

MS NHA - Login/Profile Screen 1

Begin the login process by clicking the Login button at the bottom of the menu.



Mississippi State Board of
Nursing Home Administrators

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Today is: Friday, November 06, 2015

Rules and Regulations	<p>Home</p> <p>The MS Board of Nursing Home Administrators is the licensing board for individuals wanting to work as a Nursing Home Administrator in a Mississippi nursing home facility. Mississippi state law requires that Nursing Home Administrators have a license issued by this Board. Licensees are required to renew their license every two years and complete the required number of continuing education credit during each renewal cycle.</p> <p>Before making application, please read the details of eligibility and application requirements provided under the License Requirements tab.</p>
Board Members/Staff	
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Applications	
News & Information	
Preceptors	
Continuing Education	
Forms	
Fee Schedule	
Links	
License Verification	
Make Payment	
Login	

MS NHA - Login/Profile Screen 2

Select your license type (Administrator or AIT) and you will be taken to the proper login screen.



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If you are an Administrator, Administrator-in-Training (AIT) or have made application through Endorsement you can login to:

1. Make updates to your information
2. Make payments
3. Check your training and/or continuing education credits
4. Complete the Change of Information form
5. Complete Renewal within 75 Days of Expiration Date
6. Begin Reinstatement Process

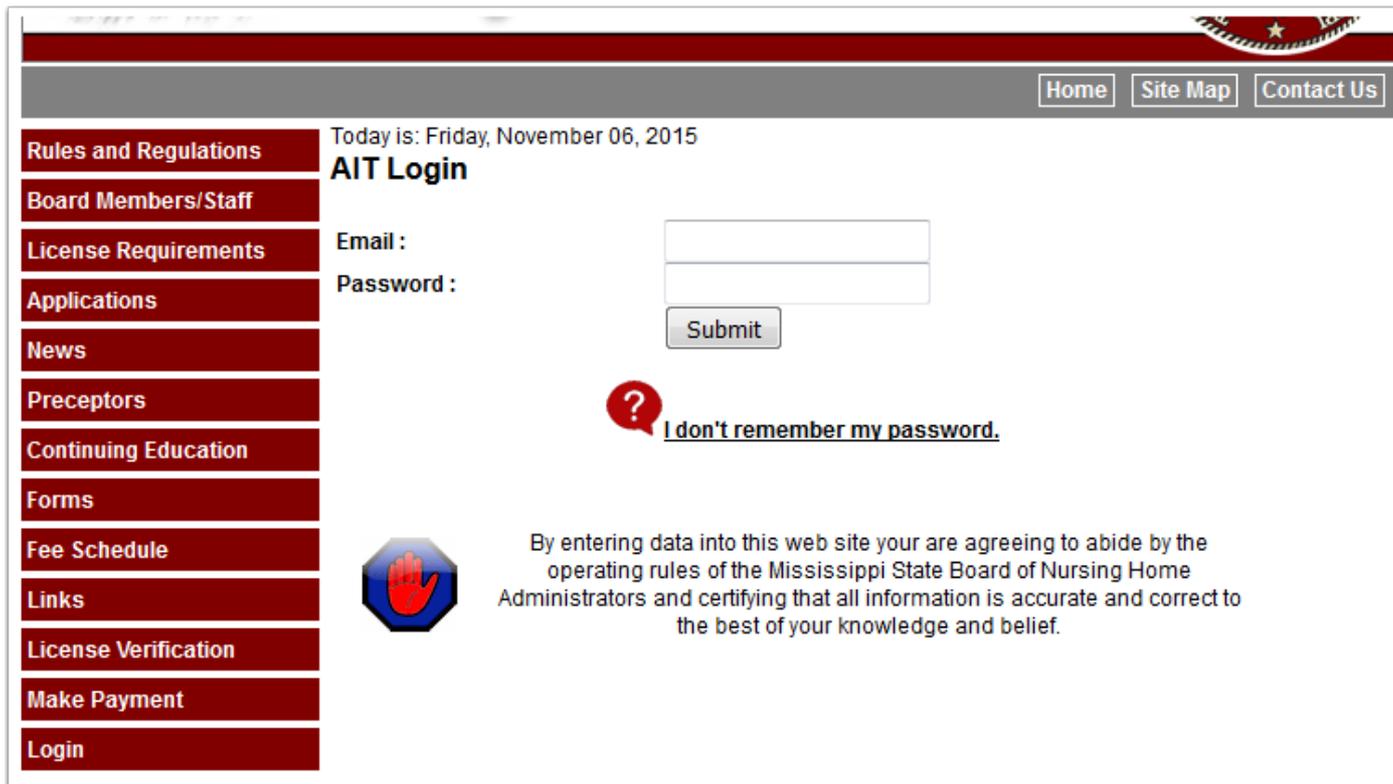
Select your license type to begin, then follow the prompts to access your Profile.

