

DEPARTMENT OF REGULATORY AGENCIES

State Board of Examiners of Nursing Home Administrators

NURSING HOME ADMINISTRATORS RULES AND REGULATIONS

3 CCR 717-1

[Editor's Notes follow the text of the rules at the end of this CCR Document.]

1.1 GENERAL LICENSING PROVISIONS

(AMENDED ON JULY 29, 2009 AND EFFECTIVE AUGUST 30, 2009; AMENDED ON JANUARY 27, 2010 AND EFFECTIVE MARCH 30, 2010; AMENDED ON MARCH 7, 2012 AND EFFECTIVE APRIL 30, 2012; AMENDED ON JULY 11, 2012 AND EFFECTIVE SEPTEMBER 1, 2012; AMENDED ON JULY 17, 2013 AND EFFECTIVE AUGUST 30, 2013)

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Q. Regulations of Military Spouses.

1. The spouse of a person who is actively serving in the United States Armed Forces and who is stationed in Colorado in accordance with military orders shall be entitled to a temporary license to practice nursing home administration as set forth in section 12-20-202, C.R.S., subject to the following terms:

~~— A person need not obtain authority to practice as a nursing home administrator during the person's first year of residence in Colorado if:~~

a. ~~The person is a military spouse, as defined in section 12-20-301(3), C.R.S., who is licensed to authorized to~~ practice as a nursing home administrator in another state;

b. Other than the person's lack of licensure, registration, or certification in Colorado, there is no basis to disqualify the person under Title 12 of the Colorado Revised Statutes; and

c. The person consents, as a condition of practicing in Colorado, to be subject to the jurisdiction and disciplinary authority of the Board.

~~2. To continue practicing as a nursing home administrator in Colorado after the person's first year of residence, the person must apply for licensure in accordance with all licensing laws and requirements in effect at the time of the application, including, but not limited to, Article 265 of Title 12, Board Rule 1.2, and demonstrate current practice competency.~~

23. Nothing in sections 12-20-301 through 12-20-305, C.R.S., abrogates the requirements of Long Term Care Facilities for licensure as set forth in 6 CCR 1011-1, Chapter V, or for participating in Medicaid or Medicare as set forth in 42 CFR Part 483.

## 1.2 LICENSING REQUIREMENTS

(AMENDED ON JULY 29, 2009 AND EFFECTIVE ON AUGUST 30, 2009; AMENDED ON JANUARY 27, 2010 AND EFFECTIVE MARCH 30, 2010; AMENDED ON MAY 26, 2010 AND EFFECTIVE JULY 15, 2010 AND JULY 1, 2011; AMENDED ON MARCH 7, 2012 AND EFFECTIVE APRIL 30, 2012; AMENDED ON JULY 11, 2012 AND EFFECTIVE SEPTEMBER 1, 2012; AMENDED NOVEMBER 2, 2012 AND EFFECTIVE DECEMBER 30, 2012; AMENDED ON JULY 17, 2013 AND EFFECTIVE AUGUST 30, 2013)

### A. Licensure by Examination

1. Applicants who qualify for licensure by examination by means of sections 12-265-108(1)(b) or (c), C.R.S., must have successfully completed study in colleges or universities approved by an organization nationally recognized by the United States Department of Education for regional institutional accrediting.
2. The Board shall admit to examination for licensure as a nursing home administrator any applicant who has successfully completed:
  - a. A Board approved Administrator-In-Training (AIT) program composed of at least one-thousand (1,000) hours, as set forth in Rule 1.3 below;
  - b. A Bachelor's degree or higher degree in Public Health Administration or Health Administration;
  - c. A Master's degree in Management or Business Administration;
  - d. Any degree deemed appropriate by the Board including, but not limited to, the following:
    - (1) A Bachelor's degree or higher degree in Health Care Management;
    - (2) A Bachelor's degree or higher degree in Gerontology; or
    - (3) A Bachelor's degree or higher degree in Nursing Home Administration; or
  - e. An Associate's degree or higher degree in a health care-related field or a Bachelor's degree in Business or Public Administration AND a minimum of one year of experience in administration in a nursing home or hospital. A registered nurse who is a graduate of a three-year diploma program meets the associate degree requirement.
3. Degrees in a health-care related field shall include, but not be limited to, the following:
  - a. Nursing;
  - b. Social Services;
  - c. Sociology;
  - d. Physical Therapy; or
  - e. Occupational Therapy.

