

**TITLE 490. OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS**

Chapter

	Section
1. Administrative Operations.....	490:1-1-1
10. Rules and Regulations for Nursing Home Administrators.....	490:10-1-1

**CHAPTER 1. ADMINISTRATIVE OPERATIONS**

Subchapter

	Section
1. General Provisions.....	490:1-1-1
3. Oklahoma State Board of Examiners for Nursing Home Administrators.....	490:1-3-1
5. Notice and Hearing.....	490:1-5-1
7. Fees and Deposits.....	490:1-7-1

[**Authority:** 63 O.S., Sections 330.51 et seq.]

[**Source:** Codified 12-30-91]

OAC 490:1

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**SUBCHAPTER 1. GENERAL PROVISIONS**

Section

490:1-1-1. Purpose

490:1-1-2. Definitions

**490:1-1-1. Purpose**

The rules of this Chapter have been adopted for the purpose of complying with the provisions of the Administrative Procedures Act, 75 O.S., Sections 301 et seq. This Board, known as the Oklahoma State Board of Examiners for Nursing Home Administrators, carries out statutory authority for developing, imposing and enforcing standards which must be met by individuals in order to receive a nursing home administrator's license and the responsibility of imposing continuing education hours for renewal of a nursing home administrator's license. These rules are written to carry out the aforementioned statutory responsibilities.

[**Source:** Amended at 9 Ok Reg 92-792, eff 6-11-92]

**490:1-1-2. Definitions**

The following words or terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

**"Active Status"** means a nursing home administrator's license is current and in good standing.

**"Administrator-In-Training"** (AIT) means a person serving a Board approved Internship within a nursing home under the supervision of a Board approved preceptor.

**"Administrator of Record"** means a nursing home administrator, licensed by the state of Oklahoma, who is in charge of a facility and given essential and necessary authorization from the owner and/or governing body to comply with all pertinent promulgated rules and state statutes, and who is responsible for hiring, maintaining, and directing a team of professionals to attain and maintain physical, mental, and psychological well-being of each resident, client, or patient.

**"Adult Day Care Center"** or **"center"** means a facility which provides basic day care services to unrelated impaired adults for more than four (4) hours in a twenty-four-hour period. A center shall be a distinct entity, either freestanding or a separate program of a larger organization. A center shall have a separately verifiable staff, space, budget and participant record system. The terms "adult day care center" or "center" shall not include retirement centers and senior citizen centers [63:1-872].

**"Adverse action"** means any act proposed by the Board denying, refusing to issue or renew a nursing home administrator license, or an action for the suspension or revocation of a nursing home administrator's license.

**"Assisted Living Center"** means any home or establishment offering, coordinating or providing services to two (2) or more persons who:

- (A) are domiciled therein;
- (B) are unrelated to the operator;
- (C) by choice or functional impairments, need assistance with personal care or nursing supervision;
- (D) may need intermittent or unscheduled nursing care;
- (E) may need medication assistance; and
- (F) may need assistance with transfer and/or ambulation [63:1-890.2].

**"Board"** (OSBENHA) means the Oklahoma State Board of Examiners for Nursing Home Administrators.

**"Continuing Education"** means educational opportunities beyond formal education and initial entry level into a profession to enable practitioners to maintain competence, to become aware of new developments and to provide responsible, quality services.

**"Continuum of Care Facility"** means a home, establishment or institution providing nursing facility services as defined in Section 1-1902 of Title 63 of the Oklahoma Statutes and one or both of the following:

(A) assisted living center services as defined in the Continuum of Care and Assisted Living Act; and

(B) adult day care center services as defined in Section 1-872 of Title 63 of the Oklahoma Statutes [63:1-890.2.4].

**"Inactive Status"** means a license which is in good standing, but not current.

**"Intermediate Care Facilities for the Mentally Retarded 16 Beds and Less" (ICF/MR-16)** means small facilities serving the mentally retarded which provide residential accommodations and transitional living training to aid residents in adapting to live in the general society. Resident accommodations are limited to not more than 16 residents, plus any required "live-in" staff.

**"License"** means the written permission of the Board authorizing and granting a person the privilege of serving as a nursing home administrator for a specific period of time.

**"Nursing home"** means any home, establishment, or institution in which there is offered or provided, by any person, medical services, skilled nursing care, necessary special dietary service, and personal care and supervision to three or more persons domiciled therein who by reason of physical or mental infirmity may require such service.

**"Nursing home administrator"** means a person licensed by the state of Oklahoma under the provisions of 63 O.S., Sections 330.51 et seq.

**"Owner"** means a person, corporation, partnership, association, or other entity which owns a facility or leases a facility. The person or entity that stands to profit or lose as a result of the financial success or failure of the operation shall be presumed to be the owner of the facility.

**"Person"** means an individual, firm, partnership, corporation, company, association, or joint stock association, and includes any receiver, trustee, assignee, or other similar representative thereof.

**"Preceptor"** means a Board approved person who is currently licensed as a nursing home administrator in Oklahoma and is charged with coordinating the training of an Administrator In Training (AIT).

**"Provisional license"** means the temporary authority to serve as nursing home administrator as granted by the Board to an individual of good character who meets appropriate conditions and requirements as prescribed by the Board.

**"Qualified Mental Retardation Professional "(QMRP)** means an individual determined by the State Department of Health, pursuant to Section 483.430, 42 C.F.R., to have at least one (1) year of experience working directly with persons with mental retardation or other developmental disabilities, and be one of the following:  
a doctor of medicine or osteopathy licensed to practice in this state, a registered nurse, or an individual who holds at least a bachelor's degree in a related field.

**"Residential Care Home"** means any establishment or institution other than a hotel motel, fraternity or sorority house, or college or university dormitory which offers or provides residential accommodations, food service and supportive assistance to any of its residents or houses any resident requiring supportive assistance who are not related to the owner or administrator of the home by blood or marriage. Said residents shall be ambulatory and essentially capable of managing their own affairs, but do not routinely require skilled nursing care or intermediate care.

**"Waiver"** means the granting of an exemption from a State regulation under the provisions of 63 O.S., Sections 330.51 et. seq.

[**Source:** Amended at 9 Ok Reg 92-792, eff 6-11-92; Amended at 15 Ok Reg 1762-1763, eff 7-15-98; Amended at 18 Ok Reg 1746-1747, eff 7-01-01; New at 20 Ok Reg 1739, eff 07-01-03; Amended at 21 Ok Reg 1109-1110, eff 7-01-04]

**SUBCHAPTER 3. OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS**

Section

- 490:1-3-1. Organization
- 490:1-3-2. Officers and committees
- 490:1-3-3. Meeting of the Board
- 490:1-3-4. Board composition
- 490:1-3-5. Revoked
- 490:1-3-6. Training and instruction

**490:1-3-1. Organization**

The members of the Board shall, as soon as a majority has been appointed and annually, thereafter, elect from their membership a president, vice-president and secretary-treasurer.

(1) Nominations may be made by any member of the Board or a committee named by the president.

