

This is an amendment to 16.13.3 NMAC, Sections 7, 8, 9, 11 12, 13 and 14, effective 2/26/2022.

16.13.3.7 DEFINITIONS:

- A. **“Application for licensure form”** means the application form approved by the board for the candidate to apply for licensure by the board.
- B. **“Authorization letter”** means the letter from the examination service authorizing the eligible candidate to sit for the national examination.
- C. **“Board approved administrator-in-training program”** means an administrator-in-training program approved by the ~~[licensing board in the state in which the training occurred.]~~ board, NAB or New Mexico health care association (NMHCA).
- D. **“CBT”** refers to computer based test or testing.
- E. **“CBT fee”** refers to the computer based testing fee assessed by the CBT vendor.
- F. **“CBT vendor”** means the contractor who provides scheduling services, testing center facility, and use of computer equipment to candidates eligible to take the national standard licensing exam in computer based format.
- G. **“Computer based test”** means a type of test in computer-based format designed to be administered through the use of a computer as opposed to a written test.
- H. **“Computer based testing fee”** means the fee charged to the candidate by the CBT vendor for scheduling services and for use of the vendor’s facility and computer equipment while taking the examination.
- I. **“Eligibility list”** means the candidates listed by the service as eligible to take the examination.
- J. **“Eligibility period”** means the sixty-day period from the date specified on the authorization letter to the eligible candidate.
- K. **“Examination”** means the national licensing examination for licensure as provided by the national association of boards of examiners for long term care administrators (NAB), or its successor.
- L. **“Examination application form”** means NAB’s application form for computerized testing, which must be completed on-line through NAB’s website.
- M. **“Examination fee”** means the fee for the examination payable to NAB.
- N. **“NAB”** is the acronym for the national association of ~~[boards of examiners for long term care administrators.]~~ long term care administrator boards.
- O. **“National examination agency”** means the national association of ~~[boards of examiners for long term care administrators.]~~ long term care administrator boards or its successor.
- P. **“Preceptor”** means a licensed nursing home administrator in good standing who gives practical experience to an administrator in training.
- Q. **“Professional examination service”** means ~~[NAB’s]~~ national association of long-term care administrator boards contractor for facilitating the development and offering of the examination in computer-based format.
- ~~R. “Service” refers to the professional examination service.]~~
- ~~S.]~~ **R. “Testing center”** means the CBT vendor location(s) where the examination is administered. [1/10/2000; 16.13.3.7 NMAC - Rn, 16 NMAC 13.3.7, 1/25/2001; A, 2/15/2004; A, 5/26/2016; A, 2/26/2022]

16.13.3.8 PREREQUISITE REQUIREMENTS: All applicants for licensure by examination must:

- A. be of good moral character;
- B. have completed a degreed baccalaureate program at an accredited institution of higher learning in a course of study approved by the board as adequate preparation for nursing home administration; and
- C. complete the application process as set forth by board regulation and policy.
- D. have completed a board approved administrator in training program or board approved internship program. The requirements include the following:
 - (1) a minimum of 1000 hours or more of on-site, supervised training and monthly written evaluations by the preceptor;
 - (2) the preceptor shall be a NAB certified preceptor and a licensed nursing home administrator with at least three years of experience as a nursing home administrator in good standing. [2/24/1988; 9/18/1992; 2/13/1994; 10/31/1995; 1/10/2000; 16.13.3.8 NMAC - Rn, 16 NMAC 13.3.8, 1/25/2001; A, 2/15/2004; A, 5/26/2016; A, 2/26/2022]

16.13.3.9 DOCUMENTATION AND OTHER REQUIREMENTS: Each applicant for licensure by examination must provide the following documents and fees to the board. Applications for licensure are valid for one year from date of receipt, and will be purged from the board’s records after that date.

- ~~A.~~ A completed board-approved application for licensure form, signed in the presence of a notary public.
 - ~~B.~~ A recent (within the last year) passport-type photograph of the applicant that the applicant has signed on the back [~~in the presence of a notary public~~].
 - ~~C.~~ ~~A copy of the applicant's birth certificate.~~
 - ~~D.~~ **C.** Complete official transcript(s) leading up to and showing that the applicant has been awarded a baccalaureate degree, and sent directly to the board by the institution(s).
 - ~~E.~~ **D.** A statement of any other professional licenses held by the applicant either in New Mexico or in other states, and copies of the license(s).
 - ~~F.~~ **E.** Completed verification of licensure form(s) sent directly to the board by the applicant's other state(s) of professional licensure.
 - ~~G.~~ **F.** Three letters of reference from persons unrelated to the applicant sent directly to the board by the references.
 - ~~H.~~ **G.** A completed, approved release form authorizing the board to conduct a criminal records check.
 - ~~I.~~ **H.** The application and licensure fee, payable to the board (See Subsection B of 16.13.2.8 NMAC, “Fees”).
 - ~~J.~~ **I.** Proof of completion of at least 1000 hours in a board approved administrator in training program or internship program in the form of:
 - (1) certification of a completion of a board approved administrator in training program from [~~the~~] a NAB accredited institution providing the program; or
 - (2) [~~a notarized letter verifying~~] proof of completion of 1000 hours in a board approved internship [~~such internship requires direct supervision of the applicant in a nursing home by a licensed nursing home administrator~~] verified through a notarized letter between the preceptor and the applicant, and submission of an AIT monthly reports completed by the preceptor and the applicant.
 - ~~K.~~ **RESERVED**
- [2/24/1988; 9/18/1992; 2/13/1994; 1/31/1995; 10/31/1995; 11/29/1997; 1/10/2000; 16.13.3.9 NMAC - Rn, 16 NMAC 13.3.9, 1/25/2001; A, 2/15/2004; A, 5/26/2016; A, 2/26/2022]

