

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

DIRECTOR'S OFFICE

NURSING HOME ADMINISTRATORS

GENERAL RULES

(By authority conferred on the director of the department of licensing and regulatory affairs by sections 16145, 16148, 16178, and 17309 of the public health code, 1978 PA 368, MCL 333.16145, MCL 333.16148, MCL 333.16178, and MCL 333.17309 and Executive Reorganization Order Nos. 1991-9, 1996-2, 2003-1, and 2011-4, MCL , 338.3501, MCL 445.2001, MCL 445.2011, and MCL 445.2030)

PART 1. GENERAL PROVISIONS

R 339.14001 Definitions.

Rule 1. (1) As used in these rules:

(a) "Accredited institution" means a college or university that meets the standards set forth in R 339.14005.

(b) "Board" means the Michigan board of nursing home administrators.

(c) "Code" means the public health code, 1978 PA 368, MCL 333.1101 to 333.25211.

(d) "Department" means the department of licensing and regulatory affairs.

(e) "Life Safety Code" means the National Fire Protection Association 101 Life Safety Code.

(f) "Sponsor" means a person or an organization offering continuing education courses relating to the practice of nursing home administration.

(2) The terms defined in the code have the same meanings when used in these rules.

History: 1992 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14002 Rescinded.

History: 2016 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14003 Rescinded.

History: 1992 AACCS; 1998-2000 AACCS; 2014 AACCS.

PART 2. EDUCATION

R 339.14005 Accreditation standards; adoption by reference.

Rule 5. (1) The department, in consultation with the board, adopts by reference the procedures and criteria for recognizing accrediting organizations of the council of higher education accreditation (CHEA), approved September 28, 1998, and revised June 28, 2010, and the procedures and criteria for recognizing accrediting agencies of the United States Department of Education, effective July 1, 2010, as contained in Title 34, Part 602 of the Code of Federal Regulations. The CHEA recognition standards may be obtained from CHEA, One Dupont Circle NW, Suite 510, Washington, DC 20036-1110, or from the council's website at <http://www.chea.org> at no cost. The federal recognition criteria may be obtained at no cost from the United States Department of Education's website at: <http://www.ed.gov>.

(2) Copies of the standards and criteria recognizing accrediting agencies used by CHEA and the department of education are available for inspection and distribution at cost from the Board of Nursing Home Administrators, Bureau of Professional Licensing, Department of Licensing and Regulatory Affairs, 611 West Ottawa, P.O. Box 30670, Lansing, MI 48909.R 339.14007 Approved course of instruction and training.

History: 1992 AACCS; 1998-2000 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14007 Approved course of instruction and training.

Rule 7. The department, in consultation with the board, approves a course of instruction and training that meets all of the following:

- (a) Complies with section 17309(2) of the code, MCL 333.17309(2).
- (b) Includes, at a minimum, a total of 9 semester credits or 144 clock hours of instruction. The instruction provided shall include all of the following subjects:
 - (i) Administrative management of a nursing home.
 - (ii) Human resources management in a nursing home.
 - (iii) Financial management of a nursing home.
 - (iv) State and federal laws and regulations regarding the nursing home industry, operation of a nursing home, emergency preparedness, including Medicare and Medicaid provider compliance with the requirements of the Life Safety Code, and the protection of patients' health, safety, and welfare in a nursing home.
 - (v) Gerontology or the aging process.
 - (vi) Identification of elder abuse and neglect.
- (c) Is offered by an accredited institution that meets the standards in R 339.14005.

History: 1992 AACCS; 1998-2000 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

Editor's Note: An obvious error in R 339.14007 was corrected at the request of the promulgating agency, pursuant to Section 56 of 1969 PA 306, as amended by 2000 PA 262, MCL 24.256. The rule containing the error was published in *Michigan Register*, 2019 MR 9. The memorandum requesting the correction was published in *Michigan Register*, 2019 MR 12.

PART 3. LICENSURE

R 339.14008 Application for nursing home administrator license; requirements.

Rule 8. (1) The department shall issue a nursing home administrator license to an applicant who satisfies all of the following:

- (a) Submits a completed application on a form provided by the department.
- (b) Pays the required fee to the department.
- (c) Complies with either of the following:
 - (i) Completed a course of instruction and training that meets the requirements of R 339.14007;
 - (ii) Had been employed as a chief executive or administrative officer at a state-licensed hospital for not less than 5 of the 7 years immediately preceding the date of applying for a nursing home administrator license, as provided in section 17309(3), MCL 333.17309(3), of the code.

(2) In addition to meeting the requirements of subrule (1) of this rule, an applicant shall, within 1 year after the date of the application, pass both of the following examinations:

(a) The National Association of Long-term Care Administrator Board's (NAB) Core of Knowledge Examination for Long Term Care Administrators (CORE) administered by the professional examination service of the NAB or its successor organization, pursuant to R 339.14011.

