

**Initial Application Instructions
For
KANSAS ADULT CARE HOME ADMINISTRATOR LICENSURE**

Enclosed for your reference (or available to download) are K.S.A. 65-3501 through 65-3508, K.A.R. 28-38-18 through 28-38-30 which address the qualifications and requirements for testing and licensure.

The **education requirements** for initial Kansas licensure are:

- Minimum baccalaureate degree, and
- Completion of 480 hour Administrator-in-Training (AIT) Practicum coordinated by a board approved sponsor. (list of approved sponsors is enclosed or may be downloaded)

The **testing requirements** for initial Kansas licensure are:

- 70 item open book test over the Kansas Nursing Facility Regulations and Kansas Assisted Living/Residential Care Facility Regulations, and.
- 150 question test developed by the National Association of Long Term Care Administrator Boards (NAB.) **NOTE: NAB test must be taken within 12 month of completion of the AIT practicum.**

The **application materials required** for initial Kansas licensure are:

- Completed "Application for Initial Adult Care Home Administrator License"
- Initial prorated licensure fee
- Two letters of reference on Board approved forms
- Official transcript directly from the accredited college or university verifying receipt of a baccalaureate or higher degree.
- Verification from board approved sponsor that candidate successfully completed a long term care administrator practicum of not less than 480 clock hours.
- Verification of Social Security Number

The **steps required and suggested order** for initial Kansas licensure are:

1. **Enroll** in a 480 hour Administrator-in-Training (AIT) Practicum and **locate a preceptor and facility** in which to complete the AIT.
2. **Begin the practicum**
 - The next steps can be taken either while completing the AIT practicum or at the end of the training experience
 - a. Submit completed **Application** for Initial Adult Care Home Administrator License
 - b. Pay initial prorated licensure **fee** made payable to KDADS
 - c. Request official sealed **transcript** be sent directly from the school
 - d. Request that two individuals complete the **reference letters** (one must be a licensed administrator)
 - e. Download the **Kansas Nursing Facility Regulations and Assisted Living/Residential Health Care Facility Regulations** necessary to complete the open book state exam from www.kdads.ks.gov then selecting "Survey, Certification, Credentialing Commission".
3. **Request the open book test** (Note: The test may be requested by phone, email or applicant may include a note along with their application and fee requesting the test.)
Candidates have 15 days from the date the state test is mailed to complete and return it to:

Health Occupations Credentialing – 612 S Kansas Ave - Topeka KS 66603-3404.

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License steps continued

4. **Prepare/Study for the NAB exam** utilizing the various tools available. Also recommended is to review the handbook for test candidates located on the NAB website. This handbook contains valuable information about the testing process, test categories, scheduling/rescheduling, payments, etc. In addition, the handbook contains a listing of recommended reference materials. Visit www.nabweb.org (click on “exams,” then scroll down to “NHA Information for Candidate’s Handbook.”)
5. **Apply for, schedule and take NAB exam** by going to www.nabweb.org
The NAB exam is an on-line examination taken at various testing sites. A pass/fail status will be provided at the end of the testing process. The official result will be provided at a later date via email from NAB. A fee of \$350.00 is required to take the NAB exam. A portion will be charged to your credit/debit card during the application process. The remainder will be charged once the application to test has been approved.

There are TWO steps

1. The FIRST is to Apply to take the NAB exam –
 - a. click on “exams,”
 - b. then select “Click here” to apply Online for State based and/or Federal Examination.
 - c. Scroll down and select “Apply for a computer-based examination (first-time).”
 - d. From the listing of exams that appears the candidate selects “NHA-Nursing Home Administrators Licensing Examination (ONLY)”
 - e. Continue following the instructions listed on the website.
2. The SECOND step is to Schedule the exam –
Once the application has been reviewed/approved by NAB and KDADS the candidate will receive an email notification from NAB advising that their application to test has been approved as well as providing an approval identification number to be utilized when scheduling the exam. Candidates should follow the instructions provided in the email notification to schedule their NAB exam date, time and location.

INITIAL KANSAS ADULT CARE HOME ADMINISTRATOR LICENSE ISSUED

Once all the above steps, educational and testing requirements are successfully completed the candidate is issued the license. A license certificate and wallet-sized card are printed and mailed along with renewal information.

License status can be verified at the HOC website by visiting www.kdadslicenseverification.org The verification can be printed and is available 24 hours each day, seven days each week.

For questions please contact Brenda Dreher at 785-296-0061 or Brenda.Dreher@ks.gov.