(2) Each member of the Board shall cast one vote for each office for which an election is held.

(3) Fifty percent of the total membership of the Board shall constitute a quorum. Election shall be by majority vote of the members present and voting.

(4) Board officer vacancies shall be filled in like manner.

**490:1-3-2. Officers and committees**

(a) The president shall be the Chief Executive Officer of the Board. The president shall call and preside at all meetings and shall be a member ex-officio of all committees. The president may act for the Board in such other matters as it may authorize.

(b) The vice-president in the absence of the president shall assume all the president's duties and have all the president's authority. The vice-president shall also perform such duties as may be assigned by the president.

(c) The secretary-treasurer shall keep accurate and complete minutes of all meetings, attend to all correspondence, call meetings on order of the president, maintain accurate and complete records of all other business transactions and funds of the Board.

(d) The elected officers shall constitute the Executive-Committee of the Board and provide counsel to the president in situations requiring immediate attention and action. The Executive Committee will act in strict compliance with the Oklahoma Open Meeting Act.

(e) Standing and special committees may be appointed by the president and shall serve until their purpose is accomplished or until the date of the meeting at which the officers of the Board are elected. Such committees shall maintain a permanent record of all activities and shall report same at each regular meeting of the Board.

**490:1-3-3. Meeting of the Board**

(a) All proceedings of the Board will be held and conducted in compliance with the State Open Meeting Law.

(b) The annual meeting of the Board for purpose of election of officers shall be the last meeting before the end of the calendar year, December 31.

(c) Regularly scheduled meetings shall be held at a time and place designated by the president.

(d) The secretary shall notify the membership of the time and place of all meetings at least five (5) days prior to the date of said meeting.

(e) Special meetings may be called at any time by the president and shall be called at the request of a majority of the members of the Executive Committee or at the request of a majority of the membership of the Board. At any special meeting no business shall be transacted except that stated in the notice calling the meeting. The secretary shall notify the Board of the time, place and business to be transacted at least forty-eight (48) hours in advance of the time set for the special meeting.

(f) Fifty (50) percent of the membership of the Board will constitute a quorum for the annual, regular, and special meetings.

(g) Roberts Rules of Order will be followed at each meeting of the Board.

[**Source:** Amended at 9 Ok Reg 92-792, eff 6-11-92]

**490:1-3-4. Board composition**

(a) *The Oklahoma State Board of Examiners for Nursing Home Administrators shall consist of fifteen (15) members, eleven of whom shall be representative of the professions and institutions concerned with the care and treatment of critically ill or infirm elderly patients, two members representing the general public, and the State Commissioner of Health and the Director of the Department of Human Services, or their designees. The thirteen members shall be appointed by the Governor, with the advice and consent of the Senate.*

(b) *Six of the thirteen appointive members shall each be presently an owner and a licensed administrator and shall have had five (5) years' experience in the nursing home profession as an owner and administrator. Two members shall be representatives of the general public and shall not have any direct or indirect financial interest in nursing homes. The other members shall not be nursing home owners or administrators and shall have no direct financial interest in nursing homes.*

(c) *The terms of all appointive members shall be three (3) years. Any vacancy occurring in the position of an appointive member shall be filled by the Governor, with the advice and consent of the Senate, for the unexpired term. [63 O.S. 330.51 et seq.]*

[**Source:** Amended at 9 Ok Reg 92-792, eff 6-11-92]

OAC 490:1

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**490:1-3-5.** Administrator responsibilities (Revoked)

**(Source:** Revoked at 12 Ok Reg 2853, eff 7-14-95)

**490:1-3-6. Training and instruction**

(a) In order to receive OSBENHA recognition and continuing education credit (CEU), continuing education programs shall be submitted to the Board for consideration prior to presentation as indicated at 490:1-3-6.(e)(4). All continuing education programs submitted to the OSBENHA for recognition and continuing education credit hours will be submitted with a \$55.00 per credit hour non-refundable approval fee. Approval will be granted only for specific programs for specific dates of presentation. The Board shall not be bound to granting specific continuing education credit should subsequent information come to its attention that program content differed from that approved. Sponsors shall be responsible for obtaining satisfactory documentation of attendance. All programs approved by the National Association of Boards of Examiners of Long Term Care Administrators (NAB) that receive a NAB approval number will be accepted presumptively by OSBENHA for CEU credits.

(b) If the Board finds that programs of training and instruction conducted within the state are not sufficient in number or content to enable applicants for nursing home administrators' licenses and nursing home administrators to meet requirements established by this Board, it shall institute and conduct or arrange with others to conduct one or more such programs and shall make provision for their accessibility to appropriate residents of this state. The Board may approve and conduct programs sufficient to meet educational and training requirements established by the Board.

(c) The Board reserves the right to monitor any or all approved programs.

(d) Criteria for Board program approval:

(1) Relevance of subject matter and adequate facilities:

(A) Must relate to Nursing Home Administration.

(B) Must be designed to promote continued knowledge, skills and attitudes with current standards in nursing home administration.

(C) Assist administrators in the improvement of their professional competencies.

(D) Programs which deal specifically with internal affairs of an organization do not qualify for credit.

(E) Programs must be open and available to all qualified nursing home administrators in Oklahoma.

(F) Program location (facilities) must provide adequate space to accommodate potential attendees and have the ability to provide needed equipment, sound, projectors, etc.

(2) Faculty qualifications:

(A) Must have experience in long term care, supervision and administration or,

(B) Must have expertise in teaching and instructional methods suitable to subject presented or,

- (C) Must have suitable academic qualifications and experience for subject presented.
- (3) Learning objectives:
- (A) Must be reasonable and clearly stated.
  - (B) Must be stated in behavioral terms, which define the expected outcomes for participants.
  - (C) Must demonstrate the consistency of content (objectives).
  - (D) Must identify mechanism by which learning objectives are shared with participants.
- (4) Teaching methods:
- (A) Must be clearly stated.
  - (B) Must be appropriate to subject matter, and allow suitable time.
  - (C) Must describe instructional aids and resource materials utilized.
- (5) Sponsors must have expertise in the subject matter presented and should be from one of the following categories:
- (A) Accredited educational institutions.
  - (B) Professional association and/or trade association.
  - (C) Private educational group.
- (6) Registration fee for programs:
- (A) Must be published clearly on promotional material.
  - (B) Fees will be reviewed by OSBENHA.
- (7) Evaluation of program:
- (A) Sponsor must allow OSBENHA to evaluate program.
  - (B) OSBENHA will provide evaluation form for each program participant's responses.
  - (C) OSBENHA will provide a summary of evaluations for each program.
  - (D) Copies of actual evaluations will be provided to sponsor at additional cost upon request.
- (8) Certification of attendance:
- (A) Must state method to be used.
  - (B) To receive full credit, attendees must attend the full program. Partial credit with a minimum of two clock hours may be earned in a divisible program. Program content will be considered by the Board in determining whether partial credit will be granted.
  - (C) The maximum number of hours which can be earned shall be seven clock hours per day.
  - (D) Must provide list of participants to OSBENHA.
- (9) Instructional hours:
- (A) Must be based upon clock hours (60 minutes = 1 clock hour).
  - (B) Schedule must show registration, meal times (not included in credit hours), and breakdown of daily educational activities.

