



**ADULT CARE HOME ADMINISTRATOR
LICENSURE
Background and Licensing Steps**

STATE STRUCTURE

- Governor
- Board of Adult Care Home Administrators (BACHA)
(licensing authority for Kansas.)
- Department for Aging & Disability Services
- Survey, Certification, Credentialing Commission
- Health Occupations Credentialing (HOC)
(administrative staff to the Board)



PURPOSE & BACKGROUND OF HEALTH OCCUPATIONS CREDENTIALING (HOC)

Kansas law recognizes 34 health occupational groups for which licensing, registration, or certification is provided. There are 10 regulatory bodies that issued credentials to those professions. Health Occupations Credentialing issues licenses to **adult care home administrators, dietitians, speech-language pathologists and audiologists** & issues registration to **adult care home operators**.



Why Licensure?

- The purpose of credentialing a health care profession is to protect the public from the unregulated practice of a profession which can harm or endanger the health, safety or welfare of the public.



HISTORY

- An amendment offered by Senator Edward Kennedy to a bill known as the 1967 Amendment to the Social Security Act, subsequently enacted by the Congress and signed into Law by President Johnson in January, 1968, becoming Public Law 9-248. This law set forth that States participating in the Medicaid (Title XIX) Program were required to establish programs to license Adult Care Home Administrators, effective July 1, 1970.
- As a result of this action the Kansas legislative session of 1969 saw the adoption of Substitute for House Bill 1515, which authorized and directed the State Board of Health to administer the provisions of that act and adopt rules and regulations providing for the licensure of Adult Care Home Administrators.
- The first Kansas Adult Care Home Administrator licenses were issued effective July 1, 1970.



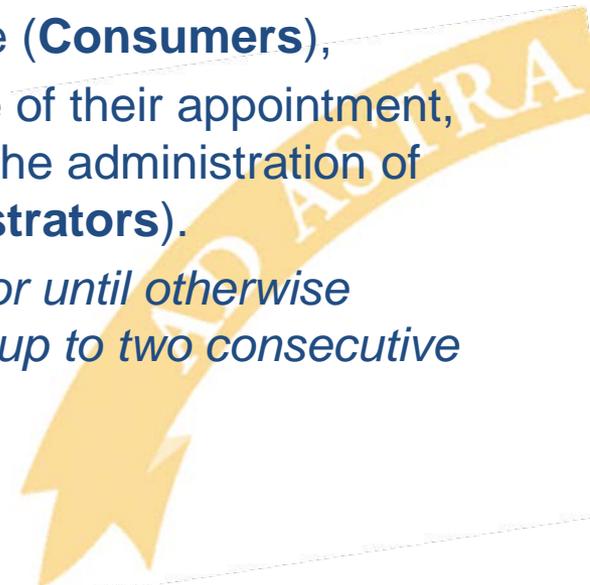
AD ASTRA

Board of Adult Care Home Administrators

The Kansas Board of Adult Care Home Administrators is composed of seven members, appointed by the governor. Members include:

- Two representatives of professions & institutions concerned with the care and treatment of chronically ill or infirm elderly patients (**Health Professionals**),
- Two consumer representatives who have no current or previous involvement in the financial affairs or as a member of the governing body of any adult care home or any association directly concerned with the regulation or licensure of adult care homes in the state (**Consumers**),
- Three adult care home administrators who, at the time of their appointment, are licensed by the state and are actively engaged in the administration of adult care homes within the State of Kansas (**Administrators**).

Members serve on the board for terms of three years or until otherwise disqualified from serving on the board and may serve up to two consecutive terms.



