393-3-.03 Application Process.

(1) A person who seeks licensure as a Nursing Home Administrator shall submit to the Board an application for examination which will be furnished upon request.

(2) A candidate for examination shall submit with the application the following:

(a) an application fee (See Fee Schedule);

(b) high school diploma, GED or copy of request to college/university to send official transcript to the Board;

(c) notarized affidavits of experience, as set forth in Rule 393-3-.02;

(d) notarized affidavit of Applicant certifying review and understanding of Georgia Laws and Rules as related to nursing homes.

(3) The application and supporting documents must be received by the Board no later than 45 days prior to a scheduled Board meeting.

(4) Applicants will be notified, in writing, of the Board’s approval or disapproval of their application.

(5) If an applicant is disapproved, any consideration for subsequent examination will require the submission of a new application, new documents and fee. The requirements which are in effect at the time of such reapplication must be sent.