

Mississippi State Board of Nursing Home Administrators

1755 Lelia Drive, Suite 305

Jackson, MS 39216

Pursuant to the authority vested in the Mississippi State Board of Nursing Home Administrators, the said Board has promulgated and by these presents, does hereby publish Rules and Regulations of the Mississippi State Board of Nursing Home Administrators of the State of Mississippi as authorized by the Laws of the State of Mississippi, Chapter 17, of the Mississippi Code of 1972, amended, to be effective June 29, 2017.

Thomas Ed Hill, Chairman

Dr. Lisa Byrd

Brian Cain

Dr. Daniel Edney

Mike Edwards

Dr. Kimberly Ratcliff

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Senate Bill 1861 Enacted July 1, 1970
Senate Bill 2198 Amended July 1, 1983
Senate Bill 2270 Amended July 1, 1984
Senate Bill 2565 Amended July 1, 1988
Senate Bill 2206 Amended July 1, 1991
House Bill 1092 Amended July 1, 1996

House Bill 1537 Amended July 1, 2002
House Bill 775 Amended July 1, 2011
Senate Bill 2715 Amended July 1, 2012
House Bill 1393 Amended July 1, 2015

MISSISSIPPI CODE OF 1972

Chapter 17

Mississippi State Board of Nursing Home Administrators

SECTION

73-17-1	Short title
73-17-3	Licenses required of administrators
73-17-5	Definitions
73-17-7	Board of nursing home administrators; membership; appointment; organization
73-17-9	Board of nursing home administrators; duties
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73-17-13	Offenses; penalty
73-17-15	Investigations; revocation of licenses; hearings; injunctions prohibiting unauthorized acts; appeals
73-17-17	Repealed

73-17-1. Citation of Chapter

Section 73-17-1, Mississippi Code of 1972, is reenacted as follows:

This chapter shall be known and may be cited as the "Nursing Home Administrators Law of 1970."

73-17-3. Licenses required of administrators

Section 73-17-3, Mississippi Code of 1972, is reenacted as follows:

From and after July 1, 1970, it shall be unlawful for any person, partnership, association or corporation to act as the administrator, herein defined, of a nursing home within this state without first obtaining a license as a nursing home administrator as provided for in this chapter, from the Mississippi State Board of Nursing Home Administrators.

73-17-5. Definitions

Section 73-17-5, Mississippi Code of 1972, is reenacted as follows:

As used in this Chapter:

- (a) The term "nursing home administrator" or "administrator" means any individual who is charged with the general administration of a nursing home, whether or not such individual has ownership interest in such home and whether or not the functions and duties are shared with one or more individuals. "General administration of a nursing home" shall mean the duties of administrative performance and the making of day-to-day decisions involved in the planning, organizing, directing and/or controlling of a nursing home.

- (b) The term "nursing home" means a place, either governmental or private, profit or nonprofit, which provides group living arrangements for four (4) or more persons who are unrelated to the operator and who are being provided food, shelter and personal care, and which employs at least one (1) registered nurse or licensed practical nurse. The term "nursing home" does not include hospitals, clinics, personal care homes, and other institutions devoted primarily to providing medical services.
- (c) "Board" means the Mississippi State Board of Nursing Home Administrators.
- (d) "Person" means an individual or natural person, and does not include a firm, corporation, association, partnership, institution, public body, joint stock association or other group of individuals.

73-17-7. Board of nursing home administrators - membership - appointment - organization

Section 73-17-7, Mississippi Code of 1972, is reenacted as follows:

- (1) There is hereby created the Mississippi State Board of Nursing Home Administrators. This board shall consist of seven (7) persons, in addition to the State Health Officer, or his designee, who shall be an ex-officio member without voting privilege, to be appointed by the Governor with the advice and consent of the Senate, each of whom shall be a qualified elector of the State of Mississippi; the members of said board shall be selected from a list of names submitted to the Governor as provided for hereinafter. In making initial appointments, three (3) members shall be appointed for a term of two (2) years; two (2) members shall be appointed for terms of three (3) years; and two (2) members for terms of four (4) years; and until their successors are appointed and qualified; thereafter, the terms of the members of the said board shall be for four (4) years and until their successors are appointed and qualified. In the event of the occurrence of a vacancy during the term of office of its incumbent, such vacancy shall be filled for the unexpired portion of the term. The members of this board shall include the following:
 - (a) One (1) educator with expertise in the field of health care and associated at the time of his appointment with an institution of higher learning within the state of Mississippi.
 - (b) A registered nurse.
 - (c) A licensed and practicing medical doctor or physician.
 - (d) Three (3) licensed and practicing nursing home administrators, no more than one (1) of whom shall be from the same Supreme Court district, who shall have at least five (5) years' actual experience as a nursing home administrator.

- (e) A hospital administrator.

Only the board members who are nursing home administrators may have a direct financial interest in any nursing home.

The Mississippi Nurses Association may submit a list of nominees for the appointment of the registered nurse member; the Mississippi State Medical Association may submit a list of nominees for the appointment of the medical doctor or physician member; the Mississippi Health Care Association and the Independent Nursing Home Association may submit lists of nominees for the appointment of the nursing home administrator members; and the Mississippi State Hospital Association may submit a list of nominees for the appointment of the hospital administrator member. Any such list of nominees shall be submitted at least thirty (30) days before the expiration of the term for each position.

Vacancies occurring on the board shall be filled by appointment by the Governor of individuals having the same prerequisite qualifications as required by this section for the vacancy being filled. The affected group may submit a list of nominees not more than thirty (30) days after a vacancy occurs.

- (2) The board shall organize by selecting annually from its members a chairman and a vice-chairman, and may do all things necessary and convenient for carrying into effect the provisions of this chapter and may from time to time promulgate rules and regulations. Each member of the board shall receive a per diem as provided in Section 25-3-69, plus travel and reasonable necessary expenses incidental to the attendance at each meeting as provided in Section 25-3-41. Any member who shall not attend two (2) consecutive meetings of the board shall be subject to removal by the Governor. The chairman of the board shall notify the Governor in writing when any such member has failed to attend two (2) consecutive regular meetings.
- (3) The board shall adopt a seal.
- (4) The board is hereby authorized to acquire office space and to employ such personnel as shall be necessary in the performance of its duties, including a secretary-treasurer, who shall be bonded in an amount to be fixed by the board, but in no event for less than the amount of Five Thousand Dollars (\$5,000.00).
- (5) All fees and any other monies received by the board shall be deposited in a special fund that is created in the State Treasury. The monies in the special fund shall be subject to all provisions of the state budget laws that are applicable to special fund agencies. Any interest earned on this special fund shall be credited by the State Treasurer to the fund and shall not be paid into the State General Fund.

73-17-9. Board of nursing home administrators - duties

Section 73-17-9, Mississippi Code of 1972, is reenacted as follows:
It shall be the function and duty of the Board to:

- (a) Develop, impose, and enforce standards which must be met by individuals in order to receive a license as a nursing home administrator, which standards shall be designed to insure that nursing home administrators will be individuals who are of good character and are otherwise suitable, and who, by training or experience in the field of institutional administration, are qualified to serve as nursing home administrators;
- (b) Develop and apply appropriate techniques, including examinations and investigations for determining whether an individual meets such standards;
- (c) Issue licenses to individuals determined, after application of such techniques, to meet such standards, and revoke or suspend licenses previously issued by the board in any such case where the individual holding any such license is determined substantially to have failed to conform to the requirements of such standards;
- (d) Establish and carry out procedures designed to insure that individuals licensed as nursing home administrators will, during any period that they may serve as such, comply with the requirements of such standards;
- (e) Receive, investigate, and take appropriate action with respect to any charge or complaint filed with the board to the effect that any individual licensed as a nursing home administrator has failed to comply with the requirements of such standards;
- (f) Conduct a continuing study and investigation of nursing homes and administrators of nursing homes within the state with a view to the improvement of the standards imposed for the licensing of such administrators and of procedures and methods for the enforcement of such standards with respect to administrators of nursing homes who have been licensed as such; and
- (g) To devise and implement an educational program designed to increase the professional proficiency of nursing home administrators and to assist otherwise qualified individuals to prepare for careers in nursing home administration.

73-17-11. Licensing of administrators - qualifications - examinations - reciprocity - fees

Section 73-17-11, Mississippi Code of 1972, is reenacted as follows:

- (1) From and after July 1, 2011, in order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the board that he or she:

- (a) Is at least twenty-one (21) years of age;
- (b) Is of good moral character, including evidence of a criminal background check within the last six (6) months, under Section 43-11-13 and Section G.407.3 of the Minimum Standards for Institutions for the Aged or Infirm;
- (c) Is in good health;
- (d) Has satisfied at least one (1) of the following requirements for education and experience;
 - (i) Has sixty-four (64) hours of college work from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) years immediately before making application for the Administrator-in-Training Program established by board rule;
 - (ii) Has an associate degree from an accredited institution and has worked in a supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) years immediately before making application for the Administrator-in-Training Program established by board rule;
 - (iii) Has a bachelor's degree in any other field of study from an accredited institution before making application for the Administrator-in-Training Program established by board rule; or
 - (iv) Has a bachelor's degree in health care administration or a health care related field or business from an accredited institution before making application for the Administrator-in-Training Program established by board rule;
- (e) Has (i) completed a nursing home Administrator-in-Training Program and successfully completed the National Association of Long-Term Care Administrator Board (NAB) examination, or (ii) completed an Administrator-in-Training Program in Long-Term Care Administration from an academic institution during which time the institution held National Association of Long-Term Care Administrator Board (NAB) Program Approval through the Academic Approval process, to the satisfaction of the board;
- (f) Has successfully passed the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board

of Nursing Home Administrators examination to test his or her proficiency and basic knowledge in the area of nursing home administration. The board may establish the frequency of the offering of such examinations and the contents thereof; and

- (g) Has met all the requirements established by federal law.
- (2) Reciprocity shall be extended to individuals holding licenses as nursing home administrators in other states, upon proper application and a finding on the part of the board that:
- (a) The applicant possesses the basic qualifications listed in this chapter and in the rules and regulations adopted under federal law;
 - (b) The applicant has met all of the requirements established by federal law; and
 - (c) The standards for licensure in the other state are at least the substantial equivalent of those in this state, including education and experience, and the applicant has passed both the National Association of Long-Term Care Administrator Board (NAB) and the state exams.
- (3) The board may prescribe appropriate fees for the taking of those examinations and for the issuance of licenses. Those fees shall not be more than the cost of the examinations and Five Hundred Dollars (\$500.00) for the issuance of a license. However, the fee for an initial license may be prorated in proportion to the period of time from the date of issuance and the date of biennial license renewal prescribed in subsection (4). All licenses issued under this chapter shall be for a maximum period of two (2) years.
- (4) Except as provided in Section 33-1-39, the board may renew licenses biennially upon the payment of a fee to be established by the board, which shall not be more than Five Hundred Dollars (\$500.00), plus any administrative costs for late payment.
- (5) Any person who is not licensed under this chapter on July 1, 2011, who makes application with the board on or before June 30, 2012, may qualify for a license under this chapter that on or before January 31, 2014, he or she demonstrates to the satisfaction of the board that he or she (a) meets the eligibility requirements for a nursing home administrator's license prescribed in this section as those requirements existed on June 30, 2011; (b) has successfully completed the Administrator-in-Training Program requirements existing on June 30, 2011; and (c) has paid all required fees for licensure.
- (6) This section shall stand repealed on July 1, 2015.

