/HSR/exams.htm>.

LICENSURE BY ENDORSEMENT

Persons holding a current valid license as a nursing home administrator in another state may apply for licensure by endorsement. Pursuant to Connecticut General Statutes, the following conditions must be met for licensure by endorsement:

1. The applicant must have completed educational preparation equal to that required for Connecticut licensure; and
2. The applicant must be a currently practicing nursing home administrator in good standing in the state of licensure.

Applicants for licensure by endorsement must arrange for the state of licensure to forward directly to this office, all laws, regulations and policies relative to licensure requirements. This office will review such material and determine whether the licensing requirements are equal to or greater than those required in this state. This office will not review any information unless an application is filed and the fee is paid.

NOTE: All applicants are required to successfully complete the Connecticut Jurisprudence and Public Health Code Examination.

All supporting documents should be forwarded directly from the prime source to:

Department of Public Health
Nursing Home Administrator Licensure
410 Capitol Ave., MS# 12APP
P.O. BOX 340308
Hartford, CT 06134-0308
(860) 509-7603

Continuing Education

On and after October 1, 2004, each licensee applying for renewal is required to complete a minimum of twenty hours of continuing education activities. Please see Section 19a-515 of the Connecticut General Statutes (attached) for details.



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

Lic. : _____
Effective: _____

Nursing Home Administrator Licensure Application

Please check one: [] INITIAL [] ENDORSEMENT [] REINSTATEMENT CT License # _____

Last Name: _____ First Name: _____ MI: _____ Maiden Name: _____

Date of Birth: ____/____/____ Social Security No.: ____-____-____ Gender: _____

Name and Mailing Address: This will be how your name and address will appear on your official license, your address of record for all mailings from this office and releasable pursuant to Freedom of Information requests.

Name on License: _____

Address: _____

City, State, Zip: _____

Daytime Phone Number: (____) _____ E-mail: _____

Are you now or have you ever been licensed in any other state? YES [] NO []

If yes, please list all _____

Please indicate which month you plan to attend the state law examination: All applications must be postmarked (or hand delivered) no later than the deadline date. For examination dates and deadlines, please contact this department at (860) 509-7603 or visit our examination website at http://www.state.ct.us/dph/Publications/BRS/HSR/exams.htm

- [] January [] March [] May
[] July [] September [] November

At the exam, do you require accommodation for any disability? YES [] NO []. If yes, attach a separate written statement to the application, briefly describing the nature of your disability and the accommodation you are seeking. Upon review of your request, this office will contact you for appropriate documentation.

COLLEGE DEGREES RECEIVED:

Table with 3 columns: COLLEGE, DEGREE EARNED, YEAR EARNED

INTERNSHIP PROGRAM:

List all academic courses taken as part of internship:

Table with 4 columns: COURSE, SCHOOL, DATE, GRADE

LIST ALL WORK EXPERIENCES ASSOCIATED WITH THE INTERNSHIP:

Table with 4 columns: FACILITY, LOCATION, POSITIONS/DUTIES, DATES

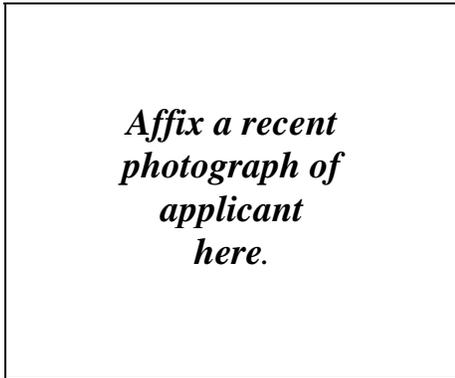
PROFESSIONAL HISTORY: Answer the following questions by checking YES or NO.