(b) The NAB National Nursing Home Administrators Line of Service Examination (NHA LOS) administered by the professional examination service of the NAB or its successor organization, pursuant to R 339.14011.

(3) An applicant may sit for the CORE and the NHA LOS examinations a maximum of 4 times each.

History: 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14009 Eligibility for examinations.

Rule 9. (1) An applicant may take the CORE and the NHA LOS examinations required under R 339.14008(2) after the applicant has received authorization from the department to take the examinations.

(2) The department shall authorize the applicant to take the examinations when it has received the required fee and a completed application on a form provided by the department and either of the following:

(a) Documentation sent directly to the department from an accredited institution verifying that the applicant has met the educational requirements specified in R 339.14008(1)(c)(i).

(b) Documentation sent directly to the department that the applicant has met the employment requirements specified in R 339.14008(1)(c)(ii).

History: 1992 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14011 Passing examination scores.

Rule 11. The passing score for the CORE and for the NHA LOS examinations is the passing score recommended by the NAB.

History: 2019 MR 9, Eff. May 20, 2019.

R 339.14012 Training standards for identifying victims of human trafficking; requirements.

Rule 12. (1) Pursuant to section 16148 of the code, MCL 333.16148, an individual licensed or seeking licensure shall complete training in identifying victims of human trafficking that meets the following standards:

- (a) Training content shall cover all of the following:
 - (i) Understanding the types and venues of human trafficking in Michigan or the United States.
 - (ii) Identifying victims of human trafficking in health care settings.
 - (iii) Identifying the warning signs of human trafficking in health care settings for adults and minors.
 - (iv) Resources for reporting the suspected victims of human trafficking.
 - (b) Acceptable providers or methods of training include any of the following:
 - (i) Training offered by a nationally recognized or state-recognized, health-related organization.
 - (ii) Training offered by, or in conjunction with, a state or federal agency.
 - (iii) Training obtained in an educational program that has been approved by the board for initial licensure, or by a college or university.
 - (iv) Reading an article related to the identification of victims of human trafficking that meets the requirements of subdivision (a) of this subrule and is published in a peer review journal, health care journal, or professional or scientific journal.
 - (c) Acceptable modalities of training may include any of the following:
 - (i) Teleconference or webinar.
 - (ii) Online presentation.
 - (iii) Live presentation.
 - (iv) Printed or electronic media.
- (2) The department may select and audit a sample of individuals and request documentation of proof of completion of training. If audited by the department, an individual shall provide an acceptable proof of completion of training, including either of the following:
- (a) Proof of completion certificate issued by the training provider that includes the date, provider name, name of training, and individual's name.
 - (b) A self-certification statement by an individual. The certification statement shall include the individual's name and either of the following:
 - (i) For training completed pursuant to subrule (1)(b)(i) to (iii) of this rule, the date, training provider name, and name of training.
 - (ii) For training completed pursuant to subrule (1)(b)(iv) of this rule, the title of article, author, publication name of peer review journal, health care journal, or professional or scientific journal, and date, volume, and issue of publication, as applicable.
- (3) Pursuant to section 16148 of the code, MCL 333.16148, the requirements specified in subrule (1) of this rule apply to license renewals after March 17, 2019 and for initial licenses issued on or after March 17, 2021.

History: 1992 AACCS; 1995 AACCS; 1998-2000 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14013 Minimum English language standard.

Rule 14013. (1) Pursuant to section 16174(1)(d) of the code, MCL 333.16174(1)(d), an applicant seeking initial licensure shall demonstrate a working knowledge of the English language if the applicant's educational or training program was taught outside the United States, unless exempted by subrule (3) of this rule.

(2) To demonstrate a working knowledge of the English language, an applicant shall submit proof that he or she has obtained a total score of not less than 80 on the test of English as a foreign language internet-based test (TOEFL-IBT) administered by the educational testing service.

(3) If an applicant's education or training program was taught in English within 1 or more of the following, he or she is exempted from the requirements of subrule (1) of this rule:

- (a) Any country where English is the official language.
- (b) Canada, except Quebec.
- (c) England.
- (d) Ireland.
- (e) New Zealand.
- (f) Australia.

History: 1992 AACCS; 1998-2000 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14015 Rescinded.

History: 1992 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14019 Rescission.

Rule 19. R 338.2801 to R 338.2849 of the Michigan Administrative Code appearing on pages 2585 to 2593 of the 1979 Michigan Administrative Code, are rescinded.

History: 1992 AACCS.

R 339.14020 Relicensure.