73-17-13. Appeal from decision of board - offenses - penalty

Section 73-17-13, Mississippi Code of 1972, is reenacted as follows:

It shall be an offense punishable as a misdemeanor for an individual to:

- (a) perform the duties of a nursing home administrator after July 1, 1970, without a valid license issued hereunder;
- (b) provide any false information, either written or oral, incident to either an application for license hereunder, the renewal of a license hereunder, or a hearing held under the provisions of this chapter;
- (c) knowingly employ an unlicensed individual to perform the duties of a nursing home administrator. Upon conviction of a violation of this section, the penalty shall be a fine of not more than Two Hundred Dollars (\$200.00).

73-17-15. Investigations - revocation of licenses - hearings

Section 73-17-15, Mississippi Code of 1972, is reenacted as follows:

- (1) (a) The board is authorized to investigate, either on the basis of complaints filed with it, or on its own initiative instances of suspected violations of a chapter of any nature, including but not limited to: performing the duties of a nursing home administrator without a license; the providing of false information to the board either incident to the application for license, incident to a hearing, or otherwise; maladministration; unethical conduct; incompetence; the conviction of a licensee of a felony; the misappropriation of funds, or of any other matter reflecting unfavorably upon the holder of a license under this chapter or an applicant therefor. On the basis of information developed during such an investigation, the board may (i) revoke, suspend, or refuse to renew any license issued by the board, (ii) deny an application for a license, or (iii) reprimand, place on probation, and/or take any other action in relation to a license, as the board may deem proper under the circumstances. Whenever the results of such an investigation are filed, the executive director of the board shall set a day for a hearing and shall notify the licensee that on the day fixed for hearing he or she may appear and show cause, if any, why his or her license should not be revoked, suspended, or other action taken in relation to his or her license. The notice shall be transmitted to the licensee by certified United States mail to the address of the licensee appearing of record with the board.
- (b) In cases where violations of this chapter have been substantiated, the board may assess a monetary penalty for those reasonable costs that are expended by the board in the investigation and conduct of a proceeding for licensure revocation, suspension or restriction, including, but not limited to, the cost of process service, court reporters, expert witnesses and investigations.

- (2) The board, upon finding and determining that any person represents himself or herself to be a nursing home administrator or performs any or all of the services, acts or duties of a nursing home administrator as defined in this chapter without a license, is authorized to petition the chancery court of the county in which the unauthorized acts have been, are being or may be committed, for writ or writs of injunction prohibiting the unauthorized acts. This provision is supplemental and in addition to the penal provisions set forth in Section 73-17-13.
- (3) Any licensee whose license has been revoked or suspended, or who has been placed on probation or reprimanded after a contested hearing, may appeal that action of the board to the chancery court of the county in which the nursing home administrator is practicing, which appeal shall not be a de novo appeal but shall be determined upon an official transcript of the record of the contested hearing. Appeals to the chancery court shall be taken within ten (10) days from the date of the board's order and shall be taken, perfected, heard, and determined either in term time or in vacation, and the appeals shall be heard and disposed of promptly by the court. Appeals from the board shall be taken and perfected by the filing of a bond in the sum of Two Hundred Fifty Dollars (\$250.00) with two (2) sureties, or with a surety company qualified to do business in Mississippi as surety, conditioned to pay the costs of the appeal. The bond shall be payable to the state and shall be approved by the clerk of the chancery court. The bond may be enforced in its name as other judicial bonds filed in the chancery court, and judgment may be entered upon those bonds and process and execution shall issue upon those judgments as provided by law in other cases. Upon approval of the bond by the clerk of the chancery court, the clerk shall give notice to the board of the appeal from the decision of the board. It thereupon shall be the duty of the board through its duly authorized representative to promptly transmit to the clerk of the chancery court in which the appeal is pending a certified copy of the order of the board and all documents filed relating to the board's action against the licensee, together with a transcript of the testimony, both oral and documentary, introduced for consideration by the board both in support of and in opposition to the action, which appeal shall be docketed by the clerk and shall be determined by the court based upon the record. If there is an appeal, the appeal may, in the discretion of and on motion to the chancery court, act as a supersedeas. The chancery court shall dispose of the appeal and enter its decision promptly. The hearing on the appeal may, in the discretion of the chancellor, be tried in vacation.
- (4) Appeals from the decision of the chancery court may be taken by either the board or the licensee to the Supreme Court as in the case of appeals generally from the chancery court to the Supreme Court.
- (5) In addition to the reasons specified in subsection (1) of this section, the board shall be authorized to suspend the license of any licensee for being out of compliance with an order for support, as defined in Section 93-11-153. The procedure for suspension of a license for being out of compliance with an order

for support, and the procedure for the reissuance or reinstatement of a license suspended for that purpose, and the payment of any fees for the reissuance or reinstatement of a license suspended for that purpose, shall be governed by Section 93-11-157 or 93-11-163, as the case may be. Actions taken by the board in revoking a license when required by Section 93-11-157 or 93-11-163 are not actions from which an appeal may be taken under this section. Any appeal of a license suspension that is required by Section 93-11-157 or 93-11-163, shall be taken in accordance with the appeal procedure specified in Section 93-11-157 or 93-11-163, as the case may be, rather than the procedure specified in this section. If there is any conflict between any provision of Section 93-11-157 or 93-11-163 and any provision of this chapter, the provisions of Section 93-11-157 or 93-11-163, as the case may be, shall control.

73-17-17. Repealed

Repealed by Laws 1991, ch 466, Sec. 9, eff from and after passage (approved March 29, 1991).

RULES AND REGULATIONS OF THE
MISSISSIPPI STATE BOARD OF NURSING HOME ADMINISTRATORS

Title 30: Professions and Occupations

Part 2701: Organization and Structure

Part 2701 Chapter 1: Organization and Structure

Rule 1.1 Source of Authority: Title

The Rules and Regulations herein contained constitute, comprise, and shall be known as the "Rules and Regulations of the Mississippi State Board of Nursing Home Administrators," and are hereby promulgated pursuant to the authority granted to, and imposed upon, the said Board under and pursuant to the provisions of the State licensing statute (Sections 73-17-1 et seq. of the Mississippi Code of 1972, Annotated).

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(Rev. 2008).*

Rule 1.2 General Definitions

- A. Whenever used in these Rules and Regulations, unless expressly otherwise stated, or unless the context or subject matter requires a different meaning, the following terms shall have the respective meanings hereinafter set forth or indicated:
- (1) "Nursing Home Administrator" or "administrator" means any individual who is charged with the general administration of a nursing home, whether or not such an individual has an ownership interest in such home and whether or not the functions and duties are shared with one or more other individuals.
 - (2) "General administration of a nursing home" shall mean the duties of administrative performance and the making of day-to-day decisions involved in the planning, organizing, directing, and/or controlling of a nursing home. In the performance of day-to-day operations, the administrator shall be full-time (i.e., forty (40) hours per week or more) and spend at least five (5) days a week, eight (8) hours per day on the premises and a major portion of that time shall be during the normal work week when the key personnel are on duty (i.e., Monday - Friday).
 - (3) "Nursing home" or "long-term health care facility" means a place, either governmental or private, either profit or nonprofit, which provides group living arrangements for four (4) or more persons who are unrelated to the operator and who are being provided food, shelter and personal care, and which employs at least one (1) registered nurse or licensed practical nurse. The term "nursing home" or "long-term health care facility" does not

include hospitals, clinics, and other institutions devoted primarily to providing medical service.

- (4) "Act" means the Nursing Home Administration Act of 1970, being sections 73-17-1 through 73-17-15 of the Mississippi Code of 1972, Annotated, and amendments thereto.
- (5) "Board" means the Mississippi State Board of Nursing Home Administrators.
- (6) "Person" means an individual and does not include the terms firm, corporation, association, partnership, institution, public body, joint stock association or any other group of individuals.
- (7) "Administrator-in-Training" is an individual, registered with the Board, who is pursuing the prescribed program required by the Board under these Rules and Regulations. (See Part 2703, Chapter 1, Rule 1.3)
- (8) "Preceptor" means a full-time practicing Nursing Home Administrator certified to serve as such, in the prescribed program required by the Board under these Rules and Regulations. (See Part 2703, Chapter 1, Rule 1.3)
- (9) "NAB" means the National Association of Boards of Examiners of Long Term Care Administrators.
- (10) "NAB Examination" is one of the required examinations for license as a nursing home administrator. The Mississippi State Board of Nursing Home Administrators contracts with NAB to develop the exam, as well as to set forth procedures for administration and the scoring of the exam. The "NAB Examination" is administered by the computer based method.
- (11) "Endorsement" means reciprocity as described in Mississippi Code Ann. 73-17-11.
- (12) "Direct management responsibility over one or more nursing homes" means an individual who has supervisory control over one or more nursing home administrators of one or more nursing facilities and has authority to substitute his or her judgment for that of the administrator of record in the day-to-day operation of the facility.

Source: *Miss. Code Ann. Sections 73-17-5 and 73-17-7(2)*(Rev. 2008).

Rule 1.3 Board of Nursing Home Administrators

A. Composition

The Board shall consist of seven (7) members in addition to the state health officer or his designee, as outlined in Section 73-17-7 of the Act.

B. Meetings

- (1) The Board shall meet regularly at least once every calendar quarter.
- (2) The Chairman, or Vice-Chairman acting for and in the absence of the Chairman, may call special meetings thereof when, in his judgment, circumstances or functions of the Board require it.
- (3) Upon written petition of a simple majority of the members of the Board, the Chairman, or Vice-Chairman acting for and in the absence of the Chairman, shall call a special meeting for the purposes cited in said petition.

C. General Powers

- (1) The Board shall exercise such powers as provided by the laws of this state pertaining to the licensing and registration of nursing home administrators.
- (2) From time to time the Board may make and publish such rules and regulations not inconsistent with the Act and other applicable laws as it may deem necessary and proper for the execution and enforcement of the laws and rules and regulations governing the licensing and registration of nursing home administrators.

D. Officers and Duties

- (1) The Board shall elect annually from its members a Chairman and a Vice-Chairman. The terms of said officers shall commence on July 1, and end on June 30 of the following year.
- (2) The Chairman shall preside at all meetings of the Board, and shall sign all official documents of the Board. In the absence of the Chairman, the Vice-Chairman shall preside at the meetings, and perform all duties usually performed by the Chairman.
- (3) Should the office of Vice-Chairman be vacated, the majority of the Board shall elect a Vice-Chairman.
- (4) The Board shall employ an Executive Director who shall not be a member of the Board.
- (5) In addition to the duties imposed by law, the Executive Director shall:

- a. attend all meetings of the Board;
- b. keep a full, complete record of the minutes of said meetings;
- c. notify the members of the Board of the time and place fixed for meetings of the Board;
- d. prepare and circulate to the members of the Board a written agenda approximately five (5) days prior to each meeting;
- e. maintain the records pertaining to licensees and registrants and the Rules and Regulations;
- f. Conduct all routine correspondence of the Board;
- g. issue all notices of meetings and hearings;
- h. have custody of all books, records, and property of the Board;
- i. annually, within sixty (60) days of the end of the fiscal year, submit books to the State Audit Department for an audit;
- j. distribute any audit results, on receipt, to all members of the Board for review;
- k. receive all monies payable to the Board, disburse funds, and keep such financial records as are approved by the Board;
- l. be bonded as set forth in Section 73-17-7 (4) of the Act; and
- m. perform all duties pertaining to the office of Executive Director.