Select License Type Login Instructions: [Administrators](#) [AITs](#)

MS NHA - Login/Profile Screen 3

On this screen you will enter your email address and password. If you don't know your password click "I don't remember my password." You will be taken to a screen to enter your email address, then your password will be emailed to you. The login email is your personal email. If you don't know this email you will need to contact the board at 601.362.6914.

If this is your first time to log in you will be required to change your temporary password. Enter your Social Security Number to confirm your identity and then a new password to continue the sign in process.



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AIT Login

Email :

Password :

 [I don't remember my password.](#)

 By entering data into this web site you are agreeing to abide by the operating rules of the Mississippi State Board of Nursing Home Administrators and certifying that all information is accurate and correct to the best of your knowledge and belief.

MS NHA - Login/Profile Screen 4

When you complete the login process you will be taken to your profile. You will be able to update certain information and view other information that only the board can change. (1) There is also a series of tabs to subdivide your information into logical groups.

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NOTICE!
Your picture should be passport size, about 200px wide and a maximum of 500KB. If it is larger than this you will receive an error and NOT be able to save your information!

AIT No.

Title Mr.

Last Name

First Name

Middle or MI

DOB

Save Changes

Logout [Send Email to Board]

Password:

Nickname or preferred name:

Maiden

Driver License No.

Browse... No file selected.

Upload instructions

Upload a scanned copy of driver's license : Browse... No file selected.

Note: The image must be less than 500Kb in size or you will receive an error during the upload.

General Registration | Education | Training | Notes and App Info | Audits and Fines | Complaints | Payments Made | Pay Online

Tab - General Registration

Contact information is displayed in this tab. Updates to this information can be made here.

General Registration | Education | Training | Notes and App Info | Audits and Fines | Complaints | Payments Made | Pay Online

General Registration

Home Address

Address

Address 2

City, St Zip

Phone Cell

Email

Business Email

Save Changes

Tab - Education

Your education information that you entered on your application are shown here.

General RegistrationEducationTrainingNotes and App InfoAudits and FinesComplaintsPayments MadePay Online

Education

Education Information

EDUCATION

15. Please list your education history beginning with High School diploma. List each institution that you attended and received college credit. Have your official college credit transcripts sent directly to MSBNHA.

Institution Name	Location	Dates Attended From	Dates Attended To	Major Field	Degree(s) Earned
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Tab - Training #1

Your training information is documented on this tab. To begin your training process you must have an agreement with a preceptor. If you would like to establish the agreement electronically you may use the steps below. However, if you prefer you may wait for the NHA Board to establish the agreement manually. In that case you don't need to do anything on this tab.

1. Once you have contacted a preceptor and they have agreed to be your preceptor, click the "Add Preceptor" button. This will take you to a list of preceptors. (Preceptor List screen shot)
2. Check the certify and affirm box and then select your preceptor from the drop down list and then click Submit.
3. On the next screen you will confirm the preceptor and be notified that they will be sent an email. (Confirm Preceptor screen shot)
4. Once you confirm the preceptor you will be taken back to the Training Tab.