LICENSURE

There are several types of licensure:

TEMPORARY LICENSE

FULL INITIAL LICENSE

RECIPROCAL LICENSE

RENEWAL OF LICENSE

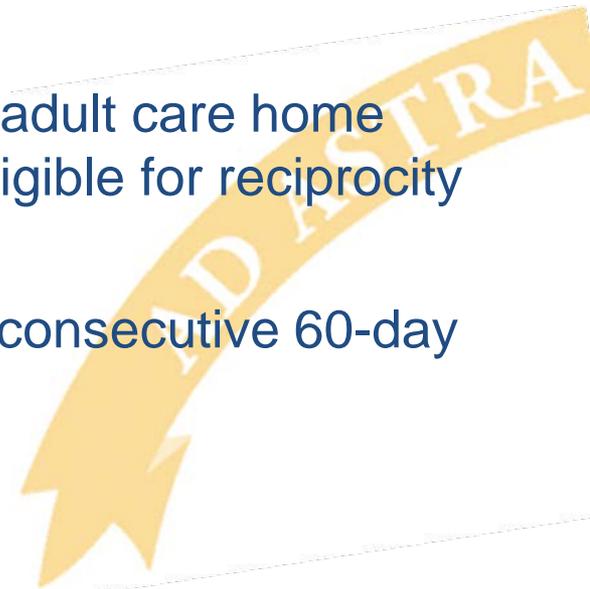
REINSTATEMENT OF LICENSE



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TEMPORARY LICENSURE

- Issued for the purpose of serving on an emergency basis for a facility in need of an administrator, **OR**
- Issued to a candidate who has been previously licensed in Kansas and is eligible for reinstatement to allow the candidate to practice while accumulating the 50 hours of continuing education required to reinstate their full Kansas license, **OR**
- Issued to a candidate who holds a license as an adult care home administrator in another state and is otherwise eligible for reciprocity
 - Effective for 60 days. May be extended for two consecutive 60-day periods.



Temp License Requirements

- Written documentation that a licensed, qualified candidate is not available to serve as administrator in the facility and be endorsed to be the most qualified candidate by an authorized representative of the governing body of the facility where the person is to be employed;
- Minimum baccalaureate degree;
- Passing score on the state regulations exam;
- Application and \$100.00 fee; **OR**
- Have been previously licensed in Kansas as an adult care home administrator and be otherwise eligible for reinstatement; **OR**
- Hold a license as an adult care home administrator in another state and be otherwise eligible for reciprocity.

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AD ASTRA

Temporary Licensure Steps

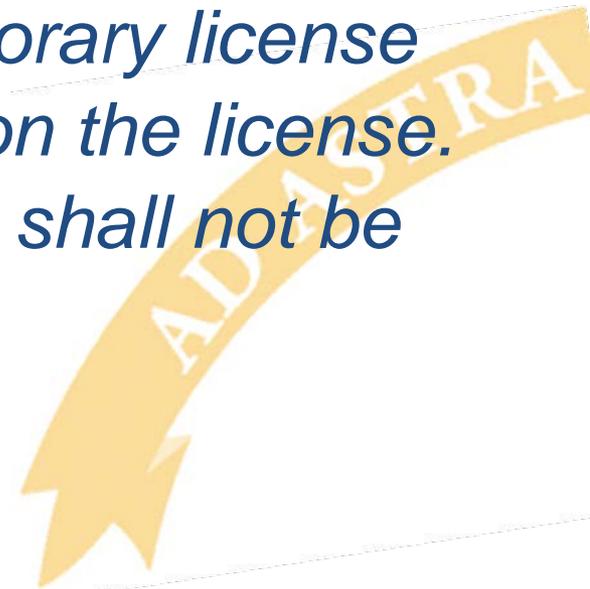
Application materials can be downloaded from our website at www.kdads.ks.gov/hoc or can be requested by emailing Karen Torbert at karen.torbert@ks.gov

- Complete, sign & submit application form (signature must be notarized.)
- Submit temp license fee of \$100.00 made payable to “KDADS”.
- Submit written documentation that a licensed, qualified candidate is not available and that candidate is the most qualified candidate by an authorized representative of the governing body of the facility.
- Request official sealed transcript verifying minimum baccalaureate degree be sent directly to HOC.
- Request, complete and submit State Exam (Note: State exam can be requested in writing or by phone call upon submitting the license application. *Candidates should first acquire copies of the Kansas Nursing Facility regulations & Assisted Living/Residential Health Care Facilities regulations from the website www.kdads.ks.gov.*)