Rule 20. An applicant for relicensure whose Michigan license has lapsed, under the provisions of 16201(3) or (4) of the code, MCL 333.16201(3) or (4), as applicable, may be relicensed by complying with the following requirements as noted by (√):

(1) An applicant who has let his or her Michigan license lapse and who does not hold a current and valid nursing home administrator license in another state of the United States or province of Canada:	Lapsed 0-3 Years.	Lapsed More than 3 Years.
(a) Application and fee: Submits a completed application on a form provided by the department, together with the requisite fee.	√	√
(b) Establishes that the applicant is of good moral character.		√
(c) Submits fingerprints as set forth in section 16174(3) of the code, MCL 333.16174(3).		√
(d) Passed the CORE and NHA LOS examinations.		√
<p>(e) If applicable, provide proof of any nursing home administrator license previously held:</p> <p>An applicant's nursing home administrator license must be verified by the licensing agency of any state or territory of the United States or province of Canada in which the applicant has ever held a nursing home administrator license.</p> <p>Verification must include the record of any disciplinary action taken or pending against the applicant.</p>	√	√
(f) Completed 36 hours of continuing education (CE) credits during the 2 years immediately preceding the application for relicensure.	√	√

(2) An applicant who has let his or her Michigan license lapse and who is currently licensed or registered in another state or territory of the United States or province of Canada may be relicensed under section 16201(4), MCL 333.16201(4) of the code if the	Lapsed 0-3 Years.	Lapsed More than 3 Years.

applicant satisfies all of the following:		
(a) Application and fee: Submits a completed application on a form provided by the department, together with the requisite fee.	√	√
(b) Establishes that the applicant is of good moral character.		√
(c) Submits fingerprints as set forth in section 16174(3) of the code, MCL 333.16174(3).		√
(d) Provides proof of a current and valid nursing home administrator license: An applicant's nursing home administrator license must be verified by the licensing agency of any state or territory of the United States or province of Canada in which the applicant holds or has ever held a nursing home administrator's license. Verification must include the record of any disciplinary action taken or pending against the applicant.	√	√
(e) Meets either of the following: (i) The educational requirements specified in R 339.14008(1)(c)(i). (ii) Had been licensed or registered and practicing as a nursing home administrator for 5 consecutive years or more in any state or territory of the United States as of the date of application for relicensure, as specified in R 339.1408(1)(c)(ii).		√
(f) Completed 36 hours of CE credits during the 2 years immediately preceding the application for relicensure.	√	√

History: 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14020a Licensure by endorsement.

Rule 20a. (1) An applicant for a nursing home administrator license by endorsement, in addition to meeting the requirements of the code and these rules, shall submit the required fee and a completed application on a form provided by the department.

(2) If an applicant was first registered or licensed as a nursing home administrator in another state for 5 years or more immediately preceding the date of filing an application for a Michigan nursing home administrator license, then the applicant is presumed to meet the requirements in R 339.14008(1)(c)(i) .

(3) If an applicant was first registered or licensed as a nursing home administrator in another state for less than 5 years immediately preceding the date of filing an application for a Michigan nursing home administrator license, then the applicant shall meet the educational requirements specified in R 339.14008(1)(c)(i).

(4) In addition to meeting the requirements of subrule (1) and either subrule (2) or (3) of this rule, an applicant shall have his or her license or registration verified by the licensing agency of any state of the United States in which the applicant holds or ever held a license or registration as a nursing home administrator. Verification shall include the record of any disciplinary action taken or pending against the applicant.

History: 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14021 Rescinded.

History: 1992 AACCS; 1998-2000 AACCS; 2014 AACCS.

PART 4. CONTINUING EDUCATION

R 339.14022 Required continuing education; certification; documentation.

Rule 22. (1) If a licensee who is applying for license renewal has been licensed for the entire 2-year licensing cycle immediately preceding the expiration date of his or her license, the licensee shall accumulate not less than 36 hours of continuing education credits from courses approved pursuant to R 339.14026 before submitting a renewal application.

(2) A licensee's renewal submission is the certification that he or she has accumulated 36 hours of continuing education within the preceding, 2-year licensing cycle.

(3) The board may require an applicant or licensee to submit evidence to demonstrate compliance with this rule.

(4) The licensee shall retain documentation of the approved continuing education credit hours earned for a period of 4 years after renewal of the license.

(5) The department may select and audit a sample of renewal applications and request a licensee to produce documentation proving that the licensee complied with continuing education requirement in subrule (1) of this rule.

(6) The department shall receive a request for a waiver under section 16205 of the code, MCL 333.16205, before the expiration date of the license.

History: 2019 MR 9, Eff. May 20, 2019.

R 339.14023 Rescinded.