(6) The Chairman shall be authorized to appoint any committee he deems necessary.

E. Oral Proceedings on Proposed Rules

- (1) Scope. This rule applies to all oral proceedings held for the purpose of providing the public with an opportunity to make oral presentations on proposed new rules and amendments to rules before the Department pursuant to S25-43-3.104.
- (2) When Oral Proceedings will be Scheduled on Proposed Rules. The Department will conduct an oral proceeding on a proposed rule or amendment if requested by a political subdivision, an agency or ten (10)

persons in writing within twenty (20) days after the filing of the notice of the proposed rule.

- (3) Request Format. Each request must be printed or typewritten, or must be in legible handwriting. Each request must be submitted on standard business letter-size (8-1/2 inches by 11 inches). Requests may be in the form of a letter addressed to the Department and signed by the requestor(s).
- (4) Notification of Oral Proceeding. The date, time and place of all oral proceedings shall be filed with the Secretary of State's office and mailed to each requestor. The oral proceedings will be scheduled no earlier than twenty (20) days from the filing of this information with the Secretary of State.
- (5) Presiding Officer. The Commissioner or his designee, who is familiar with the substance of the proposed rule, shall preside at the oral proceeding on a proposed rule.
- (6) Public Presentation and Participation.
 - (a) At an oral proceeding on a proposed rule, persons may make oral statements and make documentary and physical submissions, which may include data, views, comments or arguments concerning the proposed rule.
 - (b) Persons wishing to make oral presentations at such a proceeding shall notify the Department at least one business day prior to the proceeding and indicate the general subject of their presentations. The presiding officer in his or her discretion may allow individuals to participate that have not previously contacted the Department.
 - (c) At the proceeding, those who participate shall indicate their names and addresses, identify any persons or organizations they may represent, and provide any other information relating to their participation deemed appropriate by the presiding officer.
 - (d) The presiding officer may place time limitations on individual oral presentations when necessary to assure the orderly and expeditious conduct of the oral proceeding. To encourage joint oral presentations and to avoid repetition, additional time may be provided for persons whose presentations represent the views of other individuals as well as their own views.
 - (e) Persons making oral presentations are encouraged to avoid restating matters that have already been submitted in writing.

- (f) There shall be no interruption of a participant who has been given the floor by the presiding officer, except that the presiding officer may in his or her discretion interrupt or end the participant's time where the orderly conduct of the proceeding so requires.

(7) Conduct of Oral Proceeding.

- (a) Presiding officer. The presiding officer shall have authority to conduct the proceeding in his or her discretion for the orderly conduct of the proceeding. The presiding officer shall (i) call proceeding to order; (ii) give a brief synopsis of the proposed rule, a statement of the statutory authority for the proposed rule, and the reasons provided by the Department for the proposed rule; (iii) call on those individuals who have contacted the Department about speaking on or against the proposed rule; (iv) allow for rebuttal statements following all participants' comments; (v) adjourn the proceeding.
- (b) Questions. The presiding officer, where time permits and to facilitate the exchange of information, may open the floor to questions or general discussion. The presiding officer may question participants and permit the questioning of participants by other participants about any matter relating to that rule-making proceeding, including any prior written submissions made by those participants in that proceeding; but no participant shall be required to answer any question.
- (c) Physical and Documentary Submissions. Submissions presented by participants in an oral proceeding shall be submitted to the presiding officer. Such submissions become the property of the Department and are subject to the Department's public records request procedure.
- (d) Recording. The Department may record oral proceedings by stenographic or electronic means.

F. Declaratory Opinions

- (1) Scope. These rules set forth the Mississippi State Board of Nursing Home Administrators' (MSBNHA), hereinafter MSBNHA, rules governing the form and content of requests for declaratory opinions, and the MSBNHA's procedures regarding the requests, as required by Mississippi Code S25-43-2.103. These rules are intended to supplement and be read in conjunction with the provisions of the Mississippi Administrative Procedures Law, which may contain additional information regarding the

issuance of declaratory opinions. In the event of any conflict between these rules and the Mississippi Administrative Procedures Law, the latter shall govern.

- (2) **Persons Who May Request Declaratory Opinions.** Any person with a substantial interest in the subject matter may request a declaratory opinion from the MSBNHA by following the specified procedures. "Substantial interest in the subject matter" means: an individual, business, group or other entity that is directly affected by the MSBNHA's administration of the laws within its primary jurisdiction. "Primary jurisdiction of the agency" means the agency has a constitutional or statutory grant of authority in the subject matter at issue.
- (3) **Subjects Which May Be Addressed in Declaratory Opinions.** The MSBNHA will issue declaratory opinions regarding the applicability to specified facts of:
 - (1) a statute administered or enforced by the MSBNHA or
 - (2) a rule promulgated by the MSBNHA. The MSBNHA will not issue a declaratory opinion regarding a statute or rule which is outside the primary jurisdiction of the agency.
- (4) **Circumstances In Which Declaratory Opinions Will Not be Issued.** The MSBNHA may, for good cause, refuse to issue a declaratory opinion. The circumstances in which declaratory opinions will not be issued include, but are not necessarily limited to:
 - (a) lack of clarity concerning the question presented;
 - (b) there is pending or anticipated litigation, administrative action, or other adjudication which may either answer the question presented by the request or otherwise make an answer unnecessary;
 - (c) the statute or rule on which a declaratory opinion is sought is clear and not in need of interpretation to answer the question presented by the request;
 - (d) the facts presented in the request are not sufficient to answer the question presented;
 - (e) the request fails to contain information required by these rules or the requestor failed to follow the procedure set forth in these rules;
 - (f) the request seeks to resolve issues which have become moot, or are abstract or hypothetical such that the requestor is not substantially

affected by the statute or rule on which a declaratory opinion is sought;

- (g) no controversy exists concerning the issue as the requestor is not faced with existing facts or those certain to arise which raise a question concerning the application of the statute or rule;
 - (h) the question presented by the request concerns the legal validity of a statute or rule;
 - (i) the request is not based upon facts calculated to aid in the planning of future conduct but is, instead, based on past conduct in an effort to establish the effect of that conduct;
 - (j) no clear answer is determinable;
 - (k) the question presented by the request involves the application of a criminal statute or a set of facts which may constitute a crime;
 - (l) the answer to the question presented would require the disclosure of information which is privileged or otherwise protected by law from disclosure;
 - (m) The question is currently the subject of an Attorney General's opinion request or has been answered by an Attorney General's opinion;
 - (n) A similar request is pending before this agency or any other agency or a proceeding is pending on the same subject matter before any agency, administrative or judicial tribunal, or where such an opinion would constitute the unauthorized practice of law.
 - (o) Where issuance of a declaratory opinion may adversely affect the interests of the State, the MSBNHA or any of their officers or employees in any litigation which is pending or may reasonably be expected to arise;
 - (p) The question involves eligibility for a license, permit, certificate or other approval by the MSBNHA or some other agency, and there is a statutory or regulatory application process by which eligibility for said license, permit, certificate or other approval would be determined.
- (5) Written Request Required. Each request must be printed or typewritten, or must be in legible handwriting. Each request must be submitted on

standard business letter-sized paper (8-1/2 inches by 11 inches). Requests may be in the form of a letter addressed to the MSBNHA.

- (6) Where to Send Requests. All requests must be mailed, delivered or transmitted via facsimile to the MSBNHA. The request shall clearly state that it is a request for a declaratory opinion. No oral, telephone requests or email requests will be accepted for official opinions.
- (7) Name, Address and Signature of Requestor. Each request must include the full name, telephone number, and mailing address of the requestor. All requests shall be signed by the person filing the request, who shall attest that the request complies with the requirements set forth in these rules, including but not limited to a full, complete, and accurate statement of relevant facts and that there are no related proceedings pending before any other administrative or judicial tribunal.
- (8) Question Presented. Each request shall contain the following:
 - (a) a clear and concise statement of all facts on which the opinion is requested;
 - (b) a citation to the statute or rule at issue;
 - (c) the question(s) sought to be answered in the opinion, stated clearly;
 - (d) a suggested proposed opinion from the requestor, stating the answers desired by petitioner and a summary of the reasons in support of those answers;
 - (e) the identity of all other known persons involved in or impacted by the described factual situation, including their relationship to the facts, name, mailing address and telephone number; and
 - (f) a statement to show that the person seeking the opinion has a substantial interest in the subject matter.
- (9) Time for MSBNHA's Response. Within forty-five (45) days after the receipt of a request for a declaratory opinion which complies with the requirements of these rules, the MSBNHA shall, in writing:
 - (a) issue a declaratory opinion regarding the specified statute or rule as applied to the specified circumstances;
 - (b) decline to issue a declaratory opinion, stating the reasons for its action; or

- (c) agree to issue a declaratory opinion by a specified time but not later than ninety (90) days after receipt of the written request; The forty-five (45) day period shall begin running on the first State of Mississippi business day on or after the request is received by the MSBNHA, whichever is sooner.
- (10) **Opinion Not Final for Sixty Days.** A declaratory opinion shall not become final until the expiration of sixty (60) days after the issuance of the opinion. Prior to the expiration of sixty (60) days, the MSBNHA may, in its discretion, withdraw or amend the declaratory opinion for any reason which is not arbitrary or capricious. Reasons for withdrawing or amending an opinion include, but are not limited to, a determination that the request failed to meet the requirements of these rules or that the opinion issued contains a legal or factual error.
- (11) **Notice by MSBNHA to third parties.** The MSBNHA may give notice to any person, agency or entity that a declaratory opinion has been requested and may receive and consider data, facts, arguments and opinions from other persons, agencies or other entities other than the requestor.
- (12) **Public Availability of Requests and Declaratory Opinions.** Declaratory opinions and requests for declaratory opinions shall be made available for public inspection and copying in accordance with the Public Records Act and the MSBNHA's public records request procedure. All declaratory opinions and requests shall be indexed by name and subject. Declaratory opinions and requests which contain information which is confidential or exempt from disclosure under the Mississippi Public Records Act or other laws shall be exempt from this requirement and shall remain confidential.
- (13) **Effect of a Declaratory Opinion.** The MSBNHA will not pursue any civil, criminal or administrative action against a person who is issued a declaratory opinion from the MSBNHA and who, in good faith, follows the direction of the opinion and acts in accordance therewith unless a court of competent jurisdiction holds that the opinion is manifestly wrong. Any declaratory opinion rendered by the MSBNHA shall be binding only on the MSBNHA and the person to whom the opinion is issued. No declaratory opinion will be used as precedent for any other transaction or occurrence beyond that set forth by the requesting person.

G. Public Records

All public requests to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of the Mississippi State Board of Nursing Home Administrators (Board) must be submitted in writing to: Mississippi State Board of Nursing Home Administrators, 1755 Lelia Drive, Suite 305, Jackson,

Mississippi 39216. This rule is not intended to apply to any record or other document, which is exempted or privileged under the provisions of the Mississippi Public Records Act.