1. Have you ever had your membership in or certification by any professional society or association suspended or revoked for reasons related to professional practice. YES NO
2. Has any professional licensing or disciplinary body in any state, the District of Columbia, a United States possession or territory, or a foreign jurisdiction, limited, restricted, suspended or revoked any professional license, certificate, or registration granted to you, or imposed a fine or reprimand, or taken any disciplinary action against you? YES NO
3. Have you ever, in anticipation or during the pendency of an investigation or other disciplinary proceeding, voluntarily surrendered any professional license, certificate, or registration issued to you by any state, the District of Columbia, a United States possession or territory, or a foreign jurisdiction? YES NO
4. Have you ever been subject to, or do you currently have pending, any complaint, investigation, charge, or disciplinary action by any professional licensing or disciplinary body in any state, the District of Columbia, a United States possession or territory, or a foreign jurisdiction or any disciplinary board/committee of any branch of the armed services? YES NO
5. Have you ever entered into, or do you currently have pending, a consent agreement of any kind, whether oral or written, with any professional licensing or disciplinary body in any state, the District of Columbia, a United States possession or territory, any branch of the armed services or a foreign jurisdiction? YES NO
6. Have you ever been found guilty or convicted as a result of an act which constitutes a felony under the laws of this state, federal law, or the laws of another jurisdiction and which, if committed within this state, would have constituted a felony under the laws of this state? YES NO

**If you answered yes to any of the above statements, please give full details on a separate, NOTARIZED statement.*

PHOTOGRAPH:

NOTARIZATION



On this _____ day of _____ of 20 _____,

_____ (applicant's name)

Personally appeared before me, who being duly sworn says that she/he is the person referred to in the foregoing application and that the photograph attached hereto is a true picture of self and that the statements made herein are true in every respect.

Signature of Applicant

Sworn to me this _____ day of _____ of 20 _____.

_____ My commission expires _____

Signature of Notary Public

Please return this application and fee for \$200.00 (certified check or money order) made payable to, "Treasurer, State of Connecticut" to:

Department Of Public Health
Nursing Home Administrator Licensure- Remittance Unit
410 Capitol Ave., **MS# 12 MQA**
P.O. Box 340308
Hartford, CT 06134-0308



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

REGULATIONS OF CONNECTICUT STATE AGENCIES CONCERNING EVALUATION OF CANDIDATES WITH PREVIOUS LICENSURE

Section 19a-14-1 to 19a-14-5

19a-14-1. A person previously licensed in Connecticut whose license has become void pursuant to section 19-88 of the Connecticut General Statutes, may apply for licensure under the terms of these regulations. In determining the qualifications of such a candidate, pursuant to section 19a-14 of the Connecticut General Statutes, the Department of Health Services shall refer the application to the appropriate Board or Commission for review, evaluation, and recommendations. If no Board or Commission exists for the profession in question, the Department of Health Services may make the review and evaluation.

19a-14-2. When reviewing and evaluating applications pursuant to section 19a-14-1 of these regulations, the Board, Commission or Department shall consider at least the following: (1) credentials presented for initial licensure; (2) length of practice as a licensed professional; (3) time elapsed since leaving active practice; (4) whether the candidate had been the subject of complaints, investigations or disciplinary actions as a licensed professional; and (5) any continuing education undertaken by the candidate. The Board, Commission or Department must determine whether or not these factors, taken together, meet current licensure requirements.

19a-14-3. After completion of the review prescribed in section 19a-14-2 of these regulations, the Board or Commission shall make recommendations to the Department regarding the acceptability for licensure of the candidate. At its discretion, the Department may, after considering all licensure requirements and make recommendations of the Board or Commission, grant licensure to the candidate.

19a-14-4. No license shall be issued if there is a complaint awaiting adjudication against the applicant in another state or with the Department of Health Services until such a time as it is resolved in favor of the candidate.

19a-14-5. An applicant whose license has been suspended or revoked pursuant to section 19a-17 of the Connecticut General Statutes cannot reapply for licensure under the terms of these regulations.

STATEMENT OF PURPOSE: To allow persons previously licensed in Connecticut to have their work experience as a licensed person be considered when applying for a new license in Connecticut in the same profession.



