

Mississippi State Board of Nursing Home Administrators
Excerpts from Rules and Regulations
Requirements to become a licensed nursing home administrator

(date last revised - 03/20/09)

Rule 4. Pre-Licensure Requirements: Conditions Precedent

In order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he/she:

- (1) is at least twenty-one (21) years of age;
- (2) is of good moral character;
- (3) is in good health;
- (4) is a high school graduate, or the equivalent;
- (5) for initial licensure on or after July 1, 2002, has an associate degree from an accredited institution, or at least sixty-four (64) semester hours of college work from an accredited institution, or at least one (1) year of supervisory or administrative responsibilities in a licensed sub-acute or long-term health care facility in Mississippi within the twelve (12) months prior to making application;
- (6) pursuant to the Board's standards developed consistent with MS Code Ann. 73-17-9(a), has completed a nursing home administrator-in-training program as set forth in Rule 12, or has completed an equivalent A.I.T. program in Long Term Care Administration from an academic institution during which time the institution held NAB Program Approval through the Academic Approval process, to the satisfaction of the Board;
- (7) pursuant to the Board's standards developed consistent with MS Code Ann. 73-17-9(a), has completed a Domains of Practice course to the satisfaction of the Board, pursuant to Rule 12;
- (8) pursuant to the Board's standards developed consistent with MS Code Ann. 73-17-9(a), has completed a two-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Rule 12, and
- (9) has successfully passed examinations administered by the Board to test his/her proficiency and basic knowledge in the area of nursing home administration.

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Rule 12. Administrator-in-Training and Preceptor

A. Administrator-in-Training (A.I.T.)

(1) After Board action is taken to approve the applicant's qualifications, as set forth in Rule 4, the applicant must be employed in the facility while serving as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet.

(2) The A.I.T. program is a forty (40) hour per week program (Monday - Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. If due to no fault of the A.I.T., his/her preceptor becomes unable to complete the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T./Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours).

(3) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.

(4) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six (6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.

(5) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board to determine if he/she has received training and experience consistent with guidelines established by the Board.

(6) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification.

(7) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.