The written request must be typed or clearly handprinted on a letter size piece of paper and must specify in detail the public record(s) sought. The request must include a description of the type of record, dates, title of a publication, and other information which may aid in locating the record. No verbal or telephone requests for records will be accepted.

Under the Public Records Act, documents that are exempt from public access to records include, but are not limited to, personnel records, appraisal records, attorney communications and work products of attorneys, academic records, third party confidential, commercial or financial information, licensure applications and examination records, and individual tax records.

The Board, upon receipt of any public records request, shall review same and determine whether the records sought are exempt or privileged by law and shall either produce the records or allow access to records or deny access to or production of the records sought within seven (7) working days of the receipt of the request by the Board. If the Board is unable to produce a public record by the seventh working day after the request is made, the Board will provide the requester with a written explanation stating that the record requested will be produced and specify the reason why the records cannot be produced within the seven-day period. Unless there is mutual agreement between the Board and the requester, the date of production of the requested record will be no later than fourteen (14) working days from the Board's receipt of the original public record request.

When a request for information is made for documents furnished to the Board by a third party, the Board will give notice of the request to the third party as required by the Public Records Act. Third party information will not be released without the prior written consent of the third party authorizing the release of the information and/or until the third party has been provided with notice of the public records request and an opportunity to seek a court order protecting such records from public review. No third party information will be released by the Board if the third party obtains a court order prohibiting the disclosure of such information.

All inspection, copying or mechanical reproduction shall be done in the offices of the Board or such other reasonable place within the State of Mississippi as may be designated by the Board.

When possible, nonexempt material will be separated from exempt material and only the exempt material will be withheld.

If the Board determines that the records requested are exempt or privileged under the law, the request shall be denied and the person making the request will be provided a statement of the specific reasons for the denial. Such denials shall be kept on file for inspection by any person for three (3) years from the date such denials are made.

Public records of the Board will be made available at the Board office during regular hours (8:00 a.m. through 5:00 p.m., Monday through Friday) by appointment.

The requester must pay the Board in advance for the cost of searching, obtaining from storage, reviewing, shipping and/or duplicating the requested records. Such payment must be sufficient to cover the actual costs to the Board of complying with the public records request. There shall be a charge of \$1.00 per page for each copy. Copies printed on both sides (front and back) shall be considered as two pages for copy charge purposes. Mailing cost shall be calculated at the applicable rate for each such mailing. If the request involves notice being given to a third party, the cost of mailing such notice to the third party shall be charged to the requester. Cost of obtaining records from any state storage facilities and the search for the records shall be charged to the requester. If the actual cost of a public records request exceeds the estimated cost provided to the requester, the requester will be required to pay the Board the difference between the amounts paid in advance by the requester and the actual cost of supplying the record to the requester.

Payment by the public records requester must be made by money order or certified check.

The Board has also established a schedule of standard fees for frequently requested documents and information, directory or labels of licensed Nursing Home administrators, and electronically accessible data. The schedule of standard documents and fees is listed below.

H. Fee Schedule

All fees and costs are to be paid by check, cashier's check, money order, or credit card to the Board, with the appropriate form or request attached, unless otherwise specified. All fees and costs are *non-refundable*.

Application Fees:

Administrator-in-Training Application (incl. State Study Pkt)	\$225.00
Endorsement/Reciprocity Application (incl. State Study Pkt)	\$225.00
Reinstatement Application	\$175.00
Temporary Permit Application	\$200.00

License Fees:

Renewal Fee	\$500.00
Renewal Late Fee	\$150.00
Temporary Permit Fee	\$50.00
Reinstatement Fee	\$500.00
Continuing Education Fees:	
Sponsor Fees:	
1-6 hours	\$175.00
An additional \$30.00 fee for each hour or portion thereof above the 6 CE hours	\$30.00
Each additional presentation of same program	\$100.00
Individual Request Fee	\$50.00
Fee for Release of Licensure Information to Another State Board (Endorsement Questionnaire)	\$50.00
Administer Two Facilities Request Fee	\$200.00
Duplicate Large License	\$50.00
Duplicate Small License	\$25.00
ID Card Replacement	\$25.00
State Test Fee	\$150.00
State Study Packet (Designed for preparation for the State Test)	\$50.00
Preceptor Certification Program Fee – three weeks prior	
(both days)	\$375.00
(one day only)	\$275.00
Preceptor Certification Program Fee	
(both days)	\$400.00
(one day only)	\$300.00
Preceptor Program Notebook Replacement	\$100.00
Change of Information Research/Return Fee	\$25.00 per incident
Returned Check Fee	\$50.00
Directory of Licensed Administrators (paper Directory, diskette, or labels)	\$100.00

Source: *Miss. Code Ann. Sections 73-17-7, 73-17-11(3) and (4) and 73-17-17-15(1)*(Rev. 2008); *Miss. Code Ann. Sections 25-41-5(2), 25-41-11 and 25-41-13(1)*(Rev. 2010); *Miss. Code Ann. Sections 25-43-2.103, 25-43-2.104 and 25-43-3.104*(Rev. 2010); and *Miss. Code Ann. Sections 25-61-1 through 25-61-12*(Rev. 2010).

Rule 1.4 Applicability, Legal Effect, Separability

- A. Every rule, regulation, order, and direction adopted by the Board shall state the date on which it takes effect and a copy thereof signed by the Chairman of the Board, and shall be filed as a public record in the office of the Board and in the office of the Secretary of State.
- B. The Rules and Regulations of the Board are intended to be consistent with the applicable Federal and State laws and shall be construed, whenever necessary to achieve such consistency.
- C. In the event that any provision of these Rules and Regulations is declared unconstitutional or invalid, the applicability of such provision to other persons and circumstances and the constitutionality or validity of every other provision of these Rules and Regulations shall not be affected thereby.
- D. These Rules and Regulations shall not affect pending actions or proceedings, civil or criminal, but the same may be prosecuted or defended in the same manner and with the same effect as though these Rules and Regulations had not been promulgated.
- E. The Board shall furnish one (1) copy of these Rules and Regulations and any amendment thereof, without charge to each licensed nursing home administrator. Additional copies shall be made available at a nominal cost.
- F. Prior to the adoption, amendment, or repeal of any rule, the Board shall give at least ten (10) days' notice of its intended action to all registered nursing home administrators. The notice shall be mailed to the last known address of each registered nursing home administrator. The notice shall be effective when mailed by the Board, whether it is actually received by the person entitled to notice or not. The notice shall include a statement of either the terms or substance of the intended action or a description of the subjects and issues involved and the time when, the place where, and the manner in which registered nursing home administrators may present their views thereon.
- G. If the Board finds that an imminent peril to the public health, safety or welfare requires adoption of a rule upon fewer than ten (10) days' notice and states in writing its reasons for that finding, it may proceed without prior notice or hearing upon any abbreviated notice and hearing that it finds practicable, to adopt an

emergency rule. The rule may be effective for a period of not longer than 120 days, but the adoption of an identical rule as a permanent part of these Rules and Regulations is not precluded.

- H. No rule adopted on or after August 1997, is valid unless adopted in substantial compliance with this Section, provided however, that the inadvertent failure to mail notice to any person as provided in this Section shall not invalidate any rule adopted hereunder.
- I. An interested person may petition an agency requesting the promulgation, amendment, or repeal of a rule. The Board shall prescribe the form for petitions and the procedure for their submission of a petition. The Board shall either deny the petition in writing, stating the reason for the denial, or shall initiate rulemaking proceedings.
- J. In addition to the above, the rules or parliamentary procedure as laid down in "Robert's Rules of Order, Newly Revised" shall govern all meetings of the Board.
- K. These revised Rules and Regulations shall take effect the First Day of August, 2002, and shall replace those Rules and Regulations previously effective July 1, 1975, and amendments thereto by Board action November 21, 1975, April 6, 1976, July 1, 1976, July 1, 1977, May 10, 1978, May 16, 1979, July 1, 1979, November 20, 1980, May 14, 1981, February 10, 1983, July 1, 1983, April 12, 1984, May 24, 1984, March 14, 1986, April 14, 1987, July 1, 1988, June 20, 1989, December 12, 1990, September 10, 1991, October 1, 1992, August 15, 1993, May 25, 1995, May 15, 1997, July 15, 1997, August 25, 1997, January 1, 2000, February 1, 2000, July 1, 2000, November 1, 2000, July 1, 2001, December 1, 2001, March 1, 2002, Sept. 1, 2002, February 6, 2003, September 1, 2003, March 1, 2004, April 1, 2006, January 1, 2007, October 1, 2007, April 1, 2008, June 1, 2008, December 1, 2008, March 1, 2009, July 24, 2009, September 1, 2009, March 1, 2010, June 1, 2010, June 30, 2011, March 1, 2012, June 1, 2012, July 26, 2012, September 1, 2012, December 1, 2012, April 1, 2013, March 1, 2014, September 1, 2014, December 1, 2014, March 1, 2015, September 1, 2015, November 20, 2015, December 1, 2015, March 1, 2016

Source: *Miss. Code Ann. Section 73-17-7(2)*(Rev. 2008); and *Miss. Code Ann. Section 25-43-3.108*(Rev. 2010).

Title 30: Professions and Occupations

Part 2703: Licensure, Regulations, and Administrative Hearings

Part 2703 Chapter 1: Licensure

Rule 1.1 Licensure Requirements for Nursing Home Administrators

A. Licensure Requirements

From and after July 1, 2012, in order to be eligible to be licensed as a nursing home administrator, an individual must submit evidence satisfactory to the Board that he or she:

- (1) Is at least twenty-one (21) years of age;
- (2) Is of good moral character.
- (3) Is in good health
- (4) Meets one of the following educational and/or experiential requirements for licensure:
 - (a) Has sixty-four (64) semester hours of academic college work from an accredited institution and has worked in a full-time (i.e., 40 hour per week) supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3 is made or received by the Board. For the purpose of meeting the educational requirements of this paragraph, quarter hours will be converted into semester hours by the current standard conversion rate according to Institutions of Higher Learning (IHL);
 - (b) Has an associate degree from an accredited institution and has worked in a full-time (i.e., 40 hours per week) supervisory capacity in a Mississippi-licensed nursing home for a minimum of two (2) consecutive years immediately prior to or preceding the date on which the application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3 is received by the Board;
 - (c) Has a bachelor's degree in health care administration or a health care related field or business from an accredited institution before

making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

or

Has a bachelor's degree in any other field of study from an accredited institution before making application for the Administrator-in-Training Program established by Part 2703, Chapter 1, Rule 1.3;

- (d) For the purposes of licensure, the academic program must be accredited by an institution recognized by the Council for Higher Education Accreditation (CHEA).

(5) Causes:

- (a) a criminal records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or
- (b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks must have been performed on the applicant within six (6) months immediately prior to the filing of the Administrator-in-Training Program Application or the Endorsement Application or a new criminal record check shall be required.