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Approved Master's degree Programs in Long Term Care Administration Related Health Care Administration Field and Courses of Study in Long Term Care Administration

Institution Name	Program(s)	Address	Contact
University of Connecticut	<ul style="list-style-type: none"> • Master of Business Administration Program Health Care Management Specialization • Certification Program in Long Term Care 	University of Connecticut School of Business Administration Center for Health Systems Management U Box-41 368 Fairfield Road Storrs, CT 06269-2041	Jeffrey A. Kramer, Ph.D., Program Director (860) 486-4122
Rensselaer Polytechnic Institute (The Hartford Graduate Center)	<ul style="list-style-type: none"> • Master of Science in Management: Nursing Home Administrator Licensure Track • Certification Program in Long Term Administration 	Rensselaer Polytechnic Institute Health Care Management 275 Windsor Street Hartford, CT 06120-2991	Sheldon Friedman, Curriculum Chair (860) 548-2430
Quinnipiac University	<ul style="list-style-type: none"> • Master of Health Administration: Concentration in Long Term Care • Certification Program in Long Term Care 	Quinnipiac University Department of Health Administration School of Business 275 Mount Carmel Avenue Hamden, CT 06518	Ronald Rozette, Ph.D., Director of the Graduate Health Administration Program (203) 582-8249
University of New Haven	<ul style="list-style-type: none"> • Master of Science in Health Care Administration • Certification Program in Long Term Care 	University of New Haven Department of Public Management 300 Orange Avenue West Haven, CT 06516	Charles Coleman, Chair of Public Management (203) 932-7375
Sacred Heart University	<ul style="list-style-type: none"> • Master of Arts in Health Systems Management: Concentration in Long Term Care Administration 	Sacred Heart University Office of Graduate Admissions 5151 Park Avenue Fairfield, CT 06432-1000	Mary Trefry, Ph.D., Program Director (203) 365-7537

* In addition, Master's degree programs which are accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA) are acceptable as satisfying the educational requirement for Connecticut licensure. For a list of Master's degree programs that are accredited by ACEHSA you can go to this website: <http://www.acehsa.org/>

Provisions of Connecticut General Statutes
Nursing Home Administrator Licensing

Sec. 19a-511. (Formerly Sec. 19-591). Nursing home administrators to supervise homes. Definitions. As used in sections 19a-511 to 19a-520, inclusive, "nursing home" means an institution licensed under this chapter and "nursing home administrator" means the person in general administrative charge of a nursing home. All nursing homes licensed under this chapter shall be under the supervision of a licensed nursing home administrator.

Sec. 19a-512. (Formerly Sec. 19-593). Licensure by examination. Minimum requirements. (a) In order to be eligible for licensure by examination pursuant to sections 19a-511 to 19a-520, inclusive, a person shall submit an application, together with a fee of two hundred dollars, and proof satisfactory to the Department of Public Health that he (1) is physically and emotionally capable of administering a nursing home; (2) has satisfactorily completed a program of instruction and training, including residency training which meets the requirements of subsection (b) of this section and which is approved by the Commissioner of Public Health; and (3) has passed an examination prescribed and administered by the Department of Public Health designed to test the applicant's knowledge and competence in the subject matter referred to in subsection (b) of this section. Passing scores shall be established by the department.

(b) Minimum education and training requirements for applicants for licensure are as follows:

(1) Each person other than an applicant for renewal, applying prior to February 1, 1985, shall have completed: (A) A program so designed as to content and so administered as to present sufficient knowledge of the needs to be properly served by nursing homes, laws and regulations governing the operation of nursing homes and the protection of the interest of patients therein and the elements of good nursing home administration, or presented evidence satisfactory to the Department of Public Health of sufficient education and training in the foregoing fields; and (B) a one-year residency period under the joint supervision of a duly licensed nursing home administrator in an authorized nursing home and an accredited institution of higher education, approved by said department, which period may correspond to one academic year in such accredited institution. The supervising administrator shall submit such reports as may be required by the department on the performance and progress of such administrator-in-training, on forms provided by the department. This subdivision shall not apply to any person who has successfully completed a program of study for a master's degree in nursing home administration or in a related health care field and who has been awarded such degree from an accredited institution of higher learning.