- (10) Target group for programs:
  - (A) Nursing Home Administrators.
  - (B) Other disciplines.
- (11) OSBENHA reserves the right to evaluate any or all approved programs.
- (e) Review process:
  - (1) All programs will be reviewed by the Education Committee.
  - (2) The Education Committee will make recommendations to the full Board for approval/or denial.
  - (3) Types of programs to be reviewed shall be appropriately designed for Nursing Home Administrators.
  - (4) Sponsors must submit program to OSBENHA 30 days in advance of program, provided however, that should the Board fail to meet through lack of a quorum or other circumstance, the application will be reviewed at the next meeting of the Board and if approved, hours will be awarded retroactively.
  - (5) If a program is disapproved, the sponsor is to be notified in writing including the reasons for rejection.
  - (6) If a program is disapproved, the sponsor has 30 days to appeal in writing. The appeal must include a copy of the original application package and any additional information which the sponsor feels is needed for further clarification.
  - (7) The committee may recommend approval of a submitted program content or a portion of the program content even though it has been determined that the same content or a portion of the program content has been previously approved by the Board during the current calendar year; however, licensed nursing home administrators who have attended and received credit for such previously approved program that falls into this category shall be denied credit for attending subsequent duplicate programs during the same calendar year.
  - (8) All programs approved by the NAB will be presumptively approved by the Board.

[**Source:** Amended at 9 Ok Reg 2125, eff 6-11-92; Amended at 10 Ok Reg 3797, eff 7-12-93; Amended at 12 Ok Reg 2854, eff 7-14-95; Amended at 15 Ok Reg 1764, eff 7-15-98; Amended at 20 Ok Reg 1741, eff 07-01-03]

OAC 490:1

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**SUBCHAPTER 5. NOTICE AND HEARING**

Section  
490:1-5-1. Notice and hearing

**490:1-5-1. Notice and hearing**

(a) The Board shall have jurisdiction to hear disciplinary charges brought under the provisions of the rules of this Subchapter against persons licensed as nursing home administrators. An individual proceeding may be initiated by the Board or by any interested person upon the filing of a written, verified complaint containing a brief statement setting forth the relief requested, and the facts alleged to give rise to relief, and naming the persons against whom relief is sought. Individual proceedings shall be conducted by the Board according to the provisions established in the Oklahoma Statutes at Title 75, Section 309, et seq.

(b) Any proposed action by the Board denying, refusing to issue or renew a license, or an action for the suspension or revocation of a license shall be sent to the applicant or licensee by certified mail addressed to the last known place of business or residence as contained in the records of the Board. Said notice shall be so mailed at least fifteen (15) days in advance of the proposed action of the Board.

(1) Any applicant aggrieved by an action of the Board respecting the application for licensure renewal of same or proposed suspension or revocation may, within fifteen (15) days of the receipt of notice of the action or proposed action of the Board, request a hearing. The hearing shall be conducted in an orderly manner by the Board.

(2) Hearings will be conducted by one of the following methods as determined by the Board: by the Board; by any member of the Board acting as hearing examiner; or by an attorney licensed to practice before the Supreme Court of the State of Oklahoma acting as hearing examiner. A hearing examiner or any Board member shall withdraw from any proceeding in which he or she cannot afford a fair and impartial hearing or consideration. Any party may request such disqualification by filing an affidavit, promptly upon the discovery of the alleged disqualifications, stating the particular grounds for objection. The issue shall be referred to the Board to be determined promptly by the Board.

(3) The Board will set a date, time and place for the hearing and the secretary will inform the aggrieved applicant by registered mail, addressed to applicants last known business or residence address as contained in the records of the Board, of the scheduling of such hearing at least ten (10) days in advance of the date set for the hearing.

(4) All parties shall have an opportunity to respond and be represented by counsel at said hearings.

(5) All parties shall have a full opportunity to present evidence and argue all issues involved and to cross examine as may be required for a full and true disclosure of the facts.

(6) The rules of evidence before the Board shall be those described in Title 75, Oklahoma Statutes, Section 310.

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

OAC 490:1  
490:1-5-1, p2

- (7) The decision of the Board shall be based exclusively on the evidence and matters noticed.
  - (8) A record of the proceeding shall be produced and kept by the Board. The record shall contain all pleadings, motions, and intermediate rulings, evidence received or considered, a statement of matters of officially noticed, questions and offers of proof, objections, and rulings thereon, and decision, opinion, or report by the officer presiding at the hearing, all staff memoranda or data submitted to the Board in connection with their consideration of the case.
  - (9) The full proceedings of any hearing shall be transcribed on the request of any party. The fee for the reporter shall be paid by the party requesting the services of the reporter. The Board may require the requesting party to post a reasonable deposit to cover the cost of transcribing the full proceedings.
  - (10) All final orders in any individual proceeding shall be in writing or stated in the record. A final order shall include findings of fact and conclusions of law, separately stated. Any party to a proceeding before the Board may file proposed findings of fact and conclusions of law; and if proposed findings of fact are filed, the final order of the Board shall include a ruling upon each proposed finding. All parties shall be notified either in person or by mail of any order. Upon request, a copy of the order shall be mailed forthwith to each party and to his attorney of record at the address specified in the request.
- (c) A petition for rehearing, reopening or reconsideration of a final order must be filed with the Board within ten (10) days from the entry of the order. It must be signed by the party or the parties attorney, and must set forth with particularity such statutory grounds upon which it is based. However, a petition based upon fraud practiced by the prevailing party or upon procurement of the orders by the perjured testimony or fictitious evidence may be filed at any time. All petitions for rehearing, reopening, or reconsideration will be considered and ruled upon as soon as the convenient conduct of the Board's business will permit.
- (d) The Board shall receive and take appropriate action with respect to any written verified charge or complaint to the effect that any individual licensed as a nursing home administrator has failed to comply with the requirements of these Rules, Regulations, and Standards. The signed complaint or charge shall contain a brief statement setting forth the rule violated and the facts alleged to give rise to the right to relief, and naming the persons against whom the allegations are made.
- (1) Upon filing of a sworn complaint with the Board charging a person with any of the actions specified as a ground for disciplinary action, the president of the Board shall fix a time and place for a hearing and shall cause a copy of the charges, together with a written notice of the time and place

OAC 490:1  
490:1-5-1, p3

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

fixed for the hearing, to be sent by certified mail to the last known address of the licensee as recorded in the records of the Board at least ten (10) days prior to the hearing date.

(2) The Board may direct an investigation of any such charge or allegation of an action by a licensee that would necessitate disciplinary action by the Board.

(3) All notices of any requests for hearings related to such complaints and charges shall be handled and conducted as outlined in 490:1-5-1(b).