(6) Meets one of the following clinical requirements –

- (a) Has completed the Administrator-in-Training Program prescribed by Part 2703, Chapter 1, Rule 1.3;

or

- (b) Has completed a Board approved Administrator-in-Training Program in Long-Term Care Administration from an academic institution during which time the institution held National Association of Long-Term Care Administrator Board (NAB) Program Approval through the Academic Approval process,

- (7) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a Domains of Practice course to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (8) Has pursuant to the Board's standards developed consistent with Mississippi Code Ann. 73-17-9(a), has completed a 2-day training course with the Office of Licensure and Certification, Department of Health, to the satisfaction of the Board, pursuant to Part 2703, Chapter 1, Rule 1.3.
- (9) Has successfully passed the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators examination at the then current passing score.
- (10) Submits payment of the application, license and other applicable fees prescribed in Part 2701, Chapter 1, Rule 1.3.H and
- (11) Has met all of the requirements required by Section 73-17-11 of the Mississippi Code of 1972, as amended.

B. Applicants for Licensure by Individuals Licensed in Other States

- (1) An individual licensed in good standing as a nursing home administrator in another state may qualify for licensure as a nursing home administrator if his or her educational, training and administrative experience are equal to or exceeds the requirements specified in Rule 1.1.A.(1) – (6) of Chapter 1, Part 2703 of these Rules and Regulations, and has passed both the National Association of Long-Term Care Administrator Board (NAB) examination and the Mississippi State Board of Nursing Home Administrators State examination at the then current passing score.
- (2) The Board, subject to the law pertaining to the licensing of nursing home administrators may at its discretion, endorse a nursing home administrator license issued by the proper authorities of any other state, upon payment of the biennial license fee, the application fee and all other applicable fees prescribed in Rule 1.3.H. of Chapter 1, Part 2701, and submission of evidence satisfactory to the Board that:
 - (a) The applicant provides satisfactory evidence of completion of at least a 1,040 hour A.I.T. program in the State of original license, or provide satisfactory evidence of completion of an A.I.T. Program as specified in Rule 1.3.B. of Chapter 1, Part 2703;

- (b) Applicant must have successfully passed the NAB Exam with the then current passing score of the date of his or her initial license;
 - (c) Applicant successfully passed the Mississippi State Board of Nursing Home Administrators State Exam within one hundred twenty (120) days after Board approval;
 - (d) Applicant has not had a license revoked or suspended in any state from which he or she has received a nursing home administrator license; and
- (3) A temporary permit to practice as a nursing home administrator in Mississippi may be issued to an individual applying for a Mississippi nursing home administrator license for the facility in which the permit is issued who meets the following conditions:
- (a) Submits supporting documentation showing that he or she meets the licensing requirements found in Rule 1.1.B. of Chapter 1, Part 2703 and pays all required fees;
 - (b) Holds a current and unencumbered nursing home administrator license, which is in good standing, in at least one other state;
 - (c) Submits a formal request, along with the Application, documenting the circumstances that created the need for a temporary permit, as well as the temporary permit fee.
 - (d) Submits satisfactory proof from each state board that has issued him or her a nursing home administrator license at any time in the past:
 - (i) that there has been no formal discipline taken against the license;
 - (ii) that the applicant received an acceptable NAB Exam Scale score with the then current passing score of the date of his or her initial license;
 - (iii) that the applicant either successfully completed a 1,040 hour A.I.T. Program, or provide satisfactory evidence of completion of an A.I.T. Program as specified in Rule 1.3.B of Chapter 1, Part 2703.
 - (e) In no case shall a temporary permit be issued to an individual for a period longer than three (3) months.

- (f) In no case shall an individual nursing home facility be administered by a nursing home administrator holding a “temporary permit” for more than three (3) months in one (1) calendar year.
- (4) Under a declared state of emergency lawfully declared by either Federal, State or Local government, an administrator who holds a valid license in good standing in another state, may be eligible to work as the administrator of record in a Mississippi nursing home facility after he or she submits to the Board office:
 - (a) a picture I.D.;
 - (b) proof of a current nursing home administrator license which is valid and in good standing in another state;
 - (c) a completed 1 page Application designed for this purpose;

The authority to work under these emergency conditions will be for a maximum period of sixty (60) days.

C. Burden of Proof for Licensure Applicants

It is the responsibility of the applicant to demonstrate that he or she meets the requirements for licensure set forth in *Mississippi Nursing Home Administrators Law of 1970*, as amended, and the Rules and Regulations of the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), (c) and (g)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.2 Application(s)

A. Administrator-in-Training (A.I.T.) Application

An applicant for the A.I.T. Program shall file a written or electronic application, on the forms prescribed and furnished by the Board, pay all applicable fees, and furnish evidence satisfactory to the Board that he or she has met all licensure requirements as specified in Rule 1.1.A.(1) – (6) of Chapter 1, Part 2703 of these Rules and Regulations. The application form is available from the Board office or the Board website.

The applicant shall submit to the Board the following:

- (1) satisfactory proof of age, which must accompany the application;

- (2) letters from three (3) references, who shall certify to the good moral character of the applicant, and shall be from individuals who have engaged in either business or professional work with the applicant, but shall not be related by blood or marriage;
- (3) a statement, which must accompany the application from the applicant's physician as to the health of the applicant, specifically, his or her physical ability to perform the duties of a nursing home administrator;
- (4) a finished unmounted recent photograph of himself or herself for identification. This photograph must be attached to the application, must not be less than 2" x 3" in size and must be signed by the applicant on the back;
- (5) a transcript, bearing the official seal of the educational institution, which must be submitted to the Board office directly from the institution, for the purpose of documenting successful completion of college credits by the applicant;
- (6) if applicable, a signed statement from the applicant's current nursing home administrator describing the duties the applicant has performed, the number of employees he or she has supervised, and any other information concerning the applicant's work experience for at least the past two (2) consecutive years immediately prior to making application with the Board.
- (7) payment for the current application fee in the amount set forth on the application to cover the costs associated with processing the application. The fee which is non-refundable, must accompany the A.I.T. application.
- (8) Satisfactory proof that:
 - (a) a criminal records check that has been performed on the applicant to be sent directly to the Board's administrative office directly from the employing institution. This document must be signed and notarized; or
 - (b) a state and federal criminal background to be sent to the Board's administrative office directly from the appropriate governmental agency.

The applicant shall be responsible for the payment of any fees or costs associated with the state and federal criminal record checks. Such costs or fees shall be paid by the applicant to the agency completing the record check. Criminal record checks must have been performed on the applicant within six (6) months immediately prior to the filing of the Administrator-in-Training Program Application or the Endorsement Application or a new criminal record check shall be required.

- (9) if the applicant has at any time held a certification or license, he or she must provide satisfactory proof that no formal discipline has been taken against any and all of those certifications or licenses.
- (10) a completed Certificate of Employment form and A.I.T./ Preceptor Agreement form, or proof of completion of an equivalent A.I.T. program in Long Term Care Administration from an academic institution as stated in Part 2703, Chapter 1, Rule 1.1A.(6)(b). The appropriate document must accompany the application.

B. Endorsement Application

An applicant for licensure by Endorsement shall file a written or electronic application on forms prescribed and furnished by the Board, pay the applicable fees, and furnish evidence satisfactory to the Board that he/she has met all licensure requirements specified in subsections (1) – (6) of Rule 1.1. Rule 1.1.B(1) – (2) and in subsections (1) – (9) of Rule 1.2.A. of Chapter 1, Part 2703.

The applicant shall also furnish the Board with:

- (1) satisfactory proof that the applicant completed an A.I.T. Program as specified in Rule 1.3.B., Chapter 1, Part 2703;
- (2) satisfactory proof of a current nursing home administrators license in at least one (1) other state and that there has been no formal discipline taken against any license in any state the applicant has held a license;
- (3) satisfactory proof that the applicant is employed or will become employed in a Mississippi nursing home. The applicant shall attach to the application a completed Certificate of Employment form; and
- (4) satisfactory proof of the applicant's NAB Examination Score which must consist of a Scale Score of at least 113.

C. Temporary Permit Application

An applicant requesting a temporary permit in the state of Mississippi shall file a written or electronic application on forms provided by the Board, pay the applicable fees, and furnish evidence satisfactory to the Board that he or she has met all licensure requirements specified in subsections (1) – (6) of Rule 1.1.A., Rule 1.1.B.(1) – (3), subsections (1) – (9) of Rule 1.2.A., Rule 1.2.B.(1) – (4) of Chapter 1, Part 2703 of these Rules and Regulations. The applicant must furnish the Board with a written explanation, with supporting documentation, that clearly justifies why the temporary permit is needed.

D. Applications for Licensure

After compliance with all of the requirements of Rule 1.1.A., B., and/or C., as applicable, of Chapter 1, Part 2703, the applicant shall file with the Board a written or electronic Application for Licensure, signed under penalty of perjury, on the form prescribed by the Board and provide such other information as the Board may require. Only complete applications shall be presented to the Board for approval. A complete application shall include all information requested on the form, the applicable fee(s), and all materials required by the Board for verification that the applicant meets all licensure requirements.

The basic requirements for suitability set forth herein above are to be considered minimal and may not be waived.

- E. The Board may designate a time and place at which an applicant may be required to present himself for inquiry as to his suitability as provided for herein.

The applicant shall be required to meet all the requirements of this and all other applicable laws and rules as prerequisite to sitting for the examinations as identified in Part 2703, Chapter 1, Rule 1.5.

All application fees are non-refundable and must accompany all applications at the time of filing with the Board. No applications will be considered until the applicable fees are paid.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (d)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.3 Administrator-in-Training Programs

Applicants who seek licensure as a Nursing Home Administrator must meet one of the following program requirements:

- A. Administrator-in-Training (A.I.T.) and Preceptor Program

(1) Administrator-in-Training

- (a) After Board action is taken to approve the applicant's qualifications, as set forth in Part 2703, Chapter 1, Rule 1.1, the applicant must be employed by the facility and engaged as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet. Upon approval by the Board or its designee, the A.I.T. Program may be extended by up

to two (2) months. Under no circumstances shall the time to complete the A.I. T. Program extend beyond eight (8) months after the beginning of the A.I.T. Program. An A.I.T. failing to complete the A.I.T. Program within eight (8) months after beginning the Program must reapply and, if accepted by the Board, must begin the A.I.T. Program anew pursuant to Rule 1.3, Chapter 1, Part 2703.

- (b) The A.I.T. program is a forty (40) hour per week program (Monday – Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his or her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. If due to no fault of the A.I.T., his or her preceptor becomes unable to complete the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T. Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours). The A.I.T. and the former Preceptor must also submit a letter to the Board that clearly explains the reason(s) why the individual can no longer serve as the A.I.T.'s Preceptor.
- (c) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (d) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six (6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.
- (e) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board

to determine if he or she has received training and experience consistent with guidelines established by the Board.

- (f) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification, Mississippi Department of Health.
- (g) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.

(2) Preceptor

- (a) The Preceptor must hold a Nursing Home Administrator license in Mississippi and have three (3) consecutive years' experience in Mississippi as an Administrator or Assistant Administrator in a licensed nursing home facility without a break in service of more than ninety (90) days; and currently must be certified as a preceptor by the Board.* For licensed Administrators who have worked under a Temporary Permit, the three years will be calculated beginning the effective date of the temporary permit.