(2) Each such person applying on or after February 1, 1985, in addition to the requirements of subdivision (1), shall either (A) have a baccalaureate degree in any area and have completed a course in long-term care administration approved by the department or (B) have a master's degree in long-term care administration or in a related health care field approved by the commissioner.

(c) Notwithstanding the provisions of subsection (b) of this section, the Department of Public Health shall renew the license of any person licensed as a nursing home administrator on July 1, 1983.

Sec. 19a-513. (Formerly Sec. 19-594). Licensure by endorsement. In order to be eligible for licensure by endorsement pursuant to sections 19a-511 to 19a-520, inclusive, a person shall submit an application for endorsement licensure on a form provided by the department, together with a fee of two hundred dollars, and meet the following requirements: (1) Have completed preparation in another jurisdiction equal to that required in this state; (2) hold a license as a nursing home administrator by examination in another state; and (3) be a currently practicing competent practitioner in a state whose licensure requirements are substantially similar to or higher than those of this state. No license shall be issued under this section to any applicant against whom disciplinary action is pending or who is the subject of an unresolved complaint.

Sec. 19a-514. (Formerly Sec. 19-595). Issuance of administrator's license. Nontransferable. The Commissioner of Public Health shall issue a license as a nursing home administrator to any applicant meeting the requirements for licensure as specified in sections 19a-511 to 19a-520, inclusive. A nursing home administrator's license shall be nontransferable.

Sec. 19a-515. (Formerly Sec. 19-596). License renewal. Continuing education requirement. (a) Each nursing home administrator's license issued pursuant to the provisions of sections 19a-511 to 19a-520, inclusive, shall be renewed once every two years, in accordance with section 19a-88, except for cause, by the Department of Public Health, upon forms to be furnished by said department and upon the payment to said department, by each applicant for license renewal, of the sum of two hundred dollars. Each such fee shall be remitted to the Department of Public Health on or before the date prescribed under section 19a-88. Such renewals shall be granted unless said department finds the applicant has acted or failed to act in such a manner or under such circumstances as would constitute grounds for suspension or revocation of such license.

(b) Each licensee shall complete a minimum of forty hours of continuing education every two years. Such two-year period shall commence on the first date of renewal of the licensee's license after January 1, 2004. The continuing education shall be in areas related to the licensee's practice. Qualifying continuing education activities are courses offered or approved by the Connecticut Association of Healthcare Facilities, the Connecticut Association of Not-For-Profit Providers for the Aging, the Connecticut Chapter of the American College of Health Care Administrators, the Association For Long Term Care Financial Managers or any accredited college or university, or programs presented or approved by the National Continuing Education Review Service of the National Association of Boards of Examiners of Long Term Care Administrators, or by federal or state departments or agencies.

(c) Each licensee shall obtain a certificate of completion from the provider of the continuing education for all continuing education hours that are successfully completed and shall retain such certificate for a minimum of three years. Upon request by the department, the licensee shall submit the certificate to the department. A licensee who fails to comply with the continuing education requirements shall be subject to disciplinary action pursuant to section 19a-517.

(d) The continuing education requirements shall be waived for licensees applying for licensure renewal for the first time. The department may, for a licensee who has a medical disability or illness, grant a waiver of the continuing education requirements for a specific period of time or may grant the licensee an extension of time in which to fulfill the requirements.

Sec. 19a-516. (Formerly Sec. 19-597). Temporary license. Section 19a-516 is repealed.

Sec. 19a-517. (Formerly Sec. 19-598). Unacceptable conduct. Notice. Hearing. Revocation or suspension of license. Appeal. (a) The Department of Public Health shall have jurisdiction to hear all charges of unacceptable conduct brought against any person licensed to practice as a nursing home administrator and, after holding a hearing, written notice of which shall be given to such person, said department, if it finds that any grounds for action by the department enumerated in subsection (b) of this section exist, may take any of the actions set forth in section 19a-17. Such notice shall be given, and such hearing conducted, as provided in the regulations adopted by the Commissioner of Public Health. Any person aggrieved by the finding of the department may appeal therefrom in accordance with the provisions of section 4-183, and such appeal shall have precedence over nonprivileged cases in respect to order of trial.