**[Source:** Amended at 12 Ok Reg 2854, eff 7-14-95]

OAC 490:1

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**SUBCHAPTER 7. FEES AND DEPOSITS**

Section  
490:1-7-1. Fees and deposits

**490:1-7-1. Fees and deposits**

(a) All fees, including the annual license fee, and other fees collected by the Board under the provisions of this Chapter shall be deposited with the State Treasurer, who shall keep in special fund to be known as the Oklahoma State Board of Examiners for Nursing Home Administrators Fund, which fund may be used for the purposes of the Board as provided in the Statutes.

(b) Funds received by the Board for any purposes described herein shall become the exclusive property of the Board and shall not be refunded in whole or in part for any reasons or purpose without Board approval.

(c) The Board may impose a fee as determined by the Board for training or education program conducted or approved by the Board.

[**Source:** Amended at 9 Ok Reg 92-792, eff 6-11-92]

**CHAPTER 10. RULES AND REGULATIONS  
FOR NURSING HOME ADMINISTRATORS**

Subchapter	Section
1. Licensing of Nursing Home Administrators.....	490:10-1-1
3. Application for Licensure.....	490:10-3-1
5. Licensure Expiration, Renewal, Denial, Revocation and Suspension.....	490:10-5-1
7. Revoked	
8. Administrator-In-Training (AIT).....	490:10-8-1
9. Inactive Status.....	490:10-9-1
10. Fee Schedule.....	490:10-10-1

**[Authority:** 63 O.S., Sections 330.51 et seq.]

**[Source:** Codified 12-30-91, Added at 16 OK Reg 2007, eff 7-1-99;  
Revoked at 18 OK 1747, eff 7-01-01]

**SUBCHAPTER 1. LICENSING OF NURSING HOME ADMINISTRATORS**

Section

- 490:10-1-1. Purpose
- 490:10-1-2. Definitions
- 490:10-1-3. Personal qualifications of applicants
- 490:10-1-4. Education qualifications of applicants
- 490:10-1-5. Provisional license
- 490:10-1-6. Administrator responsibilities
- 490:10-1-7. Waiver of rule

**490:10-1-1. Purpose**

The rules of this Chapter have been adopted for the purpose of complying with the provisions of the Administrative Procedures Act. This Chapter outlines the specific rules for licensing nursing home administrators.

**490:10-1-2. Definitions**

The following words or terms, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise:

**"Active Status"** means a nursing home administrator's license is current and in good standing.

**"Administrator in Training"** (AIT) means a person serving a Board approved Internship within a nursing home under the supervision of a Board approved preceptor.

**"Administrator of Record"** means a nursing home administrator, licensed by the state of Oklahoma, who is in charge of a facility and given essential and necessary authorization from the owner and/or governing body to comply with all pertinent promulgated rules and state statutes, and who is responsible for hiring, maintaining, and directing a team of professionals to attain and maintain physical, mental, and psychological well-being of each resident, client, or patient.

**"Adult Day Care Center"** or **"center"** means a facility which provides basic day care services to unrelated impaired adults for more than four (4) hours in a twenty-four-hour period. A center shall be a distinct entity, either freestanding or a separate program of a larger organization. A center shall have a separately verifiable staff, space, budget and participant record system. The terms "adult day care center" or "center" shall not include retirement centers and senior citizen centers [63:1-872].

**"Adverse action"** means any act proposed by the Board denying, refusing to issue or renew a nursing home administrator license, or an action for the suspension or revocation of a nursing home administrator's license.

**"Assisted Living Center"** means any home or establishment offering, coordinating or providing services to two (2) or more persons who:

- (A) are domiciled therein;
- (B) are unrelated to the operator;
- (C) by choice or functional impairments, need assistance with personal care or nursing supervision;
- (D) may need intermittent or unscheduled nursing care;
- (E) may need medication assistance; and
- (F) may need assistance with transfer and/or ambulation

[63:1-890.2].

**"Board"** (OSBENHA) means the Oklahoma State Board of Examiners for Nursing Home Administrators.

**"Continuing Education"** means educational opportunities beyond formal education and initial entry level into a profession to enable practitioners to maintain competence, to become aware of new developments and to provide responsible, quality services.

**"Continuum of Care Facility"** means a home, establishment or institution providing nursing facility services as defined in Section 1-1902 of Title 63 of the Oklahoma Statutes and one or both of the following:

(A) assisted living center services as defined in the Continuum of Care and Assisted Living Act; and

(B) adult day care center services as defined in Section 1-872 of Title 63 of the Oklahoma Statutes [63:1-890.2.4].

**"Inactive Status"** means a license which is in good standing, but not current.

**"Intermediate Care Facilities for the Mentally Retarded 16 Beds and Less" (ICF/MR-16)** means small facilities serving the mentally retarded which provide residential accommodations and transitional living training to aid residents in adapting to live in the general society. Resident accommodations are limited to not more than 16 residents, plus any required "live-in" staff.

**"License"** means the written permission of the Board authorizing and granting a person the privilege of serving as a nursing home administrator for a specific period of time.

**"Nursing home"** means any home, establishment, or institution in which there is offered or provided, by any person, medical services, skilled nursing care, necessary special dietary service, and personal care and supervision to three or more persons domiciled therein who by reason of physical or mental infirmity may require such service.

**"Nursing home administrator"** means a person licensed by the state of Oklahoma under the provisions of 63 O.S., Sections 330.51 et seq.

**"Owner"** means a person, corporation, partnership, association, or other entity which owns a facility or leases a facility. The person or entity that stands to profit or lose as a result of the financial success or failure of the operation shall be presumed to be the owner of the facility.

**"Person"** means an individual, firm, partnership, corporation, company, association, or joint stock association, and includes any receiver, trustee, assignee, or other similar representative thereof.

**"Preceptor"** means a Board approved person who is currently licensed as a nursing home administrator in Oklahoma and is charged with coordinating the training of an Administrator In Training (AIT).

**"Provisional license"** means the temporary authority to serve as nursing home administrator as granted by the Board to an individual of good character who meets appropriate conditions and requirements as prescribed by the Board.

**"Qualified Mental Retardation Profession" (QMRP)** means an individual determined by the State Department of Health, pursuant to Section 483.430, 42 C.F.R., to have at least one (1) year of experience working directly with persons with mental retardation or other developmental disabilities, and be one of the following:  
a doctor of medicine or osteopathy licensed to practice in this state, a registered nurse, or an individual who holds at least a bachelor's degree in a related field.

**"Residential Care Home"** means any establishment or institution other than a hotel motel, fraternity or sorority house, or college or university dormitory which offers or provides residential accommodations, food service and supportive assistance to any of its residents or houses any resident requiring supportive assistance who are not related to the owner or administrator of the home by blood or marriage. Said residents shall be ambulatory and essentially capable of managing their own affairs, but do not routinely require skilled nursing care or intermediate care.

**"Waiver"** means the granting of an exemption from a State regulation under the provisions of 63 O.S., Sections 330-51 et. seq.