As used in this Rule, consecutive employment means the uninterrupted or continuous employment with a Mississippi licensed nursing home facility. The phrase "three (3) consecutive years of employment" means the three-year period immediately prior to or preceding the filing of the registration form with the Board to become a Preceptor. Continuous service (employment) shall cease if a person has a break in service. A person experiences a break in service (employment) when he or she is not employed in Mississippi as an Administrator in a licensed nursing home, Assistant Administrator in a licensed nursing home, or an Administrator who has direct management responsibility over one or more nursing homes for more than ninety (90) days (during the three-year period prescribed by this Rule).

Where a person's last three years of employment are not continuous because of a break in service or otherwise, the period of employment after the break in service (employment) will be treated as new employment and will not be counted toward the three (3) years of consecutive employment required by this Rule.

A Nursing Home Administrator will also be considered for preceptorship who has direct management responsibility over one or more nursing homes for the three-year period of time set forth above; has completed Board-approved training for certification as

a preceptor in Mississippi; and currently is certified as a preceptor by the Board.*

No preceptor certification shall be issued or granted to any person who has had a disciplinary action taken against his or her professional license within the three (3) years prior to date on which his or her eligibility as a preceptor is considered by the Board; who has resigned or surrendered his or her professional license in lieu of disciplinary action or while under investigation or while disciplinary action is pending. The Board may also refuse to grant a preceptor certification to an individual who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order, or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.

*Note: Preceptor Certification training is offered annually by the Board for nursing home administrators eligible to serve as preceptors in Mississippi. Preceptor certification is for a period of two (2) years and is renewable biennially, as long as other criteria are met.

- (b) The A.I.T. experience must be guided by a training plan developed by the Nursing Home Administrator Preceptor. The Preceptor shall give close, personal, and direct supervision to the trainee for a minimum of eight (8) hours per week. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his or her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. The preceptor must be readily available to assist and answer questions at least eight (8) hours per week and available at least by telephone at all other times. The preceptor may be off the premises for limited periods of time for conferences, vacancies and similar events but still must be available by phone, not to exceed an average of more than one day per week.
- (c) The Preceptor must complete a written evaluation of the trainee after a three (3) month and a six (6) month training period.

The evaluation form must include the following: length of training period, description of training activities, evaluation of trainee's performance, trainee's evaluation of training received, and signatures of the Preceptor and trainee. The evaluation forms must be received in the Mississippi Board's office within fifteen (15)

calendar days of the completed training period. Any required form or report which is received in the Board's office thirty (30) days after the end of the applicable reporting period will result in the internship being terminated.

- (d) The Preceptor must have no more than two (2) Administrators-in-Training concurrently for any Preceptor experience.
- (e) The Preceptor in order to be eligible for recertification must meet the same qualifications as set forth in Part 2703, Chapter 1, Rule 1.3.A.(2) If his or her position or responsibility has changed since last certification, consideration will be given for recertification only if the Preceptor has direct management responsibility over one or more nursing homes and meets all other conditions as set forth in these Rules and Regulations.

B. Administrator-in-Training Program (Endorsement). An Applicant who applies for licensure by endorsement must provide proof of one of the following:

- (1) The applicant must provide the Board with verification that he or she has completed at least a 1,040 hour A.I.T. program in the State from which he or she is licensed; or
- (2) The applicant must provide the Board with ten (10) years of verified full-time qualifying experience as a licensed Nursing Home Administrator in a licensed nursing home in the state(s) from which he or she seeks endorsement; or
- (3) The applicant must provide the Board with two (2) years out of the past three (3) years of verified experience as a licensed Nursing Home Administrator in a licensed nursing home in the state(s) from which he or she seeks endorsement. The three (3) years must be immediately prior to the date on which the application is filed with the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), and (g)*(Rev. 2008).

Rule 1.4 Disqualifications; Re-Application

- A. An applicant for licensure who has been disqualified shall be given written notification by the Board of his/her disqualification and the reasons therefor and of his/her right to a hearing.
- B. An applicant for licensure who has been disqualified may petition the Board in writing within thirty (30) days of notification of disqualification for a hearing and a review of his/her application.

- C. Any person aggrieved by a decision of the Board in granting or refusing to grant a license, or aggrieved by an order, rule, or regulation of the Board, shall have the right to appeal to the chancery court of the county of the residence of the aggrieved party in the manner provided by law for appeals from administrative decisions.
- D. When an applicant for licensure has been disqualified, he/she may submit a new application for licensure; however, he/she shall be required to meet the requirements for licensing as shall be in force at the time of such re-application.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(c)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-15* (Supp. 2011).

Rule 1.5 Examinations

In order to be eligible to sit for the examinations for licensure as a nursing home administrator, the applicant must meet all the requirements in Part 2703, Chapter 1, Rule 1.1, 1.2, and 1.3 hereinabove, and provide to the Board evidence of such completion, including but not limited to, Application for License as required in Part 2703, Chapter 1, Rule 1.2; evidence of satisfactory completion of an Administrator-in-Training program pursuant to Part 2703, Chapter 1, Rule 1.3; and evidence of completion of a Domains of Practice course, pursuant to Part 2703, Chapter 1, Rule 1.3.

- A. Each applicant for license must successfully complete the NAB Examination and the State Examination.
- B. In conjunction with NAB, the Board shall determine the subjects for examination of applicants for licensing as a nursing home administrator, and the scope, content, form, and character of such examinations, and shall provide the examination to applicants who have met the qualifications hereinabove. The NAB Examination cost is determined by NAB and the testing service. Testing costs are paid directly to NAB.

The NAB Examination must be scheduled by the applicant for licensure.

The State Examination will be administered at such times and places as designated by the Board. The contents and substance of the examination shall be the same for all applicants for licensure.

- C. Prior to sitting for the examinations, the applicant shall pay the applicable examination fees as determined by current national and state testing services.
- D. For those applicants who have satisfied their A.I.T. requirement by academic credentials as identified in Part 2703, Chapter 1, Rule 1.1 and 1.2, they will be eligible for the NAB and State examinations, assuming all other requirements herein have been met.

- E. Reexamination. An applicant may retake the NAB Examination or any portion thereof no sooner than ninety (90) days after an unsuccessful attempt to pass the exam or any portion thereof. The State Examination may be administered no sooner than thirty (30) days after an unsuccessful attempt to pass the exam. If an applicant shall fail either exam three (3) times, he/she shall wait one (1) calendar year before submitting a new application.

Following the close of every examination, a permanent record stating in detail the results of the examination for each candidate shall be kept by the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a) and (b)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.6 Subjects for Examinations and Continuing Education

- A. Every applicant for license as a nursing home administrator shall meet the requirements for licensure as set forth in the Act and Part 2703, Chapter 1, Rule 1.1 of these Rules and Regulations, which include successfully passing written examinations. Such examinations shall be designed to test the proficiency and knowledge of the applicant for license in the area of nursing home administration. The following areas of study shall be considered by the applicant as guidelines in preparing for such examinations:
 - (1) Customer Care, Support, and Services
 - (2) Human Resources
 - (3) Finance
 - (4) Environment
 - (5) Management and Leadership

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(a), (d), and (g)*(Rev. 2008).

Rule 1.7 Grading Examinations

- A. Every candidate for a nursing home administrators license shall be required to pass an examination to be administered by the Board and which was prepared by the National Association of Boards of Examiners for Nursing Home Administrators.

The NAB test is divided into two sections (Core of Knowledge and the NHA Line of Service). Every candidate must successfully pass each section.

- B. Passing Score for the NAB Examination will be set by the National Association of Long Term Care Administrators Boards.
- C. In addition to the foregoing examination, the Board may adopt and approve an examination to be administered by the Board, and upon such approval, said examination shall be considered a part of the examination which all applicants for licensure as nursing home administrators must pass. This examination shall be known as the State Examination.

Passing point for the State Examination is at least 75% of the questions answered correctly.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(b) and (c)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Rule 1.8 Abandonment of Application(s)

- A. An application shall be deemed abandoned when:
 - (1) Applications for the A.I.T. Program and Applications for Licensure by Individuals Licensed in Other States which remain incomplete after one (1) calendar year from the date of filing with the Board will be considered abandoned and the individuals seeking licensure shall be required to reapply with the Board.
 - (2) An applicant fails to begin the A.I.T. program within ninety (90) calendar days from the date of Board approval to enter the program.
 - (3) The applicant fails to submit the applicable Application for Licensure, signed under penalty of perjury, on a written or electronic form prescribed by the Board and submits the license fee within sixty (60) calendar days after the date of notification by the Board is mailed.
- B. Fees paid in connection with an abandoned application shall not be refunded.
- C. An application submitted subsequent to the abandonment of a previous application shall be treated as a new application. The applicant must reapply by submitting a new application in compliance with all of the requirements in effect at the time of reapplication including the requirements for qualification for training, examination, fees and licensure that exist at the time of the new application.
- D. An applicant whose application has been deemed abandoned may again become eligible for examination or re-examination upon filing a new application, paying new fees, and meeting all other licensure requirements.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a)*(Rev. 2012).

Rule 1.9 Licenses

- A. An applicant for license as a nursing home administrator who has successfully complied with the requirements of these Rules and Regulations shall be issued a license on a form provided for that purpose by the Board.

- B. Any license issued by the Board shall be under signature of the Chairman and shall bear the seal of the Board.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(c)*(Rev. 2008); and *Miss. Code Ann. Section 73-17-11* (Supp. 2011).

Part 2703 Chapter 2: Regulations

Rule 2.1 Registration of Licenses

- A. Every person who holds a valid license as a nursing home administrator issued by the Board shall immediately upon issuance thereof be deemed registered with the Board and shall be issued a certificate of registration which shall expire biennially June 30. The registration fee for the initial registration with the Board shall be the pro rata portion of the biennial registration fee which is set forth in the application for license as a nursing home administrator which represents the portion of the biennial period in which the initial registration is effective.
- B. If a nursing home administrator files an application with the Board for a new certificate of registration on or before June 30, his/her prior certificate of registration shall remain in effect until the Board has acted on his/her application for a new certificate of registration.
- C. If a nursing home administrator does not file an application with the Board for a new certificate of registration on or before June 30, the Board may revoke his/her license after due notice and an opportunity to be heard at a formal hearing. The opportunity to be heard at a formal hearing shall be deemed to have been waived by the Board for a new certificate of registration on or before June 30, unless such administrator petitions the Board in writing within thirty (30) days of the mailing of the notice by the Board for a formal hearing.
- D. Upon making an application for a new certificate of registration, such licensee shall fulfill the following:
 - (1) pay biennial registration fee which is set forth in the application for a new certificate of registration;
 - (2) submit evidence satisfactory to the Board that during the biennial period immediately preceding such application for registration, he/she has completed Continuing Education programs or courses of study as provided for in Part 2703, Chapter 2, Rule 2.2 of these Rules and Regulations.
- E. Upon receipt of such application for registration, the registration fee, and the information required with respect to continuing education, the Board may issue a certificate of registration to such nursing home administrator which shall be under the signature of the Chairman.
- F. Only an individual who has qualified as a licensed and registered nursing home administrator and who holds a valid registration certificate pursuant to the provisions of these Rules and Regulations for the current biennial registration period shall have the right and privilege of using the title "Nursing Home Administrator" and/or the abbreviation "N.H.A." after his/her name.