(b) The department may take action under section 19a-17 for any of the following reasons: (1) The license holder has employed or knowingly cooperated in fraud or material deception in order to obtain his license or has engaged in fraud or material deception in the course of professional services or activities; (2) the license holder is suffering from physical or mental illness, emotional disorder or loss of motor skill, including but not limited to, deterioration through the aging process, or is suffering from the abuse or excessive use of drugs, including alcohol, narcotics or chemicals; (3) illegal incompetent or negligent conduct in his practice; or (4) violation of any provision of this chapter or any regulation adopted hereunder. The Commissioner of Public Health may order a license holder to submit to a reasonable physical or mental examination if his physical or mental capacity to practice safely is being investigated. Said commissioner may petition the superior court for the judicial district of Hartford to enforce such order or any action taken pursuant to section 19a-17.

Sec. 19a-518. (Formerly Sec. 19-599). Penalty. No person shall act as a nursing home administrator unless such person has been licensed as a nursing home administrator under the provisions of sections

19a-511 to 19a-520, inclusive. Any person who violates this section or who wilfully makes false representation to the Department of Public Health shall be fined not more than five hundred dollars or imprisoned not more than six months or both. The department shall cause to be presented, to the prosecuting officer having jurisdiction, evidence of any violation of any provision of said sections.

Sec. 19a-519. (Formerly Sec. 19-600). Regulations. Programs of instruction and training. (a) The Commissioner of Public Health shall adopt regulations, in accordance with the provisions of chapter 54, with respect to standards for: (1) Approval of institutions of higher education, (2) course or degree requirements, or both, for licensing and renewal of licenses, which requirements shall include, but not be limited to, nursing home administration, management behavior, financial management, business administration, psychosocial behavior and gerontology, (3) the residency training program and (4) reinstatement of individuals who fail to renew their licenses upon expiration, as provided in section 19a-515, to carry out the provisions of sections 19a-511 to 19a-520, inclusive.

(b) The Commissioner of Public Health may make provision for one or more programs of instruction and training sufficient to meet the requirements of sections 19a-511 to 19a-520, inclusive, considering the accessibility of such programs to residents of this state, if he finds there are not a sufficient number of approved courses conducted in this state.

Sec. 19a-520. (Formerly Sec. 19-601). Changes in regulations to meet federal requirements. The Commissioner of Public Health may make such changes in the rules and regulations adopted under this chapter, as will enable them to conform with federal statutes and regulations relating to licensure of nursing home administrators, subject to the provisions of chapter 54.

Regulations of Connecticut State Agencies
Nursing Home Administrator - Educational Licensure Requirements

19a-519-1. Definitions

As used in these regulations, the following terms shall have the meanings specified.

- (a) "Accredited institution of higher education" means an institution which has received accreditation to grant post-secondary degrees from one of the following regional accrediting bodies: New England Association of Schools and Colleges; Middle States Association of Colleges and Schools; North Central Association of Colleges and Schools; Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.
 - (b) "Commissioner" means the Commissioner of Health Services or his designee.
 - (c) "Department" means the Department of Health Services.
 - (d) "Program director" means the individual responsible for developing and administering an approved educational and training program at an accredited institution of higher education.
 - (e) "Business Affiliation" means having a financial, or personal beneficial, interest in or having any type of employment or contractual relationship with the long-term care facility or hospital within the two years immediately preceding the beginning of the residency training.
 - (f) "Familial Affiliation" means having a spouse, child, child's spouse, parent, brother, or sister who is either an officer, director, owner, limited or general partner, or holds more than 5% of outstanding stock in a facility.
 - (g) "Applying for licensure" means submitting a completed application and such supporting documentation as are sufficient to satisfy licensure eligibility requirements as determined by the Department.
- (Effective October 30, 1987.)

