

**NC STATE BOARD OF EXAMINERS FOR
NURSING HOME ADMINISTRATORS
3733 National Drive, Suite 110
Raleigh, NC 27612
919-571-4164**

To: Prospective Reciprocity/Endorsement Applicant

Re: Licensure Information

This memo is provided in response to your request for information relating to the reciprocity/endorsement of your license as a nursing home administrator to the State of North Carolina. **Initially it is necessary that you submit a completed application, background resume, certified college transcript(s), three reference forms and an application fee to this office. You should send a copy of the Reciprocity/ Endorsement Questionnaire to each state where you are/were licensed for verification of the information submitted, and all of the above information must be received in the Board Office three weeks prior to your interview. Please note: You must have a valid, current, active license in the state from which you are applying from until you have totally completed the licensure process in North Carolina.**

An applicant seeking licensure in North Carolina by reciprocity/endorsement must hold a valid license as a nursing home administrator in the state from which he is transferring and has never had an administrator's license revoked for cause. An applicant must have personal qualifications, educational training or experience at least substantially equivalent to those required in this state.

It is required that all applicants for licensure appear before the Board of Examiners for an interview. This interview is not a test of knowledge, but questions asked will relate to your experience as a nursing home administrator and your suitability for licensure in the State of North Carolina. A notice providing information as to the time and location of your interview will be mailed to you approximately two weeks before the scheduled meeting.

The NC Board of Examiners will accept the results of your NAB or PES Examination taken in another state if it is sufficient to meet the standard required in North Carolina. At the present time applicants for licensure are required to receive a minimum raw score of 113 on the NAB Examination prior to October, 1993 and a scaled score of 113 or higher after October, 1993. It will be necessary for you to successfully complete the NC State Examination prior to licensure. The State Exam is based on "The Rules and Statutes for the Licensing of Nursing Home Administrators", a copy of which is enclosed, and the "Rules for the Licensing of Nursing Homes and Home for the Aged Beds When Licensed as a Part of a Nursing Home". An order form is enclosed for your use in securing a copy of the nursing home rules. The exam consists of 50 multiple-choice questions. Examinations will be administered six to eight times a year.

An applicant who has been approved by the board and has successfully passed the state exam will be issued a license once all the current fees have been paid. Please refer to Subchapter 37E for further information relating to Reciprocity/Endorsement.

Please feel free to contact this office should you have a question or need assistance.

ITEMS NEEDED FOR COMPLETE APPLICATION

- _____ Typed application, signed, notarized, picture
- _____ Resume
- _____ Reference Forms (1) _____ (2) _____ (3) _____ (2 Character and 1 Employer)
- _____ College Transcripts (MUST BE ORIGINAL)
- _____ Application Fee: **\$200.00**
- _____ Reciprocity/Endorsement Questionnaire from **EACH** and **EVERY** state you've ever been licensed in

PLEASE NOTE: YOU MUST HAVE A VALID, CURRENT, ACTIVE LICENSE IN THE STATE FROM WHICH YOU ARE APPLYING FROM UNTIL YOU HAVE TOTALLY COMPLETED THE LICENSURE PROCESS IN NORTH CAROLINA.

COMPLETED APPLICATION MUST BE RECEIVED THREE WEEKS PRIOR TO THE BOARD MEETING