- G. The Board shall maintain a file on all applications for licensure and registration of nursing home administrators, which file shall show:
- (1) The date of application;
 - (2) Name of applicant;
 - (3) Date of birth;
 - (4) Address of applicant;
 - (5) Name and address of current employer or business connection of each applicant;
 - (6) Education and experience data;
 - (7) License number and registration certificate issued to applicant;
 - (8) The date on which the Board reviewed and acted upon the application; and
 - (9) Such other pertinent information as may be deemed necessary.
- H. The Board shall maintain a register of all licenses.
- I. Re-registration
- (1) A nursing home administrator whose Mississippi license expired within the past three (3) years may apply for relicensure provided the applicant obtains continuing education credit as determined by the Board.
 - (2) A nursing home administrator whose Mississippi license expired exceeding three (3) years but no more than five (5) years may be considered for relicensure provided he/she:
 - a. complies with all Rules for licensure in effect at time of reapplication, and,
 - b. serves an internship under an approved preceptor for a period of at least twelve (12) weeks, and,
 - c. successfully passes the State Test.
 - (3) A nursing home administrator whose Mississippi license expired more than five (5) years prior to making application for relicensure must apply according to Rules in effect at time of reapplication.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(g) and 73-17-11(3) and (4)*(Rev. 2008).

Rule 2.2 Continuing Education: Programs and Requirements

- A. Pursuant to Section 73-17-9 (g) of the Act, it shall be the function and duty of the Board to devise and implement an educational program designed to increase the proficiency of nursing home administrators and to assist otherwise qualified individuals to prepare for careers in nursing home administration. The purpose of continuing education review is to provide a standard and uniform method of evaluating the continuing education activities required for maintenance of licensure of nursing home administrators.
- (1) the program must be registered with the Board on forms provided by the Board;
 - (2) the programs must include areas of study selected from the subjects listed in Part 2703, Chapter 1, Rule 1.6 of these Rules and Regulations related to long-term or health care administrators;
 - (3) the program must be open to all licensed administrators wishing to register and attend;
 - (4) approved sponsors are required to submit to the Board an alphabetical listing of all licensed nursing home administrators in attendance. A photocopy of all sign-in pages must accompany the typed listing;
 - (5)
 - a. the program must be submitted to the Board for approval at least thirty (30) calendar days prior to the anticipated registration of licensees in the course of study.
 - b. Individual requests will be reviewed when submitted at least thirty (30) calendar days prior to the program being held. A maximum of ten (10) hours will be accepted from individually approved programs per 2-year licensure period.
 - c. An administrator who holds a nursing home administrator license in Mississippi and one or more additional states simultaneously, and is working in another state, may renew his/her MS license by receiving credit for continuing education hours earned from programs that have been approved by the state board in which he/she is working.
 - (6) A three-hour semester course in an approved institution of higher learning within the guidelines for areas of study may be accepted as meeting twenty (20) clock hours of continuing education. A limitation of one three-

hour semester course per licensure period will apply, that is approved prior to or during the course of study.

- (7) Programs which have received approval by NCERS (the National Board's Review Service for Continuing Education) will be acceptable for licensure renewal requirements for nursing home administrators licensed in MS, including self study courses and distance learning courses. A maximum of twenty (20) hours will be accepted for each individual program or course approved by NCERS. No administrator will receive credit for more than ten (10) hours earned from self study and distance learning courses per 2-year licensure period.

Any sponsor or sponsors found certifying to an untruth will no longer be considered as providing acceptable programs of study.

- B. Each nursing home administrator shall complete at least forty (40) classroom or clock hours of continuing education or its equivalent under an approved Continuing Education program each two-year period.
- C. For new administrators licensed within a biennial period, this requirement shall be prorated at 1.5 hours per month.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(d) and (g)*(Rev. 2008).

Rule 2.3 Certification of Program of Study for Federal Financial Participation as provided under Section 1908 of the United States Social Security Act

Programs of study will be certified by the Board in a manner consistent with the requirements of the Federal Government in order to qualify for Federal financial participation.

Source: *Miss. Code Ann. Section 73-17-7(2)*(Rev. 2008).

Rule 2.4 Display of Licenses and Registration Certificates

Every person licensed as a nursing home administrator actively engaged in the profession shall display such license and certificate of annual registration in a conspicuous place in the office or place of business or employment of such licensee.

Source: *Miss. Code Ann. Section 73-17-7(2) and 73-17-9(d)*(Rev. 2008).

Rule 2.5 Notification of Change

Every licensed nursing home administrator shall immediately within seven (7) calendar days notify in writing, or electronically through the Board's secure website, the office of the Mississippi State Board of Nursing Home Administrators of any and all changes in name, address, position, and other information originally submitted on their application.

Source: *Miss. Code Ann. Section 73-17-7(2) and 73-17-9(d) (Rev. 2008).*

Rule 2.6 Duplicate Licenses

Upon receipt of satisfactory evidence that a license or certificate of registration has been lost, mutilated, or destroyed, the Board may issue a duplicate license or certificate upon such conditions as the Board may prescribe, and upon payment of a fee of Fifty Dollars (\$50.00).

Source: *Miss. Code Ann. Section 73-17-7(2)(Rev. 2008).*

Rule 2.7 The Management of More than One Nursing Home Prohibited

No administrator shall administer more than one nursing home, except temporarily in the event an administrator dies, becomes incapacitated, or resigns unexpectedly and the owner, manager, or governing body is unable to employ a licensed nursing home administrator immediately. However, a licensed administrator may administer two facilities with separate provider numbers within the same building, which share the same management and staff, without making a request of the Board under the "Administer Two Facilities" criteria.

A nursing home facility with an administrator vacancy shall apply to the Board for an exception to allow a licensed administrator to serve as acting administrator of a second facility until a licensed nursing home administrator can be employed. Such application shall state the acting administrator's name, his place of employment, circumstances creating the need for a temporary arrangement and the period for which it is needed. Said application shall be verified by the acting administrator and the owner or manager of the nursing home. The two facilities shall be within one hundred (100) miles of each other. If the nursing home facility's request is granted, the Board will issue a temporary authorization for the nursing home administrator to serve as acting administrator of the facility.

If Board approval is granted to administer two facilities, the nursing home administrator is fully responsible, both legally and in practice, for both facilities. The nursing home administrator must spend at least half-time, i.e. sixteen (16) hours per week (Monday - Friday during normal business hours) on-site at each facility.

Governing bodies of nursing homes shall be allowed ten (10) days from time of administrator vacancy to submit a plan to correct deficiency.

All authorizations shall expire at the end of ninety (90) days. One ninety (90) day extension may be granted at the discretion of the Board. In no case shall temporary arrangements exceed six (6) months. Failure to comply will result in the Office of Licensure and Certification being notified of such.

For purposes of this rule:

- i) A nursing home facility is limited to one authorization and one extension of authorization in a single calendar year; and
- ii) A nursing home administrator is limited to one authorization and one extension of authorization in a single calendar year.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(d)(Rev. 2008).*

Part 2703 Chapter 3: Offenses / Dispositions

Rule 3.1 General, Criminal Offenses, and Investigations

A. General

This rule specifies a procedure for the investigation and resolution of complaints and administrative actions concerning nursing home administrators, administrators-in-training (A.I.T.), and permit holders.

B. Criminal Offenses

It shall be an offense punishable as a misdemeanor for an individual to:

- (1) perform the duties of a nursing home administrator after July 1, 1970, without a valid license issued hereunder;
- (2) provide any false information, either written or oral, incident to either an application for a license hereunder or the renewal of a license hereunder, or a hearing held under the provisions of the *Mississippi Nursing Home Administrators Law of 1970*, as amended;
- (3) employ knowingly an unlicensed individual to perform the duties of a nursing home administrator.

C. Investigations

The Board is authorized to investigate or cause to be investigated either on the basis of complaints filed with it, or on its own initiative, instances of suspected violations of any of the provisions of the law pertaining to the licensing of nursing home administrators or the Rules and Regulations of the Board pertaining thereto, including, but not limited to:

- (1) providing false information to the Board incident to either an application for license, an application for a new certificate of registration, a hearing or otherwise;
- (2) maladministration, which includes by way of illustration, but is not limited to: (a) practicing fraud, deceit, or misrepresentation in the capacity of a nursing home administrator; (b) willful falsification, destruction or theft of property or records relative to the practice of nursing home administration; (c) committing acts of misconduct in the operation of a nursing home; (d) advertising in a fraudulent, misleading, or deceptive manner; (e) failure to exercise true regard for the safety, health and life of patients; (f) unauthorized disclosure of information relating to a patient or his records; and (g) paying, giving, causing to be paid or given, or offering to pay, or

giving to any person a commission or other valuable consideration for the solicitation or procurement, either directly or indirectly, of nursing home patronage, or accepting such payment;

- (3) unethical conduct, which includes by way of illustration, but is not limited to: wrongfully transferring or surrendering possession, either temporarily or permanently, of a license or certificate of registration as a nursing home administrator to any other person;
- (4) incompetence, which includes by way of illustration, but is not limited to: habitual drunkenness, addiction to the use of narcotic drugs, unsound mental health, and being physically unable to perform any and all duties of the administrator to ensure the health and safety of all residents;
- (5) conviction of a felony; and
- (6) unprofessional conduct, which includes but is not limited to, doing any act which reflects unfavorably upon a licensee under the law or these Rules and Regulations.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(d) and (e) and 73-17-13 (Rev. 2008); and Miss. Code Ann. Section 73-17-15 (Supp. 2011).*

Rule 3.2 Complaint Procedures

All investigations will be conducted fairly and objectively, observing all rights of due process, confidentiality and an individual right of response and defense.

A. Receipt of a Complaint

A complaint may be submitted to the Board by a person, member of the Board, firm, organization, or entity on a complaint form. A complaint must be in writing and must be signed and certified as to its truthfulness by the person or entity offering the complaint. The Board also may file a complaint based on information in its possession.

B. Content of a Complaint

The complaint must contain at least: i) the name and address of the nursing home administrator, A.I.T., permit holder, or party against whom the complaint is lodged; ii) the date of each transaction or event which is the subject of the complaint; iii) a description of the alleged violation which prompted the complaint; iv) the name of any person or party who may be a witness to the complaint; and v) documentation in support of the complaint.

C. Anonymous Complaint

An anonymous complaint will not be accepted.

D. Notice of a Complaint

Upon receipt of the sworn complaint against a nursing home administrator licensee, A.I.T., or permittee:

- (1) The complaint will be referred by the Executive Director to the investigating Board member.
- (2) A copy of the complaint shall be sent to the last known address on file with the Board for the licensee or party named in the complaint along with a request for a written response to the complaint. The Board shall send a copy of the complaint, including any supporting documentation, by certified mail to the licensee, A.I.T., or permittee in question for his or her written comment, and he or she shall submit a written response to the Board within twenty (20) days of the date of such correspondence, or waive the right to do so. A complaint will be presumed to be received no later than three (3) calendar days after the date of mailing.

Requests for comment on complaints sent to licensees, A.I.T.s, or permittees shall be considered properly served when sent to their last known address. The licensee, A.I.T., or permittee is responsible for keeping the Board informed of his or her current address.

- (3) Upon receipt of the written response of the party who is the subject of the complaint, a copy of the response shall be sent to the complainant. The complainant shall have ten (10) calendar days from the date of receipt to submit a written reply with the Board to the response.