19a-519-2. Course in long-term care administration

A course in long term care administration, as used in Section 19a-512 of the Connecticut General Statutes, shall consist of two components: academic instruction in long term care administration and residency training in long term care administration.

- (a) A course in long term care administration offered by an educational institution in Connecticut must be approved pursuant to Section 19a-519-4 of these regulations.
- (b) The academic component of a course in long term care administration shall consist of a minimum of three (3) semester credit hours, or equivalent, of academic instruction in Administration and Management of Long Term Care Facilities within an accredited institution of higher education and shall include the following content areas: General Administration and Management of Long Term Care Facilities; Financial Management of Long Term Care Facilities; Laws and Regulations Governing Long Term Care Facilities; Personnel Management and Labor Relations in Long Term Care Facilities; Patient Care and Services; Long Term Care Planning and Delivery Systems; and Gerontology.
- (c) The residency training in long term care administration, also referred to as the one year residency period required by Connecticut General Statutes Section 19a-512 (a) (2), shall consist of a program of at least nine hundred (900) clock hours of administrative training in a long-term care facility providing skilled nursing care twenty-four hours per day under medical supervision and direction, and shall be completed under the joint supervision and direction of a licensed nursing home administrator in such facility and the program director.
Such program shall include the following areas of experience: Administration, including Business Office, Human Resources, Management Information Processing, Marketing, Planning and Public Relations; Staff Development; Nursing Services; Medical and Professional Services; Rehabilitative Services, including Physical Therapy, Occupational Therapy, and Speech Therapy; Social Services; Medical Records; Recreation Therapy; Dietetics; and Physical Plant, including Maintenance, Housekeeping, Central Supply, and Laundry.
- (d) In all cases, the trainee must receive approval of residency training from the program director prior to beginning the training. A minimum of four hundred fifty (450) clock hours of residency training shall be completed in a long-term care facility with which the trainee has no business or familial affiliation. Upon the prior written approval of the program director, the remaining four hundred fifty (450) clock hours can be completed in a facility where a business or familial affiliation does exist. A minimum of twenty (20) hours of residency training must be completed each week.
- (e) The residency training shall not commence prior to the approved academic instruction. The

residency training may commence concurrent with the approved academic instruction with the prior written approval of the program director.
(Effective October 30, 1987.)

19a-519-3. Masters' degree requirements

- (a) A master's degree program offered by an educational institution in Connecticut for Nursing Home Administrator licensure in Connecticut must be approved pursuant to Section 19a-519-4 of these regulations.
- (b) The master's degree referenced in Connecticut General Statutes 19a-512(b)(2)(B) shall either be accredited by the Accrediting Commission On Education For Health Services Administration or consist of: (1) a minimum of forty-five (45) semester hours of graduate level study completed in an accredited institution of higher education. A minimum on fifteen (15) for the forty-five (45) semester hours shall be classroom instruction within the area of health care administration. The coursework in health care administration shall include, but not necessarily be limited to, the following areas of administration of health care facilities: General Administration and Management of Health Care Facilities; Laws and Regulations Governing Health Care Facilities; Financial Management; Personnel Management and Labor Relation; Patient Care and Services; Health Care Planning and Delivery Systems; and Gerontology; and (2) a supervised field experience of at least five hundred (500) clock hours of training in the overall operation and administration of a hospital providing inpatient medical services or of a long term care facility providing skilled nursing care twenty-four hours per day under medical supervision and direction. Such experience shall be obtained in a facility with which the trainee has no business or familial affiliation.
(Effective May 21, 1990.)