4. Degrees the Board does not deem to be in a health-care related field shall include, but not be limited to, engineering, language arts, communication, political science, or theology.
5. Experience in administration shall require:
  - a. Day-to-day, on-site responsibility for supervising, directing, managing, monitoring, or exercising reasonable control over subordinates for one year;
  - b. The coordination of interdisciplinary patient care and services;
  - c. Planning, organizing, and controlling events toward a goal (examples include involvement in finance, budget, and policy-making decisions); and
  - d. Experience gained in a hospital setting shall be in one or more of the following areas:
    - (1) Long-term acute care hospital;
    - (2) Transitional care unit;
    - (3) "Swing bed" unit; or
    - (4) Behavioral health hospital.
6. For purposes of section 12-265-108(1)(c), C.R.S., experience in administration shall not include housekeeping, laundry, food service, activities, medical records, bookkeeping, or clerical responsibilities.

B. Licensure by Endorsement

1. To be considered for licensure by endorsement pursuant to the Occupational Credential Portability Program under sections 12-20-202(3) and 12-265-112, C.R.S., an applicant must submit a completed application form, all supporting documentation, and the appropriate fee.
2. Applicant must possess a current, active and unrestricted license in good standing at time of application.
3. In accordance with 12-20-202(3)(d), C.R.S., the Board has established the following criteria for determining whether an applicant possesses experience and credentials that are substantially equivalent to sections 12-265-108 and 12-265-111, C.R.S.
  - a. The applicant has:
    - (1) Successfully completed a bachelor's degree or higher degree in public health administration or health administration, a master's degree in management or business administration, or any degree or degrees deemed appropriate by the board; or
    - (2) Successfully completed an associate's degree or higher degree in a health-care-related field or a bachelor's degree in business or public administration and has a minimum of one year of experience in administration in a nursing home or hospital. For the purposes of this section, a registered nurse who is a graduate of a three-year diploma program meets the associate degree requirement
  - b. The applicant has passed the national examination administered by the nationally and Board recognized testing entity for nursing home administrators and has passed any other

examination in the state or territory in which he or she is licensed to practice nursing home administration.

~~Applicants who qualify for licensure by endorsement shall submit to the Board:~~

~~a. Evidence that the applicant holds a current, active license to practice nursing home administration issued by a state or territory of the United States;~~

~~b. A license history relating to any license to practice nursing home administration or in any other health care occupation, indicating whether any disciplinary or other adverse actions are currently pending or have ever been taken in connection with that license and the final disposition of such actions, if any; and~~

~~c. Verification that the applicant:~~

~~(1) Has practiced as a nursing home administrator, taught in an accredited health care program, or served as a member of a nursing home survey or accreditation team for twelve consecutive months immediately preceding the date of receipt of application;~~

~~(2) Has practiced as a nursing home administrator, taught in an accredited health care program, or served as a member of a nursing home survey or accreditation team for three of the five years immediately preceding the date of receipt of application; or~~

~~(3) Can demonstrate current competency as a nursing home administrator by submitting proof of having successfully completed one or more of the following:~~

~~(a) Practice under a probationary or otherwise restricted license for a specified period of time;~~

~~(b) Successful completion of courses approved by the Board; or~~

~~(c) Any other professional standard or measure of continued competency as determined by the Board, including successful completion of the state and/or national examination.~~

~~2. Applicants who qualify for licensure by endorsement must provide written documentation verifying that the applicant has passed the national examination administered by the nationally and Board recognized testing entity for nursing home administrators and has passed any other examination in the state or territory in which he or she is licensed to practice nursing home administration.~~

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## Editor's Notes

### History

Rules 1-6 eff. 07/30/2008.

Rules 1-7 eff. 10/30/2008.

Entire rule eff. 08/30/2009.

Entire rule eff. 03/30/2010.

Entire rule eff. 07/15/2010.

Rule 2.B.1 eff. 07/01/2011.

Entire rule eff. 04/30/2012.

Entire rule eff. 09/01/2012.

Rule III.E.1.a eff. 10/30/2012.

Rules II.A.5.b-c, II.C.2.c.ii, II.C.3, II.E.1, III.C.1, III.D.3 eff. 12/30/2012.

Entire rule eff. 09/14/2013.

Rules 1.3.B.1.e, 1.3.D.1, 1.3.D.4.c eff. 05/15/2020.