E. Exceptions to Disclosure

Notwithstanding any other provision in these rules, the party named in a complaint will not be required to receive notice of the complaint filing, or a copy of the complaint, or any related investigatory evidence prior to the notice of contemplated action, if the Complaint Committee determines that disclosure may impair, impede, or compromise the efficacy or integrity of the investigation of the complaint.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(d) and (e) and 73-17-13(Rev. 2008); and Miss. Code Ann. Section 73-17-15 (Supp. 2011).*

Rule 3.3 Reviews & Investigations by Complaint Committee

A. Review of a Complaint

- (1) After the receipt of a complaint and the expiration of the period for the response, the Complaint Committee, described in Part 2703, Chapter 3, Rule 3.9, shall consider the complaint, responses, and complainant's reply to the responses and other relevant material available and make a recommendation to the Board. The Complaint Committee shall also determine whether there is enough evidence to warrant a formal investigation of the complaint.
- (2) The Complaint Committee shall determine if there is a reasonable basis to believe the licensee, A.I.T., or permittee engaged in conduct identified as grounds for disciplinary or adverse action under *Mississippi Nursing Home Administrators Law of 1970*, as amended, and the Rules and Regulations of the Board.
- (3) If the Complaint Committee determines there is not a reasonable basis to believe in misconduct, the Complaint Committee will recommend that the complaint be dismissed by the Board and thereafter notify the complainant and the licensee, A.I.T., or permittee of the outcome of the complaint.
- (4) If, the Complaint Committee determines that a complaint warrants formal investigation, then the Complaint Committee shall investigate the matter.

B. Investigation of a Complaint

- (1) After notice and an opportunity to be heard, the Board may impose any of the sanctions, singularly or in combination, authorized by the *Mississippi Nursing Home Administrators Law of 1970*, as amended, for any violation of the Law and/or any of the rules and regulations governing nursing home administrators.
- (2) Upon completion of a formal investigation, the Complaint Committee shall consider the facts regarding the complaint. The Committee shall review the investigative report, supporting documents, and make a recommendation to the Board.
- (3) When in the opinion of the Complaint Committee a complaint warrants the issuance of a formal complaint against the licensee, A.I.T., or permittee, then the Complaint Committee shall recommend such action to the Board in accordance with Part 2703, Chapter 3, Rule 3.4.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(d) and (e) and 73-17-13(Rev. 2008); and Miss. Code Ann. Section 73-17-15 (Supp. 2011).*

Rule 3.4 Disposition of Complaints

A. Settlement

The Board, at any time, may offer or accept a proposal for informal resolution of the complaint or disciplinary action.

B. Board Review

Upon review and consideration, the Board shall vote upon the proposed recommendation(s) of the Complaint Committee and either uphold, reverse, or modify the recommendation(s).

C. Board Action

The Board may take any action with regard to a complaint which is within its authority and which is within the law, including referring the complaint to another licensing board or appropriate authority for further action.

D. Specific Board Sanctions

- (1) Revocation of the license.
- (2) Suspension of the license, for any period of time.
- (3) Refusal to issue a license.
- (4) Denial of an application for a license.
- (5) Written reprimand to the licensee.
- (6) Placement of a licensee on probationary status and/or take any other action as appropriate.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(d) and (e) and 73-17-13 (Rev. 2008); and Miss. Code Ann. Section 73-17-15 (Supp. 2011).*

Rule 3.5 Settlement by Informal Proceedings

A. Purpose

The Board or the Complaint Committee may enter into informal proceedings with the party who is the subject of the complaint for the purpose of resolving the matter appropriately.

B. Informal Conferences

To facilitate the disposition of a complaint, the Board or the Complaint Committee may provide an opportunity for a party to attend an informal

conference, or to appear at a regular meeting of the Board, at any time prior to the Board entering any order with respect to the complaint. No prejudice shall be attached to the licensee, A.I.T., or permittee for failure to attend a conference pursuant to a request.

C. Consent Order

An agreed or consent order reached through the stipulation or settlement process shall be signed by the party who is the subject of the complaint and, if applicable, his or her legal representative and approved by the Board.

No proposed settlement, consent agreement, voluntary surrender of a license, or other proposal for the resolution of a pending complaint or disciplinary action shall be effective unless approved by the Board and executed by the Board and the licensee, permittee, or A.I.T. No Board member is presumed to be biased and shall not be excused from participating in the adjudication and deliberation of a case or action based solely on the reason that the member considered a proposed settlement, consent agreement, or other proposal for resolution of a pending disciplinary or licensure action.

Source: *Miss. Code Ann. Sections 73-17-3, 73-17-7(2), and 73-17-13*(Rev. 2008); and *Miss. Code Ann. Section 73-17-15* (Supp. 2011).

Rule 3.6 Administrative Proceedings

A. Case Summary

A case summary, including the alleged violations of the *Mississippi Nursing Home Administrators Law of 1970*, as amended, and the Rules and Regulations of the Board will be presented to the Board by the Complaint Committee along with the recommendation(s) for the disposition of the complaint. Reasonable attempts will be made to not disclose the identity of the licensee and the complainant by the Complaint Committee until the matter comes before the Board for hearing or final resolution.

B. Reasonable Cause

The Board's review will include the case summary prepared by the Complaint Committee to determine if reasonable cause exists to issue a notice of contemplated action or notice of hearing and complaint.

C. Dismissal of a Complaint

If the Board determines that there is not reasonable cause for the issuance of a notice of contemplated action or notice of hearing and formal complaint, a certified letter from the Board will be sent within thirty (30) calendar days of the

Board's decision to the complainant and to the party named in the complaint. The letter will set forth the Board's action and reason for its decision.

D. Notice and Service to Respondent

If the Board determines that there is sufficient evidence or cause to issue a complaint or notice of contemplated action, the formal notice and complaint shall be signed by the Executive Director and shall be served as required by Section 73-17-15 of the Mississippi Code of 1972, as amended, to the party named in the complaint (the "Respondent") at his or her last known address on file with the Board.

E. Presiding Hearing Official

All hearings shall be conducted by the Board or by a hearing officer designated by the Board.

- (1) If a hearing officer is designated to hear a case, the hearing officer shall have the authority to decide pre-hearing matters, preside over the hearing, and direct post-hearing matters in accordance with the requirements of the case in a manner that ensures due process and an efficient and orderly hearing and resolution of the case.
- (2) If a hearing officer is not designated to preside over the case or if the hearing officer is unavailable or unable to proceed, the Board chair or other designee of the Board shall have the authority to decide pre-hearing or preliminary matters.

F. Filings

The original of any papers, pleadings or other documents shall be filed with the Board office. Each party must send copies to the hearing officer and attorneys or parties of record.

G. Continuances

No more than two (2) continuances of the hearing will be granted without the approval of the Board for good cause.

H. Recusal

Complaint Committee members who participate in the preparation of recommendations to the remaining Board members shall not participate further in any actions initiated by the Board against the licensee or party who is the subject of the complaint.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(d) and (e) and 73-17-13(Rev. 2008); and Miss. Code Ann. Section 73-17-15 (Supp. 2011).*

Rule 3.7 Administrative Hearings

- A. Pursuant to the *Mississippi Nursing Home Administrators Law of 1970*, Title 73, Chapter 17 of the Mississippi Code of 1972, as amended, every licensee, permit holder or applicant shall be afforded notice and an opportunity to be heard before the Board when the Board has cause to believe that he or she has violated any of the laws, rules, or regulations of the Board.
- B. The Board's Executive Director's duties shall include:
 - (1) Issuing a notice of hearing and complaint or notice of contemplated action in the case.
 - (2) Executing notices, scheduling orders, and other routine procedural documents that facilitate the conduct of the administrative proceedings.
 - (3) Maintaining the official record of all papers and pleadings filed with the Board in any matter.
 - (4) Preparing, certifying, and filing with the appellate court the record of the case on appeal or review.
- C. The hearing officer or the Board designee shall issue appropriate orders to control the course of the proceedings.
- D. The hearing officer or the Board designee may order the filing of briefs or other documents in the proceedings.
- E. A proposal to settle a matter shall not stay the proceedings or vacate the hearing date unless otherwise ordered by the hearing officer or the Board designee upon the filing of a timely motion for continuance.
- F. At the conclusion of the hearing, a final decision and order shall be entered by the Board. A Board member hearing officer, the Board chair, or designated Board member shall have the authority to sign the written decision of the Board.
- G. The Board's Executive Director shall serve the decision of the Board on the licensee, permit holder, A.I.T., or applicant.
- H. If a license or permit is restricted, suspended or revoked by the Board, the licensee shall immediately surrender his or her license to the Board as directed by the Board or the Board designee.

- I. If the licensee's scope of practice is restricted or limited or otherwise conditioned, the license may reflect such restriction, limitation or condition.

Source: *Miss. Code Ann. Sections 73-17-7(2), 73-17-9(d) and (e) and 73-17-13 (Rev. 2008); and Miss. Code Ann. Section 73-17-15 (Supp. 2011).*

Rule 3.8 Unlicensed/Unauthorized Practice

If, in the opinion of the Board, an individual may be operating as a nursing home administrator, A.I.T., preceptor, or permittee without appropriate license/credentials, then the Board may take any one (1) or a combination of the following actions:

- A. Issue a letter ordering that person to cease and desist from operating as a nursing home administrator, A.I.T., preceptor, or permittee, as applicable;
- B. Forward information to the appropriate law enforcement entity with a request that appropriate action be taken pursuant to law; or
- C. Initiate action for injunctive relief to stop the unauthorized practice or action.

Source: *Miss. Code Ann. Sections 73-17-3, 73-17-7(2), and 73-17-13(Rev. 2008); and Miss. Code Ann. Section 73-17-15 (Supp. 2011).*

Rule 3.9 Complaint Committee

- A. Purpose

The Complaint Committee is formed to investigate complaints and disciplinary matters before the Board. This Committee shall:

- (1) Be selected from members of the Board on a rotating basis alphabetically by last name;
- (2) Review a complaint or investigative report; and
- (3) Participate in informal proceedings to resolve a formal complaint.

- B. Composition

The Complaint Committee shall be composed of at least two (2) persons, including the Executive Director and the investigating Board member, who may be assisted by counsel to the Board.

- C. Other Assistance

The Complaint Committee may retain the services of experts, consultants, investigators or other persons determined to be necessary to assist in the processing and investigation of the complaint.

Source: *Miss. Code Ann. Sections 73-17-7(2) and (4) and 73-17-9(e)* (Rev. 2008).

Rule 3.10 Appeals

Appeals shall be perfected in accordance with the applicable Statute.

Source: *Miss. Code Ann. Section 73-17-7(2)*(Rev. 2008); and *Miss. Code Ann. Sections 73-17-15(3) and (4)*(Supp. 2011).

Rule 3.11 Restoration and Reinstatement of Licenses

- A. A license may be restored after revocation by the Board upon submission of evidence satisfactory to the Board that the applicant for such restoration of license has met all requirements by the Board for being reinstated to active license.
- B. Upon such application for restoration of a license, the Board may grant the applicant a formal hearing.
- C. If a conviction be subsequently reversed on appeal and the accused acquitted or discharged, his or her license shall become active from the date of such acquittal or discharge.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b) and (c)*(Rev.2008).