TEMPORARY LICENSE IS ISSUED

- Temporary license is approved, emailed to applicant and viewable in the license verification portal located at www.kdads.ks.gov/hoc
- *If a candidate for full licensure has been issued a temporary license and fails the national examination, the candidate's temporary license shall expire on the date indicated on the license. The candidate's temporary license shall not be extended or reissued.*



INITIAL FULL LICENSURE

Issued to candidates who:

- Have never been licensed in Kansas or any other State



INITIAL FULL LICENSURE REQUIREMENTS

- Minimum baccalaureate degree
- Completion of 480 hr Administrator-in-Training (AIT) Practicum
- Two letters of Reference
- Passing score on the State Exam
- Passing score on the National (NAB) Exam
- Payment of pro-rated licensure fee

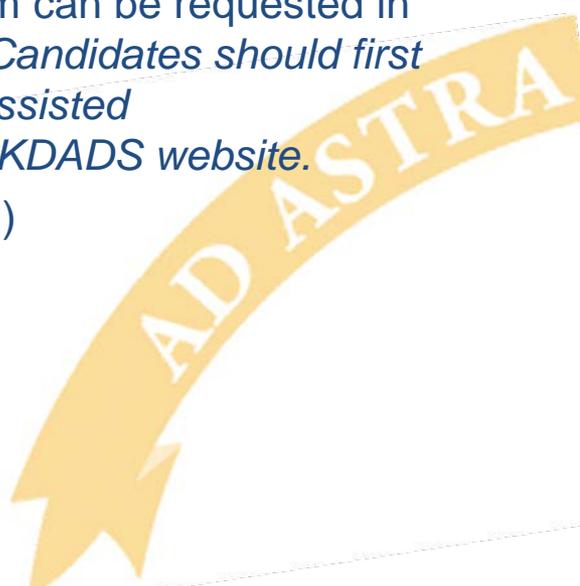


Initial Full Licensure Steps

Application materials may be downloaded from our website at www.kdads.ks.gov/hoc or can be requested by emailing Karen Torbert at karen.torbert@ks.gov

- Request official sealed transcript verifying minimum baccalaureate degree be sent directly to HOC.
- Submit, on board-approved forms, one letter of reference from a licensed adult care home administrator, in state or out of state, and one letter of reference from another person not related to the candidate.
- Request, complete and submit State Exam (Note: State exam can be requested in writing or by phone upon submitting the license application. *Candidates should first acquire copies of the Kansas Nursing Facility regulations & Assisted Living/Residential Health Care Facilities regulations from the KDADS website.*)
- Pay pro-rated licensure fee. (see Fee Sheet for more details.)

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Initial Full Licensure Steps Cont.

- Successfully complete 480 hr Administrator-in-Training (AIT) Practicum conducted by an accredited college or university, or an equivalent educational training practicum.
 - **A listing of approved practicum providers is available at the website www.kdads.ks.gov/hoc**
 - The practicum is to meet the following: **1)** be completed in not more than three practice settings; **2)** incorporate the “core of knowledge,” as defined in K.A.R. 28-38-29, or the “domains of practice,” as defined in K.A.R. 28-38-29; **3)** provide the training in either, or a combination of, a licensed adult care home or long-term care unit of a licensed hospital, excluding assisted-living and residential health care facilities; **4)** verify the candidate has obtained a preceptor in the adult care home or hospital long-term care unit; **5)** assume responsibility for coordinating with the preceptor the type of training and supervision to be provided during the practicum and **6)** ensure that a preceptor meets all requirements.

ADMINISTRATOR

Initial Full Licensure Steps Cont.

- Pass the National Exam – (*National Association of Long Term Care Administrator Boards – NAB*)
 - The minimum passing scaled score for the NAB exam is 113.
 - A candidate who has failed three NAB exams must complete a course of additional education submitted by the candidate's practicum coordinator and approved by the board before submitting an application for examination.



CONGRATULATIONS!

- License is approved, printed and mailed to the licensee.
- Initial licensure is issued for a period of at least 12 months and not more than 24 months expiring June 30 of the second calendar year following date of issue. Thereafter licenses are effective for 24 months.



RECIPROCAL LICENSURE

- Issued to candidates who hold or held licensure in another State(s).