19a-519-4. Program approval

Program approval shall be administered as follows:

- (a) Initial approval shall be granted to a program in the following manner:
 - (1) The program shall provide to the Commissioner:
 - (A) Written notice of intent to seek program approval;
 - (B) A feasibility study for the planned program, which shall include discussion of at least the following:
 - (i) Applicant pool;
 - (ii) Graduate employment opportunities;
 - (iii) Educational and training facilities to be utilized;
 - (iv) Funding sources to be utilized
 - (C) A plan for the employment of program director and faculty. The plan shall specify the numbers and types of staff to be employed, the requisite qualifications of such staff, the timelines for employment of such staff, and projected future staffing needs.
 - (D) A comprehensive plan for the development and implementation of the educational program, including admission policies, educational objectives, curricula, course outlines, course sequences, graduation requirements, staffing, residency training or field experience sites, residency training or field experience supervisors, timelines, and a systematic self-evaluation plan;
 - (E) Any other information that the Commissioner may reasonably request.
 - (2) Pending satisfactory reviews of the program's educational standards, such initial approval shall remain in effect until the results of the first two licensure exams for program participants are available. However, the Commissioner shall have the discretion to conduct an earlier re-evaluation of program approval status should educational deficiencies become apparent during the period of initial approval.
 - (3) Acceptable program graduate performance shall be defined as at least an average of 80% of all program graduates who take the exam within any one year period successfully passing the licensing exam.
 - (4) Initial approval can only be retained for a maximum of eighteen months from the date of first program graduate.

- (5) Conditional approval may be granted for one year to a program previously having initial or full approval if:
 - (A) The graduates of the program fail to achieve the standards prescribed in subsection (a) (3) of this section; or
 - (B) The program has initiated a major change from the approved plan pursuant to subsection (d) of this section.
 - (C) The program is not administered in a manner consistent with these regulations.
 - (6) Special progress reports shall be required of programs under conditional approval status.
- (b) Full approval is granted by the Commissioner after the initial or conditional approval based on evidence that the program is meeting its educational objectives as demonstrated by graduates' performance, as defined in subsection (a) (3) of this section and that the program has maintained compliance with these regulations.
- (c) The Commissioner, after a hearing, may remove a program from the list of approved programs when:
 - 1) The program has been on conditional approval for at least one year and has failed to correct identified deficiencies which caused it to be placed on conditional status;
 - (2) The Commissioner provides written notice of such hearing to the program director setting forth the particular reasons for the proposed action and fixing a date, not less than thirty days from the date of such written notice, at which time representatives of the program will have an opportunity for a hearing;
 - (3) Upon completion of the hearing, the commissioner makes a decision regarding what action should be taken regarding the program;
 - (d) When a change is sought in the program director, faculty, curriculum or training experiences, the previously approved program must remain in place until the new program is approved by the Commissioner. Notice of such change shall be sent to the Commissioner accompanied by:
 - (1) Rationale for change;
 - (2) Concise presentation of current vs. proposed program;
 - (3) Explanation of the effects of changes on:
 - (i) Currently enrolled students;
 - (ii) Functions and roles of graduates of new program.
 - (4) Timetable for implementation of change.

19a-519-6. Licensure of applicants licensed in other states

- (a) Applicants seeking Connecticut licensure under this section shall be currently licensed competent nursing home administrators in good standing in another state.
- (b) Applicants under this section who have completed an administrator training program approved by the appropriate regulatory body of another state and equal to the training program required in this state may have that training accepted in lieu of the approved residency training requirement of Section 19a-519-2 of these regulations.
- (c) Applicants under this section who have not completed an approved training program may have their licensed work experience accepted in lieu of the approved residency training requirement if they have been licensed and working full-time as the administrative head of a long term care facility providing skilled nursing services twenty four hours per day under medical supervision and direction for at least one year in such other state.
- (d) Applicants under this section who hold a master's degree which lacks either course work or supervised field experience requirements may take supplemental coursework or supervised field experience to address those deficiencies. Such supplemental coursework or supervised field experience shall be approved in advance by the Department.
(Effective October 30, 1987.)

19a-519-7. Reinstatement A person previously licensed as a Nursing Home Administrator whose license has become void may apply for licensure pursuant to the provisions of Sections 19a-14-1 to 19a-14-5, inclusive, of the Regulations of Connecticut State Agencies. (Effective October 30, 1987.)