[**Source:** Amended at 9 Ok Reg 92-793, eff 6-11-92; Amended at 15 Ok Reg 1765, eff 7-15-98; Amended at 18 Ok Reg 1748-1749, eff 07-01-01; New at 20 OK Reg 1742, eff 07-01-03; Amended at 21 Ok Reg 1110-1111, eff 7-01-04]

**490:10-1-3. Personal qualifications of applicants**

(a) Applicant must not be less than twenty-one (21) years of age at the time application is filed.

(b) Each applicant must establish to the satisfaction of the Board that the applicant is of reputable and responsible character as defined in Subchapter 5 of this Chapter.

(c) Each applicant must establish to the satisfaction of the Board that the applicant is in sound physical and mental health.

[**Source:** Amended at 16 OK Reg 2007, eff 7-1-99]

**490:10-1-4. Education qualifications of applicants**

(a) Each applicant shall be required to pass a written and/or oral examination in such nursing home administration subjects as the Board may determine.

(b) Endorsement is granted to applicants meeting the same requirements as required by original applicants as approved by the Board.

(c) The following are requirements for licensing nursing home administrators:

(1) Applicant may apply directly for Nursing Home Administrator licensure if (s)he meet one of the following criteria:

(A) A Bachelor's or Master's Degree.

(B) A licensed administrator with two years experience in a supervisory position in a nursing facility from another state.

(2) The applicant may obtain an Oklahoma license after passing the Oklahoma State Standards Exam. If the applicant has not previously passed the exam by the National Association of Board of Examiners of Nursing Home Administrators (NAB), the applicant will be required to pass the exam.

(d) Effective January 1, 2001, each applicant must establish to the satisfaction of the Board that the applicant has successfully completed a four (4) year program and obtain a bachelor's degree from an accredited college or university.

[ **Source:** Amended at 9 Ok Reg 2129, eff 6-11-92;  
Amended at 10 Ok Reg 3799, eff 7-12-93;  
Amended at 12 Ok Reg 2857, eff 7-14-95;  
Amended at 16 OK Reg 2007, eff 7-1-99;  
Added at 16 OK Reg 2007, eff 7-1-99;  
Amended at 18 Ok Reg 1749, eff 7-01-01;  
Amended at 20 Ok Reg 1743, eff 07-01-03]

**490:10-1-5. Provisional license**

To fill a position of nursing home administrator that unexpectedly becomes vacant, the Board may issue one provisional license, for a single period not to exceed 6 months. The license may be issued to a person who does not meet all of the licensing requirements established by the Board but who:

- (1) Is of good character and otherwise suitable; and
- (2) Must possess, at a minimum, a four (4) year college degree; and
- (3) Obtains the services of a currently licensed Oklahoma nursing home administrator to act as consultant to the provisional license; and
- (4) Has been found to have no felony convictions as a result of OSBI criminal arrest checks; and
- (5) Meets any other appropriate conditions and requirements as may be prescribed by the Board for issuance of a provisional nursing home administrator's license.

[**Source:** Amended at 18 Ok Reg 1749, eff 7-01-01]

**490:10-1-6. Administrator responsibilities**

(a) Nursing Home Administrators licensed by the Board shall not concurrently serve as the administrator of more than one nursing facility. The Board shall have the authority to grant a waiver of this restriction upon the showing of emergency, public necessity or other such conditions evidencing undue burden upon the operation of the facility. This restriction shall not apply to ICF/MR-16 beds and less.

(b) Every person licensed as a nursing home administrator and is designated the "administrator of record" shall display such license in a conspicuous place in the office or place of business requiring such license.

(c) Failure of licensee to meet the continuing education requirement for licensure shall result in the license not being renewed or reactivated.

(d) Each licensed nursing home administrator shall notify the Board within fifteen (15) days following the relocation of either business or personal mailing address. The Board will assess a late fee if it is determined that the nursing home administrator failed to provide current contact information within this fifteen day requirement.

(e) Upon receipt of satisfactory evidence that a license has been lost, mutilated, or destroyed, the Board may issue a duplicate or replacement license upon payment of a fee as prescribed by the Board. Satisfactory evidence is construed to be a notarized affidavit stating facts of the loss, mutilation or destruction of the license.

(f) Request for a change of name requires legal proof of the name change (e.g., copy of marriage certificate, divorce decree, etc.) and that a replacement license be issued.

[**Source:** Added at 15 Ok Reg 1766, eff 7-15-98; Amended at 21 Ok Reg 1112, eff 7-01-04]

**490:10-1-7. Waiver of rule**

(a) The Board may grant a waiver of rule at 490:10-1-6.(a) after review of required documentation.

(b) The owner of facilities requesting a waiver of the requirement that nursing home administrators licensed by the Board shall not concurrently serve as the administrator of more than one nursing facility must show:

- (1) an emergency and/or
- (2) a public necessity and/or
- (3) conditions evidencing undue burden upon the operations of the facility

(c) Conditions and/or Requirements:

(1) Facilities named in the request must be in substantial compliance with OSDH rules. **Twenty (20) copies of all statement of deficiencies (CMS2567) including Plan of Corrections (POC) issued within the last 15 months, must be submitted for each of the facilities named in the request.**

(2) Administrator must be in good standing with OSBENHA. A copy of the administrator's resume and all job titles, ie Administrator of Nursing Facility, Administrator of Assisted Living, DON, QMRP, etc. must be provided.

(3) Administrator must be familiar with the basic operations of the facilities named in the request, as indicated in the submitted resume and job titles.

(4) The request must be submitted in writing to the Board office in sufficient time to meet agenda posting requirements per Open Meetings Act and to allow members adequate time to properly review the request. Therefore, written requests and supporting documents must be received by the Board office of at least seven (7) calendar days prior to scheduled Board meeting date.

(5) Location of the facilities in relation to each other named in the request will be reviewed and considered in making a decision relating to the requests.

(6) The administrator and the owner or owner representative must appear in person to present the waiver request to the full Board and to supply all documentation; ie financial, efforts made to fill present position and any other information requested by the Board. **Twenty (20) copies of all written documentation in the request must be submitted.**

(7) The request must show the amount of time needed and must reflect reasons for the requested time period.

(d) Restrictions:

(1) The waiver is issued to a specific administrator and specific facilities for a limited period of time, ie three (3) months.

(2) The waiver expires if the wavered administrator changes positions, if the facilities change ownership or after specified time period has been reached.

[Source: New at 21 Ok Reg 1112, eff 7-01-04]

OAC 490:10

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**SUBCHAPTER 3. APPLICATION FOR LICENSURE**

Section

490:10-3-1. Application process

**490:10-3-1. Application process**

(a) Each applicant for licensure as a nursing home administrator shall make a verified application therefore on a form furnished by the Board. The application and supporting data and documents as may be required by the Board must be completed and on file at least thirty (30) days prior to the announced licensure examination date. Each applicant found to be eligible for the examination will be notified, by letter addressed to the address shown on the application, of eligibility for, and of the time and place of the examination, at least ten (10) days prior to the time designated.