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Reciprocal Licensure Requirements

- Two letters of Reference, and
- Passing score on the State Exam, and
- Payment of pro-rated licensure fee, and
- Verification of being favorably recommended by the State(s) in which the candidate is/was licensed, and
- Documentation that the criteria of the licensing State in which the applicant is currently licensed are substantially equivalent to the current Kansas examination, education, training, and experience criteria, **OR**
- Documentation that the applicant has been continuously licensed during the preceding five years. During that time, the applicant annually attained at least 2,080 hours of experience as an administrator of record of a licensed adult care home or a licensed long-term care unit of a hospital, **OR**
- Completion of 480 hour practicum and verification of minimum baccalaureate degree.



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Reciprocal Licensure Steps

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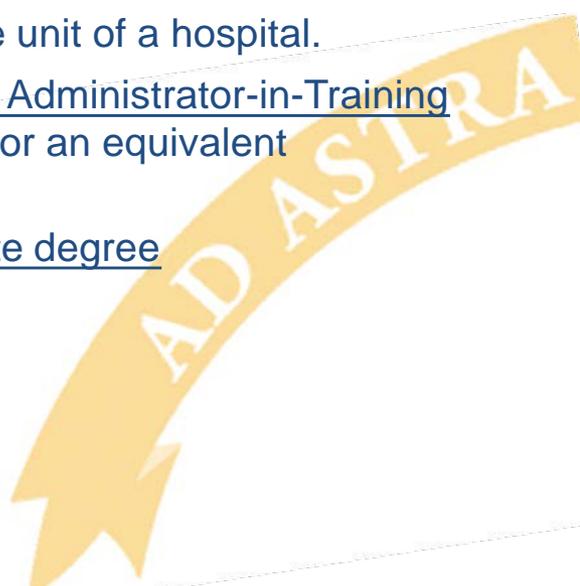
- o Submit notarized Application for Reciprocal Adult Care Home Administrator License.
- o Submit, on board-approved forms, one letter of reference from a licensed adult care home administrator, in state or out of state, and one letter of reference from another person not related to the candidate.
- o Request, complete and submit State Exam (Note: State exam can be requested in writing or by phone upon submitting the license application. Candidates should first acquire copies of the Kansas Nursing Facility regulations & Assisted Living/Residential Health Care Facilities regulations from the KDADS website listed above.
- o Pay pro-rated licensure fee. (see Fee Sheet for more details.)

Continued . . .



Reciprocal Licensure Steps Cont.

- Request the licensing agency of the state from which you are requesting reciprocity and each state in which you have been licensed provide verification of licensure either by completing the “Reciprocity Licensure Questionnaire” or using their state verification form and request they send to the Ks Dept. for Aging & Disability Services.
- Provide documentation of either:
- **A)** the criteria of the license-issuing jurisdiction are substantially equivalent to the current Kansas requirements, **OR**
- **B)** The applicant has been continuously licensed during the preceding five years during which time they annually attained at least 2,080 hours of experience as an administrator of record of a licensed adult care home or a licensed long-term care unit of a hospital.
- **IF** neither A nor B apply, the candidate must complete a 480 hour Administrator-in-Training (AIT) practicum conducted by an accredited college or university, or an equivalent educational training practicum **AND**
- Request official sealed transcript verifying minimum baccalaureate degree be sent directly to HOC.

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CONGRATULATIONS!

- License is approved, printed and mailed to the licensee.
- Initial licensure is issued for a period of at least 12 months and not more than 24 months expiring June 30 of the second calendar year following date of issue. Thereafter licenses are effective for 24 months.