General Registration	Education	Training	Notes and App Info	Audits and Fines	Complaints	Payments Made	Pay Online
Training							
Training Information							
No Preceptor Assigned <input type="button" value="Add Preceptor"/>							
Lesson Plan		Due		Received			
Progress Reports:		Due		Received			
Evaluations:							
AIT:		3rd Month		Final	Final AIT Program Worksheet		
AIT Education Course							
Licensure & Certification Course							
Examination Information							
NAB Test				State Test			
NAB	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>	State	Form No: Date:
							Score: 0
							Passed <input type="radio"/>
							Failed <input type="radio"/>
Repeat #1	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>	Repeat #1	Form No: Date:
							Score: 0
							Passed <input type="radio"/>
							Failed <input type="radio"/>
Repeat #2	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>	Repeat #2	Form No: Date:
							Score: 0
							Passed <input type="radio"/>
							Failed <input type="radio"/>

Preceptor List



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PRECEPTOR AGREEMENT FOR ADMINISTRATOR IN TRAINING

By checking this box, I hereby certify and affirm, under the penalties of perjury, that the information on this form is correct. I also affirm that I understand that:
NOTE: Part 2703, Chapter 1, Rule 1.2.C.(1) states:
"A candidate shall be deemed to have abandoned the application if he/she does not begin the A.I.T. Program within ninety (90) days from date of Board approval to enter the Program".

Enter the information of the Administrator who has agreed to be your Preceptor.
This Administrator will receive an email notifying them to concur with this request.

Preceptor:

Confirm Preceptor



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The Preceptor you entered is:

Is this the correct Preceptor?

When you click Yes, this Preceptor will receive an email notifying them to concur with this request.

Tab - Training #2

Once you complete the preceptor selection process, the preceptor information will be shown on this tab. Until the preceptor concurs with your selection the "Waiting on Preceptor Response" note will be shown below the Preceptor's name.

General Registration	Education	Training	Notes and App Info	Audits and Fines	Complaints	Payments Made	Pay Online
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Training

Training Information

Preceptor:
 License No. 3888
 Name
 Beginning Date
 Facility
 No Facility Assigned

Lesson Plan Due Received

Progress Reports: Due Received

Evaluations:
 AIT: 3rd Month Final Final AIT Program Worksheet

AIT Education Course
 Licensure & Certification Course

Examination Information

NAB Test				State Test							
NAB	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>	State	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>
Repeat #1	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>	Repeat #1	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>
Repeat #2	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>	Repeat #2	Form No:	Date:	Score: 0	Passed <input type="radio"/>	Failed <input type="radio"/>

Tab - Training #3

Once the preceptor concurs and enters the start date all of the due dates are populated on the tab. As the reports are provided to the NHA office, the date received will post to your record and be displayed on this tab. You may also enter the facility where you will be training.

Once the preceptor agreement has been established, you can go to the Pay Online tab and pay your New Application Fee (See Tab - Pay Online)

General Registration	Education	Training	Notes and App Info	Audits and Fines	Complaints	Payments Made	Pay Online
Training							
Training Information							
Preceptor:							
License No. 3888 (Distance: 10 miles)	Name	Beginning Date 2015-12-01	Facility				
	<input type="text"/>		<input type="button" value="Update"/>				
		18 Month Deadline: 2017-06-01	No Facility Assigned				
Lesson Plan	Due 2015-12-11	Received					
Progress Reports:	Due 2016-01-15 2016-02-15 2016-03-15 2016-04-15 2016-05-15 2016-06-15	Received					
Evaluations:							
AIT:	3rd Month	Final	Final AIT Program Worksheet				
AIT Education Course Licensure & Certification Course							
Examination Information							
NAB Test				State Test			
NAB	Form No:	Date:	State	Form No:	Date:		
	Score: 0	Passed <input type="radio"/> Failed <input type="radio"/>		Score: 0	Passed <input type="radio"/> Failed <input type="radio"/>		
Repeat #1	Form No:	Date:	Repeat #1	Form No:	Date:		
	Score: 0	Passed <input type="radio"/> Failed <input type="radio"/>		Score: 0	Passed <input type="radio"/> Failed <input type="radio"/>		
Repeat #2	Form No:	Date:	Repeat #2	Form No:	Date:		
	Score: 0	Passed <input type="radio"/> Failed <input type="radio"/>		Score: 0	Passed <input type="radio"/> Failed <input type="radio"/>		

Informational tabs

The tabs:

1. Notes and App Info
2. Audits and Fines
3. Complaints
4. Payments

are information only tabs. There are no fields that you can update. The Payments tab will list any payment that you have made to the NHA board.

General Registration	Education	Training	Notes and App Info	Audits and Fines	Complaints	Payments Made	Pay Online

Tab - Pay Online

There are certain fees that you will be able to pay online. When it is time to pay your New Application Fee and Initial License Fee the buttons will be displayed on this tab.