(b) The Board will conduct at least two licensure examinations within the calendar year.

(c) All licensure applicants, qualifying academically for initial licensure after promulgation of the rules of this Chapter, must successfully pass the nursing home administrator examination offered by the National Association of Board of Examiners of Long Term Care Administrators (NAB) or other standard national tests as approved by the Board and the State Licensure Laws, Rules, Regulations and Standards examination offered by the Board and complete a Board approved Administrator-In-Training (AIT) program.

(d) Fees for the standard national examination, state standards examination, reviews and AIT program shall be in the amount as prescribed by the Board or standard national exam officials.

(e) Each applicant who fails the written and/or oral examination or who otherwise fails to meet the minimum qualifications may apply for re-examination at the next examination scheduled by the Board subject to compliance with the provisions of this chapter.

(f) Applicants accepted for licensure as a nursing home administrator either by examination or provision will pay a fee as prescribed by the Board. The fee is due and payable on notice of eligibility for licensure and license will not be issued until said fee is paid in full to the Oklahoma State Board of Examiners for Nursing Home Administrators. The certificate of license will be mailed to the applicant within seven (7) days of Board approval.

(g) Candidates eligible for State Standards and/or other Board approved and required Examinations shall be notified in writing, no more than three times, of examination date for the opportunity to take said examination. Candidates who are unable to take these examinations within the notification period shall be required to take appropriate review course before being qualified to take State Standards and/or other Board approved examination.

[**Source:** Amended at 9 Ok Reg 92-793, eff 6-11-92; Amended at 15 Ok Reg 1766, eff 7-15-98, Amended at 16 OK Reg 2007, eff 7-1-99; Amended at 18 OK Reg 1750, eff 7-01-01]

**SUBCHAPTER 5.**

**LICENSURE EXPIRATION, RENEWAL, DENIAL, REVOCATION AND SUSPENSION**

Section

- 490:10-5-1. Expiration
- 490:10-5-2. Renewal
- 490:10-5-3. Denial, revocation and suspension
- 490:10-5-4. Auditing of continuing education

OAC 490:10

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**490:10-5-1. Expiration**

Each license, issued by examination, will expire on December 31 following its issuance. Provisional license will expire six months from date of license.

**490:10-5-2. Renewal**

(a) Each applicant for a renewal of a license shall file an application as prescribed by the Board and shall provide such evidence of ability and competence to continue as a licensed nursing home administrator as may be required by the Board.

(b) Each applicant for a renewal of a license as a licensed Nursing Home Administrator shall submit evidence upon request satisfactory to the Board that the applicant has successfully completed eighteen (18) clock hours of continuing education in nursing home administration subjects, approved by the Board, within the period of current license.

(c) Provisional license shall not be renewed. In order to receive original license holders of this license are required to successfully complete six (6) clock hours of continuing education, if offered during this time period.

(d) Each applicant for the renewal of a license shall file application at least thirty (30) days prior to the expiration date of current license. The Board will, within ten (10) days of the expiration date of the current license, notify the applicant of its intention to renew, reject, or otherwise defer action on the renewal request. A late fee as prescribed by the Board will be paid by applicants who do not file for renewal at least thirty (30) days prior to expiration date of current license.

(e) Failure to receive the renewal application shall not relieve the licensee of the responsibility of renewing the license by the expiration date.

(f) If the license is not renewed by the last day of the year, the licensee does not hold a valid license and shall not hold a nursing home administrator position in Oklahoma until the lapsed license has been reactivated.

(g) Should the nursing home operated by a licensed nursing home administrator fail to comply with the Oklahoma State Department of Health requirements for licensure applicable to said facility, the Board may consider such information in determining whether the administrator is suitable for licensure renewal.

(h) All outstanding fees must be paid prior to license renewal.

[**Source:** Amended at 9 OK Reg 92-1473, eff 1-1-93 through 7-15-93(emergency); Amended at 10 Ok Reg 93-1162, eff 7-12-93; Amended at 15 Ok Reg 1766, eff 7-15-98, Amended at 16 OK Reg 2007, eff 7-1-99; Amended at 18 OK Reg 1750, eff 7-01-01; Amended at 20 Ok Reg 1743, eff 07-01-03; Amended at 21 Ok Reg 1113, eff 7-01-04]

**490:10-5-3. Denial, revocation and suspension**

(a) The Board may deny an initial application, renewal application or may suspend or revoke a nursing home administrator license upon proof of any of the following:

(1) The obtaining or attempting to obtain a license by fraud or deceit.

(2) Conviction of a crime involving moral turpitude. A conviction of a felony or a conviction of a crime involving violation of any narcotic or drug control law. The record of a conviction or a certified copy thereof certified by the Clerk of the Court or by the Judge in whose Court the conviction is entered, is conclusive evidence of the conviction. OSBI criminal arrest checks indicating felony convictions shall be used as grounds for denial.

(3) Habitual indulgence in the use of narcotic drugs or alcohol.

(4) Commitment to a mental institution or judicial determination of incompetence.

(5) Gross negligence, fraud, dishonesty, malfeasance, misfeasance, physical or verbal abuse of a resident, or failure to report an allegation of physical or verbal abuse of a resident to appropriate state authorities, as required by law, cheating in the management of a nursing home or other conduct unbecoming to a person licensed or subject to licensure under this law when, in the judgment of the Board, such conduct is detrimental to the best interest of the nursing home profession and the public.

(6) Concurrently serving or acting as the administrator of more than one nursing home.

(7) Failure to comply with requirements for licensure applicable to the facility.

(b) The Board may warn, censure, or use other remedies that may be considered to be less than revocation and suspension against currently licensed nursing home administrators reportedly found to have violated provisions of the rules of this Chapter and/or rules and regulations applicable to licensure of long term care facilities.

(c) All individuals seeking restoration or reinstatement of a license that has been revoked or suspended must make application on forms approved and required by the Board and appear, in person, before the Board for presentation of facts relating to such request.

(d) The Board in its discretion may restore a revoked license after a period of two (2) years and may restore a suspended license after suspension time has elapsed, upon submission of evidence satisfactory to the Board that the conditions responsible for the suspension or revocation no longer exist and that no other reasons exist which warrant suspensions or revocation. Evidence shall include complete documentation attested to under oath and by witnesses of facts which indicate that the conditions responsible for revocation or suspension no longer exist. Letters of recommendations from employees, officers of courts, or respected members of the individual's community shall also be submitted.

**[Source:** Added at 16 OK Reg 2007, eff 7-1-99, Amended at 16 OK Reg 2007, eff 7-1-99; Added at 18 OK Reg 1750, eff 7-01-01; Amended at 21 Ok Reg 1113, eff 7-01-04]

**490:10-5-4. Auditing of continuing education**

(a) The board will receive continuing education information from sponsors for audit purposes only and will not keep an individual record of continuing education hours for administrators.

