

**TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**CHAPTER 13 NURSING HOME ADMINISTRATORS**  
**PART 3 APPLICATION FOR LICENSURE BY EXAMINATION**

**16.13.3.1 ISSUING AGENCY:** New Mexico Nursing Home Administrators Board.  
[10-31-95; 01-10-2000; 16.13.3.1 NMAC - Rn, 16 NMAC 13.3.1, 1-25-2001; A, 02-15-2004]

**16.13.3.2 SCOPE:** The provisions in Part 3 of Chapter 13 apply to all license applicants who have never been licensed to practice nursing home administration in any other state and are seeking approval to sit for the national standards licensing exam in order to qualify for licensure in New Mexico. Part 3 of Chapter 13 also applies to previously licensed New Mexico NHA licensees who have allowed their licenses to lapse (See 16.13.11 NMAC) and are seeking relicensure.  
[10-31-95; 16.13.3.2 NMAC - Rn, 16 NMAC 13.3.2, 1-25-2001]

**16.13.3.3 STATUTORY AUTHORITY:** Part 3 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, Sections 61-13-6, 61-13-8, 61-13-10, 61-13-13, and 61-13-14 NMSA 1978 (1997 Repl. Pamp.).  
[10-31-95; 11-29-97; 16.13.3.3 NMAC - Rn, 16 NMAC 13.3.3, 1-25-2001]

**16.13.3.4 DURATION:** Permanent.  
[10-31-95; 16.13.3.4 NMAC - Rn, 16 NMAC 13.3.4, 1-25-2001]

**16.13.3.5 EFFECTIVE DATE:** October 31, 1995, unless a later date is cited at the end of a section.  
[2-24-88...10-31-95; 11-29-97; 16.13.3.5 NMAC - Rn, 16 NMAC 13.3.5, 1-25-2001; A, 02-15-2004]

**16.13.3.6 OBJECTIVE:** The objective of Part 3 of Chapter 13 is to establish the requirements for application for licensure by examination.  
[10-31-95; 16.13.3.6 NMAC - Rn, 16 NMAC 13.3.6, 1-25-2001]

**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.
- 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 (60) 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.

**O.** “National examination agency” means the national association of boards of examiners for long term care administrators 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 contractor for facilitating the development and offering of the examination in computer-based format.

**R.** “Service” refers to the professional examination service.

**S.** “Testing center” means the CBT vendor location(s) where the examination is administered. [01-10-2000; 16.13.3.7 NMAC - Rn, 16 NMAC 13.3.7, 1-25-2001; A, 02-15-2004; A, 05-26-2016]

**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 licensed nursing home administrator with at least three years of experience as a nursing home administrator in good standing.

[2-24-88; 9-18-92; 2-13-94; 10-31-95; 01-10-2000; 16.13.3.8 NMAC - Rn, 16 NMAC 13.3.8, 1-25-2001; A, 02-15-2004; A, 05-26-2016]

**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.** 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.** 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.** Completed verification of licensure form(s) sent directly to the board by the applicant's other state(s) of professional licensure.

**G.** Three letters of reference from persons unrelated to the applicant sent directly to the board by the references.

**H.** A completed, approved release form authorizing the board to conduct a criminal records check.

**I.** The application and licensure fee, payable to the board (See Subsection B of 16.13.2.8 NMAC, “Fees”).

**J.** 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 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.

**K [RESERVED]**

[2-24-88; 9-18-92; 2-13-94; 1-31-95; 10-31-95; 11-29-97; 01-10-2000; 16.13.3.9 NMAC - Rn, 16 NMAC 13.3.9, 1-25-2001; A, 02-15-2004; A, 05-26-2016]

**16.13.3.10 EXAM ELIGIBILITY DETERMINED:** Upon receipt of the completed licensure application form, all other required documentation, and application fee, the board or its designee will review the application

materials, determine the applicant's eligibility to sit for the national licensing examination and notify the applicant in writing of eligibility or ineligibility.

**A.** Upon finding that the applicant is eligible to take the examination, the board shall notify the eligible candidate, in writing, that his or her application has been approved, and provide the candidate with NAB's website address to apply on-line to take the NAB exam.

**B.** The service shall notify the board electronically that the candidate has applied to take the examination and the board shall electronically indicate to the service the candidate's eligibility to take the exam.

**C.** Candidates are encouraged to wait until they receive official written notice from the board that their licensure application has been approved before they apply on-line to take the NAB exam. If the candidate pre-pays the NAB fee(s) and subsequently does not meet the board's licensure requirements and the board does not approve the candidate to take the exam, the fee(s) pre-paid to NAB are non-refundable.

[10-31-95; 01-10-2000; 16.13.3.10 NMAC - Rn, 16 NMAC 13.3.10, 1-25-2001; A, 02-15-2004]

**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 (60) 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 (60) 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 (60) 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 (2) working-days notice to the CBT vendor of their intention to reschedule their examinations within their sixty (60) 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.

[2-24-88; 10-31-95; 01-10-2000; 16.13.3.11 NMAC - Rn, 16 NMAC 13.3.11, 1-25-2001, A, 02-15-2004]

**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.

[10-31-95; 01-10-2000; 16.13.3.12 NMAC - Rn, 16 NMAC 13.3.12, 1-25-2001]

**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 (60) day eligibility period shall be required to resubmit a new examination application to NAB, including the required examination fee and CBT fee.

[2-24-88; 9-18-92; 10-31-95; 01-10-2000; 16.13.3.13 NMAC - Rn, 16 NMAC 13.3.13, 1-25-2001; A, 02-15-2004]

**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 NMAC is required and must be submitted to the board by the candidate no less than seven (7) 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 NMAC must be approved and submitted by the board to NAB no less than four (4) weeks prior to the candidate’s anticipated test date.  
[16.13.3.14 NMAC - N, 02-15-2004]

**HISTORY of 16.13.3 NMAC:**

**Pre-NMAC History:**

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

**History of Repealed Material: [RESERVED]**

**Other History:**

16 NMAC 13.3 Application for Licensure by Examination, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.3, Application for Licensure by Examination, filed 10-13-95, renumbered and reformatted to 16.13.3 NMAC, Application for Licensure by Examination, effective 1-25-2001.