16.13.3.11 [EXAM SCHEDULE NOTIFICATION: Each eligible candidate will receive from the service, by e-mail, an authorization letter authorizing him or her to sit for an examination. The authorization letter shall contain a list of CBT testing centers, their toll free telephone numbers, and instructions on the scheduling process for the candidate to use in scheduling an examination. Candidates will also be provided with a direct link through the NAB website that will allow them to schedule their examination on line with an authorized testing center.

- ~~A.~~ Candidates can schedule to sit for an examination at any of the CBT testing centers listed in their authorization letter.
 - ~~B.~~ Candidates must schedule, and sit for, an examination within sixty days of the date (the “eligibility period”) specified in their authorization letter. If a candidate fails to schedule and sit for an examination within the sixty day eligibility period, he or she will be automatically removed from the eligibility list.
 - ~~C.~~ Any candidate declared ineligible to take an examination because of his or her failure to schedule and sit for an examination before the end of his or her sixty day eligibility period shall be required to resubmit a **new examination application to NAB, including the required examination fee and CBT fee.**
 - ~~D.~~ Up to two (2) working days prior to his or her scheduled examination date, a candidate may reschedule to take the examination by calling the CBT vendor’s toll free telephone number. The candidate will be assessed a \$10.00 fee by the CBT vendor for rescheduling the examination.
 - ~~E.~~ Candidates who (a) fail to give at least a two working days notice to the CBT vendor of their intention to reschedule their examinations within their sixty day eligibility period, shall forfeit their CBT fees.
 - ~~F.~~ Candidates may withdraw their NAB examinations applications up to one day prior to their scheduled examination date. Withdrawals must be requested using the withdrawal option through the NAB on line system.] **RESERVED**
- [2/24/1988; 10/31/1995; 1/10/2000; 16.13.3.11 NMAC - Rn, 16 NMAC 13.3.11, 1/25/2001, A, 2/15/2004; repeal, 2/26/2022]

16.13.3.12 ~~[IDENTIFICATION: Candidates shall arrive at the CBT testing site, where they are scheduled to sit for the exam, at least fifteen (15) minutes prior to their scheduled appointment. Upon arrival at a scheduled exam, candidates shall be asked to show “proof of identity” to the CBT vendor.~~

~~_____ A. Candidates can show proof of identity by presenting a government issued identification that bears a positive photo of the candidate (e.g., passport, driver’s license, etc.), and a second piece of identification which must, at the very least, contain the candidate’s signature (e.g., credit card, school identification, etc.).~~

~~_____ B. Prior to sitting for an examination, all candidates will be thumb printed and photographed by the CBT vendor.~~

~~_____ C. All examinations will be videotaped.] [RESERVED]~~

~~[10/31/1995; 1/10/2000; 16.13.3.12 NMAC - Rn, 16 NMAC 13.3.12, 1/25/2001; repeal, 2/26/2022]~~

16.13.3.13 ~~[FAILURE TO APPEAR AT SCHEDULED EXAM:~~

~~_____ A. Scheduled exam candidates who fail to appear at the exam for which they were scheduled without any prior notification to the CBT vendor (see Subsections D and E of 16.13.3.11, this rule) shall automatically be removed from the eligibility list and shall forfeit their examination and CBT fees.~~

~~_____ B. Any candidate declared ineligible to take an examination because of his or her failure to schedule, or to properly cancel, or to sit for an examination before the end of his or her sixty day eligibility period shall be required to resubmit a new examination application to NAB, including the required examination fee and CBT fee.]~~

~~[RESERVED]~~

~~[2/24/1988; 9/18/1992; 10/31/1995; 1/10/2000; 16.13.3.13 NMAC - Rn, 16 NMAC 13.3.13, 1/25/2001; A, 2/15/2004; repeal, 2/26/2022]~~

16.13.3.14 **AMERICANS WITH DISABILITIES ACT OF 1990:** As the national examination agency, NAB reserves sole responsibility for approving candidate requests for special accommodations under the Americans With Disabilities Act of 1990 (Public Law 101-336) (the “ADA”), provided the candidate provides timely notice and request of specific reasonable accommodations.

A. Requests for special accommodations should be indicated at the time of candidate application to NAB.

B. The board will make eligibility determination for NAB approved accommodations as specified in the NAB exam application under “special accommodations”.

C. NAB must approve all other requests.

D. Professional documentation to support the specific request for reasonable accommodations falling under item Subsection B. of ~~[16.13.3.14]~~ 16.13.3.10 NMAC is required and must be submitted to the board by the candidate no less than seven weeks prior to the candidate’s anticipated test date. The completed “candidate request for special examination accommodations” form, downloadable from the NAB exam application site, must accompany this documentation. The professional documentation in support of the specific request for reasonable accommodations specified in Subsection B. of ~~[16.13.3.14]~~ 16.13.3.10 NMAC must be approved and submitted by the board to NAB no less than four weeks prior to the candidate’s anticipated test date.

~~[16.13.3.14 NMAC - N, 2/15/2004; A, 2/26/2022]~~