(b) An annual audit of 5% of the total number of licensed administrators will be made to verify compliance with statements made on renewal forms. This percentage may be increased at the Board's discretion.

(c) Failure to provide verification of continuing education hours as requested by this audit may result in disciplinary action against the applicant.

[**Source:** New at 21 Ok Reg 1113, eff 7-01-04]

**SUBCHAPTER 7. NURSING HOME ADMINISTRATORS SCHOOL (Revoked)**

Section

490:10-7-1. Application (Revoked)

490:10-7-2. Acceptance and notification (Revoked)

**[Source:** Revoked at 18 OK Reg 1751, eff 7-01-01]

OAC 490:10

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**490:10-7-1. Application (Revoked)**

[**Source:** Amended at 9 Ok Reg 92-793, eff 6-11-92; Revoked at 18  
OK Reg 1751, eff 7-01-01]

OAC 490:10

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**490:10-7-2. Acceptance and notification (Revoked)**

[**Source:** Amended at 15 Ok Reg 1767, eff 7-15-98; Revoked at 18 OK Reg 1751, eff 7-01-01]

**SUBCHAPTER 8. ADMINISTRATOR-IN-TRAINING (AIT)**

## Section

- 490:10-8-1. Training requirement
- 490:10-8-2. Application
- 490:10-8-3. Training permit
- 490:10-8-4. Preceptor selection
- 490:10-8-5. Preceptor qualifications and agreement
- 490:10-8-6. Curriculum
- 490:10-8-7. Module reports
- 490:10-8-8. Preceptor's final report
- 490:10-8-9. Preceptor's checklist
- 490:10-8-10. Change of states and discontinuance
- 490:10-8-11. Dismissal from program
- 490:10-8-12. Compensation of AITs
- 490:10-8-13. AIT time on the job
- 490:10-8-14. AIT exempt status
- 490:10-8-15. Admission to national and state exams
- 490:10-8-16. Refusal to approve or renew preceptor or intern assignment
- 490:10-8-17. Supervision of more than two AIT's restricted

[**Source:** Codified 6-11-92; Amended at 18 OK Reg 1751, eff 7-01-01]

**490:10-8-1. Training requirement**

(a) Each applicant for initial licensure shall complete an AIT program under the direction of a preceptor unless exempt from this requirement.

(b) Each applicant for a nursing home administrator's license who is qualified shall be granted admission to the program in accordance with the procedures of the Board.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-2. Application**

(a) The applicant will submit to the Board an application, which shall contain such information as name, education, employment history, questions pertaining to moral character, any other information the Board may feel it needs to be in the application, and an affidavit stating that the applicant, if granted a license, will obey the laws of the state and the rules of the Board, and will maintain the honor and dignity of the profession.

(b) The applicant will supply a certified copy of each college transcript indicating the courses completed and hours earned, specifying whether semester or quarter hours.

(c) A fee as prescribed by the Board shall be submitted with the application.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92; Amended at 18, Ok Reg 1751, eff 7-01-01]

**490:10-8-3. Training permit**

(a) After approval, the Board shall issue an AIT training permit to the applicant for a maximum one-year period beginning on the date the permit is issued.

(b) Should the trainee not maintain acceptable standards and submit the required reports, the Board shall place the applicant on probation or may rescind the AIT training permit.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-4. Preceptor selection**

(a) From an approved list of preceptors, the trainee may indicate a preceptor of his choice.

(b) It shall be the responsibility of the Board to contact a preceptor to determine if the preceptor will accept the AIT.

(c) Once a preceptor accepts an AIT, changes must be approved by the Board.

(d) The preceptor shall notify the Board of the date of acceptance and the date of any discontinuance of traineeship.

(e) The preceptor shall not be related to an intern within the fourth degree of consanguinity or affinity.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-5. Preceptor qualifications and agreements**

- (a) Anyone wishing to be certified as a preceptor for the AIT program may apply to the Board providing such information as the applicant's name, address, licensing history, education, experience, and other information which the Board deems necessary.
- (b) To be certified as a preceptor, the applicant must:
- (1) exemplify the highest ethical and professional standards administrator for at least twenty-four (24) months;
  - (2) be licensed and employed as a Oklahoma nursing home administrator for at least twenty-four (24) months;
  - (3) be the full time administrator of a facility which is licensed by the Oklahoma State Department of Health as a nursing facility or be the Owner/Administrator;
  - (4) successfully complete a preceptor training seminar/course under the direction of the Board;
  - (5) be an administrator or owner/administrator of a nursing facility which is currently in substantial compliance with the rules and regulations governing nursing homes;
  - (6) have not been the subject of any action by any Board or licensing authority which resulted in formal reprimand, suspension or revocation of license;
  - (7) agree to give the intern an opportunity to observe and take part in the managerial tasks of the preceptor, acquaint the intern with the organization and operation of all the various departments of the facility by permitting his/her observation and/or participation in department activities subject to the training program approved by the Board;
  - (8) hold an exit interview with the intern upon completion of an internship to point out noted strengths and weaknesses; and
  - (9) upon satisfactory completion of the program, provide the Board a letter certifying the completion of the required hours of internship.
- (c) Certified preceptors who guide the AIT to successful completion of the entire program may earn up to eighteen (18) clock hours of continuing education upon payment of the processing fee.

[**Source:** Added at 9 Ok Reg 2129, eff 6-11-92;  
Amended at 10 Ok Reg 3799, eff 7-12-93;  
Amended at 12 Ok Reg 2858, eff 7-14-95;  
Amended at 18 Ok Reg 1751-1752, eff 7-01-01;  
Amended at 20 Ok Reg 1743, eff 07-01-03]

**490:10-8-6. Curriculum**

(a) The preceptor will evaluate the background and experience of the AIT to determine specific areas of concentration.

(b) The preceptor will submit to the Board prior to or within the first week of internship an individualized curriculum for the AIT which meets the Board's minimum AIT requirements. The Board requires that the training be carried out in modules as set out in a training manual.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-7. Module reports**

(a) At the conclusion of each module of training, the preceptor will submit to the Board an evaluation of progress on a form approved by the Board for that purpose.

(b) Module reports must be received in the Board's office within 10 days of the end of the reporting period.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92; Amended at 18 Ok Reg 1752, eff 7-01-01]

**490:10-8-8. Preceptor's final report**

(a) At the end of the approved AIT program, the preceptor will submit a final report and an evaluation of the AIT on forms approved by the Board. The preceptor will sign the forms. The forms will indicate whether or not the AIT has satisfactorily completed the prescribed program.

(b) The reports will be filed in the AIT's file in the Board's office and will become a record in the individual's file.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-9. Preceptor's checklist**

(a) The preceptor will maintain a current checklist in the facility on the AIT on a form approved by the Board to be reviewed by the Board upon request.

(b) The program completion checklist shall be submitted with the final report and evaluation.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-10. Change of status and discontinuance**

(a) If the AIT changes preceptors, transfers to a different preceptor or discontinues the training, he must notify the Board prior to making this change.