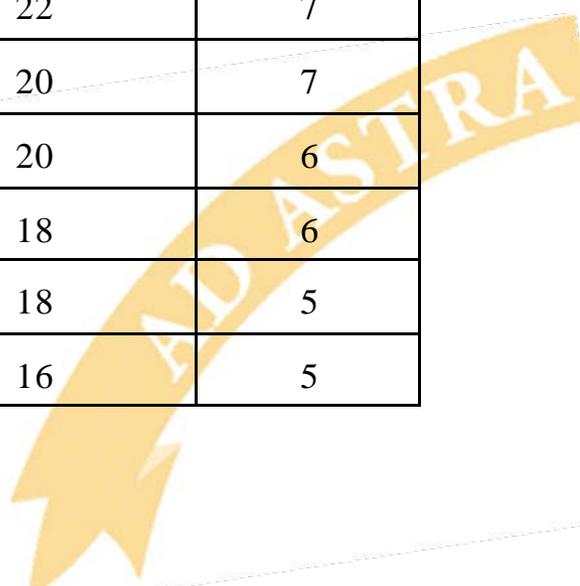
Renewal of License

- A full license, initial and reciprocity, will expire June 30 of the year that is less than two years from issuance. Thereafter, the license will expire biennially.
- Acquisition of 50 clock hours of continuing education (CE) in the “core of knowledge” subject area will be required to renew:
 - » Resident Care – 10 hrs minimum
 - » Administration – 30 hrs minimum
 - » Elective – maximum of 10 hrs
- Each licensee whose initial licensure period is less than 24 months is required to obtain at least two hrs of CE for each month in the initial licensure period. The total hours and breakdown of CE is as follows on the next page for licenses effective less than 24 months:



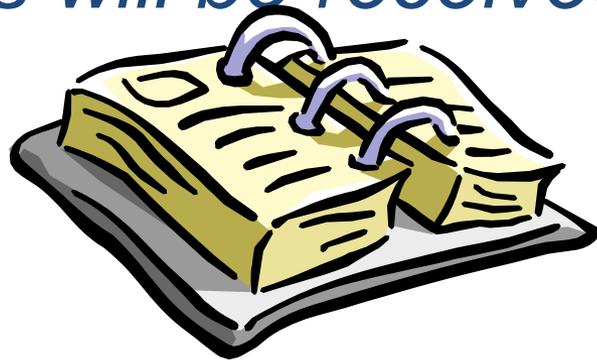
Renewal Requirements

Month in which license was issued	TOTAL	Resident Care (20%) (Minimum)	Administrative (60%) (Minimum)	Electives (Maximum)
August (23 month license)	46	9	28	9
Sept (22 month license)	44	9	26	9
Oct (21 month license)	42	8	26	8
Nov (20 month license)	40	8	24	8
Dec (19 month license)	38	8	22	8
Jan (18 month license)	36	7	22	7
Feb (17 month license)	34	7	20	7
March (16 month license)	32	6	20	6
April (15 month license)	30	6	18	6
May (14 month license)	28	5	18	5
June (13 month license)	26	5	16	5



Renewal Requirements Cont.

- A renewal notice will be emailed & mailed at least 30 days prior to expiration of your license.
- *(It is important to notify the board of any change in email/ mailing address so notices will be received.)*



Renewal Steps

There are two options for license renewal:



- **OPTION 1 – ONLINE RENEWAL PROCESS**

- A few reasons online renewal may be the choice for you:

- Convenience: Available beginning May 15, 24 hrs daily;

- Additional payment options

- Immediate Confirmation – User receives a printable confirmation statement verifying the renewal process was successfully completed and also serves as a receipt of payment.

- Instructions: go to www.kdads.ks.gov/hoc and click on the Online License Renewal link.



Renewal Steps Cont.

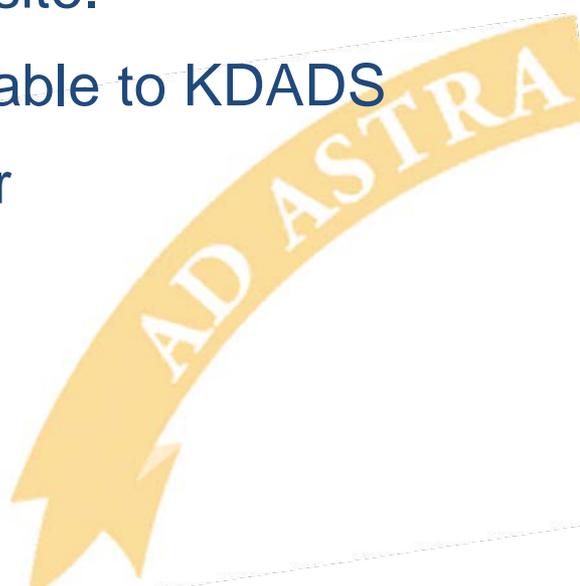
HOW TO RENEW ONLINE

- Log in *(no special PIN required)*
- Update address if necessary
- Answer questions about discipline
- Attest to CE Statement
- Check out
- Receive Confirmation



Renewal Steps Cont.