History: 1992 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14024 Credits earned; limit on distance learning credits; required credits.

Rule 24. (1) As used in this rule, “participation” means education time, exclusive of any break.

(2) One continuing education credit hour is earned for each 50 to 60 minutes of participation in a continuing education course approved pursuant to R 339.14026 or R 339.14026a.

(3) Fifteen continuing education credit hours are earned for each semester credit hour earned from an accredited college or university.

(4) Ten continuing education credit hours are earned for each academic quarter credit hour earned from an accredited college or university.

(5) A maximum of 20 continuing education credit hours may be earned through online or electronic media, such as videos, internet web-based seminars, video conference, online continuing education programs, or through any other media that do not permit live interaction between the presenter and the licensee.

(6) A minimum of 2 continuing education credit hours shall be earned in pain and symptom management during each renewal cycle, as required under section 16204 of the code, MCL 333.16204.

(7) A minimum of 1 continuing education credit hour shall be earned in state specific laws and regulations pertaining to licensed nursing home and nursing care facilities during each renewal cycle.

History: 2019 MR 9, Eff. May 20, 2019.

R 339.14024a Carry over credit; duplicate continuing education credit; limitation.

Rule 24a. (1) The continuing education credit hours earned during 1 renewal cycle shall not be carried forward to the next renewal cycle.

(2) A licensee shall not earn continuing education credit for completing the same course twice within the same renewal cycle.

History: 2019 MR 9, Eff. May 20, 2019.

R 339.14025 Rescinded.

History: 1992 AACCS; 1995 AACCS; 1998-2000 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14026 Approved continuing education courses.

Rule 26. If a continuing education course covers a qualifying subject specified in R 339.14032, the following continuing education courses are approved by the board:

(a) A course approved by the NAB.

(b) A course offered as part of the curriculum of a college or university that meets the accreditation standards adopted in R 339.14005.

History: 2019 MR 9, Eff. May 20, 2019.

R 339.14026a Application for board approval of continuing education course.

Rule 26a. (1) If a continuing education course is not approved pursuant to R 339.14026 (a) and (b), the sponsor of the course may seek board approval by complying with both of the following:

(a) Completing and submitting an application on the form provided by the department not less than 120 days before the first date of instruction.

(b) Submitting with the application all of the following materials:

(i) A course outline that must include the length of time designated for each topic.

(ii) A list of instructional materials.

(iii) A copy of each instructor's résumé.

(iv) A description of the methodology to be used to monitor and verify attendance and the sponsor's policy for retention of documents verifying course completion.

(v) A written policy describing the sponsor's refund policy.

(2) If the sponsor of the course is seeking approval for credits that may be used to satisfy the pain and symptom management continuing education required by R 339.14024(6), the board may approve credit or credits that could be applied toward that requirement based on the length of time the topic will be covered in the course.

(3) At the conclusion of each board approved course, the sponsor of the course shall award to each participant a certificate or written evidence of attendance that indicates all of the following:

(a) The participant's name.

(b) The date the course was offered.

(c) The location of where the course offered.

(d) The sponsor approval number.

(e) The number of hours of continuing education earned.

(f) If applicable, the hours of continuing education earned that may satisfy the pain and symptom management continuing education required by R 339.14024(6).

(4) The sponsor of the course shall maintain attendance records for 4 years from the date of the course.

(5) The board shall not approve any application that was filed after the first date of instruction.

History: 2019 MR 9, Eff. May 20, 2019.

R 339.14027 Rescinded.

History: 1992 AACCS; 1995 AACCS; 1998-2000 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14029 Withdrawal of board approval of continuing education course.

Rule 29. Approval of a continuing education course may be withdrawn by the board for failure to comply with the requirements of R 339.14026a.

History: 1992 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14030 Rescinded.

History 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14031 Rescinded.

History: 1992 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14032 Qualifying continuing education subjects.

Rule 32. One or more qualifying subjects shall be covered in a course for the participant to receive continuing education credit. Qualifying subjects are those that contribute to the professional competency of a licensee, including 1 or more of the following:

- (a) Behavioral science.
- (b) Economics, finance, marketing, or management.
- (c) Geriatrics, gerontology, or aging.
- (d) Health care, patient care, or elder abuse and neglect identification.
- (e) Pharmacology and toxicology.
- (f) Human resources.
- (g) State and federal laws and regulations regarding the nursing home industry.
- (h) Communications or information technology.
- (i) Pain and symptom management.

History: 2019 MR 9, Eff. May 20, 2019.

R 339.14033 Rescinded.

History: 1992 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.

R 339.14035 Rescinded.

History: 1992 AACCS; 1995 AACCS; 2014 AACCS; 2019 MR 9, Eff. May 20, 2019.