(b) The notification requires the name of the AIT and preceptor, the change requested, the effective date, reasons for the change, and any other information that the Board requests. Either the AIT or the preceptor must sign the notification.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-11. Dismissal from program**

(a) The preceptor will inform the AIT of his or her performance as the program progresses.

(b) If the AIT's performance is not acceptable, the preceptor will so inform him or her, and the AIT will be given an opportunity to correct the deficiencies.

(c) If the AIT does not correct the deficiencies, the Board will notify the AIT that he or she can no longer participate in the program.

(d) AIT may appeal dismissal from the program by petitioning the Board for a hearing.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92; Amended at 15 Ok Reg 1767, eff 7-15-98]

**490:10-8-12. Compensation of AIT's**

The facility in which the AIT is training may compensate the AIT, but is not required to do so.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92]

**490:10-8-13. AIT time on the job**

(a) The AIT shall serve a 560 hour internship, unless in the opinion of the Board or preceptor, the AIT needs additional training or unless the internship period is reduced by the Board.

(b) An internship which has been discontinued by a period of military service shall be allowed to be completed within a year after that service.

(c) An internship which has been discontinued for any purpose other than military service cannot be completed if the absence exceeds one year from the date of discontinuance.

(d) Only one discontinuance is allowed.

(e) Internships shall be completed in not less than (14) weeks or more than twelve (12) months of completion.

(f) This section shall be subject to the requirements of any other provisions of law.

(g) The AIT must complete the internship in a facility that is currently in substantial compliance with the rules and regulations governing nursing homes.

[**Source:** Added at 9 Ok Reg 2129, eff 6-11-92; Amended at 12 Ok Reg 2858, eff 7-14-95; Amended at 15 Ok Reg 1767, eff 7-15-98]

**490:10-8-14. AIT exempt status**

The Board may waive the AIT program requirement entirely, or portions thereof, for those applicants who show evidence of the following:

(1) Successfully completes an internship program which meets or exceeds Board requirements.

(2) A registered nurse or licensed practical nurse with a minimum of two (2) years experience in supervision in a nursing home, may be exempt from the nursing department module.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92; Amended at 15 Ok Reg 1767, eff 7-15-98, Amended at 16 Ok Reg 2007, eff 7-1-99; Amended at 18 Ok Reg 1752, eff 7-01-01; Amended at 20 Ok Reg 1744, eff 07-01-03]

**490:10-8-15. Admission to national and state exams**

The AIT candidate will be admitted to National Exam for NHA and the State Standards Exam upon successful completion of the AIT program. The AIT - Exempt candidate will be admitted to these examinations upon successful application.

[**Source:** Added at 9 Ok Reg 92-793, eff 6-11-92; Amended at 18 Ok Reg 1752, eff 7-01-01]

**490:10-8-16. Refusal to approval or renew preceptor or intern assignment.**

The Board may, for good cause, refuse to approve or renew a preceptor designation or may refuse to approve an assignment of an intern to a preceptor.

[**Source:** Added at 9 Ok Reg 92-793, 6-11-92]

OAC 490:10

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

---

**490:10-8-17. Supervision of more than two AIT's restricted**

A preceptor may supervise no more than two (2) AIT's concurrently.

[**Source:** Added at 9 Ok Reg 92-793, 6-11-92]

OAC 490:10

OKLAHOMA STATE BOARD OF EXAMINERS  
FOR NURSING HOME ADMINISTRATORS

**SUBCHAPTER 9. INACTIVE STATUS**

Section  
490:10-9-1. Inactive status

**490:10-9-1. Inactive status**

(a) Licensees may request his/her license be placed on inactive status; however, licensee may not function in a nursing home administrator capacity in Oklahoma until the license is reactivated.

(1) In order to place a license on inactive status, licensee must, prior to the expiration date of current license:

(A) submit a written request for inactive status, and

(B) submit the inactive status fee as prescribed by the Board.

(2) License may remain on inactive status for a period not to exceed five years and request must be made for Inactive Status annually.

(3) The inactive fee is charged each time inactive status is requested.

(b) A nursing home administrator who has been granted Inactive Status by the Board, and who otherwise meets the qualifications for active licensure, may apply for and be granted licensure as an active nursing home administrator upon satisfactory completion of a written examination covering current state standards and the payment of the current licensure fee. A review course will be offered but not required for this examination. The fee for this review and examination shall be in the amount as prescribed by the Board.

(c) A nursing home administrator previously licensed by the Board but whose license has expired and who otherwise meets the qualifications for active licensure, may apply for and be granted licensure as an active nursing home administrator upon satisfactory completion of a course of study in State Nursing Home Laws, Rules and Regulations and successful completion of a written examination in those subjects. The fee for this course and examination shall be the amount as prescribed by the Board.

(d) Petitioners who are returned to active status as a nursing home administrator shall pay the current renewal license fee as prescribed by the Board for the year in which they are reinstated and shall complete a pro-rata portion of the continuing education required as a condition of re-licensure as determined by the Board.

[Source: Amended at 10 Ok Reg 93-1162, eff 7-12-93]

**SUBCHAPTER 10. FEE SCHEDULE**

Section  
490:10-10-1. Fee Schedule

**SUBCHAPTER 10. FEE SCHEDULE****490:10-10-1. Fee Schedule**

- (a) Nursing Home Administrator License (original) - \$200.00
- (b) Nursing Home Administrator License (from lapsed status) - \$200.00
- (c) Nursing Home Administrator License (annual) - \$175.00
- (d) Provisional License (per application) - \$200.00
- (e) Inactive Status (annual) - \$100.00
- (f) Name Change (per request) - \$25.00
- (g) Endorsement Licensure Questionnaire (per request) - \$50.00
- (h) Replacement of Annual Card (per request) - \$25.00
- (i) Duplicate License (per request) - \$25.00
- (j) State Standards Review (per person, original or inactive status) - \$100.00
- (k) State Standards Exam Packet - \$50.00
- (l) State Standards Exam (per person, original or inactive status) - \$100.00
- (m) State Standards Exam & Review (reactivate from lapsed status) - \$450.00
- (n) Board Sponsored Educational Workshops (per day) - \$60.00 - \$85.00
- (o) Late Fee on NHA Licensure Renewal (per person) - \$100.00
- (p) Photocopies (per page) - \$.25
- (q) Rules and Regulations (per copy) - \$15.00
- (r) Administrator-In-Training (AIT) Program (per person) - \$350.00
- (s) Training & Education Program Approval Fee - (per credit hour) - \$55.00
- (t) Mailing List (on plain paper)(per page) - \$.50
- (u) Mailing List on Labels (per page) - \$1.00
- (v) Processing fee for Preceptor for 18 continuing education units - \$50.00
- (w) Return Check Fee - \$30.00
- (x) Late fee for failure to providing current contact information - \$75.00

**[Source:** Added at 16 Ok Reg 2007, eff 7-1-99; Amended at 18 Ok Reg 1752, eff 7-01-01; Amended at 21 Ok Reg 1113-1114, eff 7-01-04]