- **OPTION 2 – PAPER-BASED RENEWAL PROCESS**
- If the paper-based renewal is preferred, follow the steps below:
 - 1 – Complete, sign and return the form titled “Adult Care Home Administrator Licensure Renewal Notice” which licensee will download from the KDADS website.
 - 2 – Enclose the \$100 renewal fee made payable to KDADS or complete and enclose the authorization for payment of fees by Visa or Master Card.

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Renewal of License Cont.

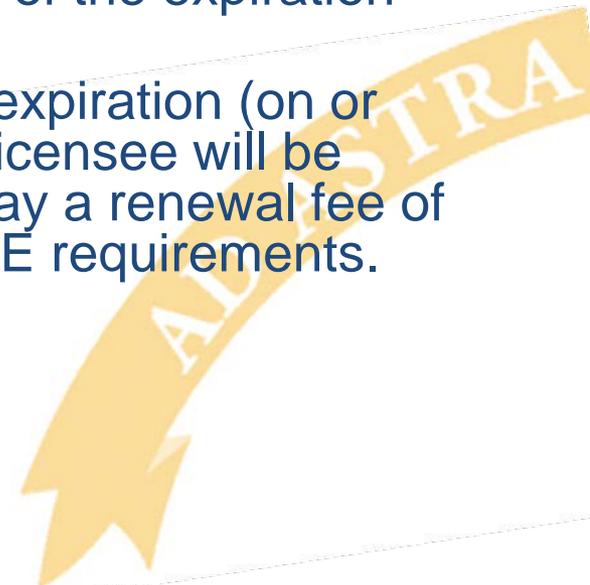
- Licensees must **keep all CE documents** (certificates, course content, objective, time-frame agenda) in the event their renewal is randomly audited, but only then must they submit the information. CE content must meet regulation standards. A copy of the allowable Topics of Education is available on the website as is a copy of the Methods for Earning Continuing Education table.
- The attestation statement on the renewal application form replaces the CE transcript previously required. The online renewal option also includes a CE attestation statement instead of a CE transcript.

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Renewal of License Cont.

- **CRITICAL DATES:**
- All CE hours must be obtained by June 30 of the expiration year. If the required hours are not obtained by June 30, the license will expire and would require reinstatement.
- All applications, supporting documents and renewal fees must be postmarked or submitted online by the expiration date to avoid a \$50 late fee.
- Applications received postmarked or submitted online by July 31 of the expiration year, with CE obtained by June 30 of the expiration year, will be charged an additional \$50 late fee.
- Applications received postmarked 60 days after expiration (on or after Aug 1st) will not be accepted for renewal. Licensee will be required to submit a reinstatement application, pay a renewal fee of \$100 and reinstatement fee of \$120, and meet CE requirements.



Reinstatement of License

- Issued to candidates who have previously held Kansas Adult Care Home Administrator licensure which has lapsed for failure to renew.



Reinstatement Requirements

- Acquisition of 50 clock hours of continuing education (CE) in the “core of knowledge” subject area will be required to renew:
 - » Resident Care – 10 hrs minimum
 - » Administration – 30 hrs minimum
 - » Elective – maximum of 10 hrs
- Verification of being favorably recommended by any state(s) in which licensure had been obtained while Kansas license was expired.
- \$220.00 reinstatement fee



Reinstatement Steps

- Submit Application for Reinstatement listing the required 50 CE hours;
- Submit copies of certificates of completion/attendance for all programs;
- Submit course content, time-frame agenda for any programs not prior approved by KDADS;
- Request verification of licensure from any state(s) in which license was acquired after Kansas license expired;
- Pay \$220 reinstatement fee



License is Reinstated

- Original Kansas license number is reactivated.



QUESTIONS?



- For questions please contact
- Karen Torbert at
785.296.0061 or
karen.torbert@ks.gov

