
Rules of
Department of Health
and Senior Services
Division 73—Missouri Board of
Nursing Home Administrators
Chapter 2—General Rules

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**Title 19—DEPARTMENT OF
HEALTH AND SENIOR SERVICES**
**Division 73—Missouri Board of
Nursing Home Administrators**
Chapter 2—General Rules

19 CSR 73-2.010 Definitions

PURPOSE: This rule clearly defines terms as used in Chapter 344, RSMo and in these rules.

(1) Clock hour shall mean sixty (60) minutes of formal instruction by an approved presenter.

(2) Continuing education means post-licensure education in health-care administration undertaken to maintain professional competency to practice nursing home administration, improve administrative skills and effect standards of excellence in the interest of safety, health and welfare of the people served.

(3) Education in health-care administration shall mean the completion of a course of instruction designed to teach the elements of health-care facility administration and management, including training regarding the protection of the rights of residents or patients in health-care facilities.

(4) Examination shall mean a written examination, an oral examination, or both.

(5) "Experience in health-care administration" shall mean having management responsibility, which shall include the on-site supervision of at least three (3) staff persons in a licensed long-term care or acute care facility or a licensed inpatient mental health facility, or a department of one of these facilities.

(6) Health-care facility shall mean a licensed long-term care or acute-care facility or a facility licensed as an inpatient mental health facility.

(7) Resident shall mean a person residing in a long-term health-care facility.

(8) Training agency shall mean—

(A) An accredited educational institution; or

(B) A statewide or national membership agency, association, professional society or organization in the fields of health care or management approved by the board to provide courses of instruction and training.

AUTHORITY: section 344.070, RSMo Supp. 1997.* This rule was previously filed as 13 CSR 73-2.010. Original rule filed March 5, 1974, effective March 15, 1974. Rescinded and readopted: Filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed April 14, 1983, effective July 11, 1983. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed April 30, 1998, effective Oct. 30, 1998. Moved to 19 CSR 73-2.010, effective March 3, 2003.

*Original authority: 344.070 RSMo 1969, amended 1979, 1993, 1995.

19 CSR 73-2.070 Examination

PURPOSE: This rule describes the conditions and procedures for examination.

(1) The board shall approve the content and form of all examinations administered to applicants for licensure.

(2) The examination(s) must be taken within twelve (12) months of the written notice of board evaluation and qualification. Failure to do so will cause full reapplication to be necessary.

(3) Qualified applicants will be eligible to take the national examination through the testing service by following the procedures set forth in subsections (A)–(D).

(A) Applicants must submit the National Association of Boards of Examiners of Long Term Care Administrators (NAB) Application Form for Computerized Testing, the Fee Payment Transmittal Form, and the required fees to the board office. The applicant will receive from the testing service an authorization letter including a list of testing center vendors, each center's toll-free telephone number and instructions on the scheduling process.

(B) Applicants must schedule to sit the examination within sixty (60) days of the date on the testing service's authorization letter.

(C) Failure to schedule and sit the examination(s) within the sixty (60)-day period will cause the applicant's name to be removed from the eligibility list kept by the testing service. Applicants may reschedule by resubmitting the NAB Application Forms and paying any required fees.

(D) Applicants must comply with all criteria and requirements established by the board, the National Association of Board of Examiners of Long Term Care Administrators (NAB), the testing service and the testing center.

(4) Qualified applicants will be eligible to take the state examination administered by the board once a written request and the seventy-five dollars (\$75) fee are received by the board. The examination will be scheduled at least monthly if one (1) or more applicants are awaiting examination.

(5) Individuals making initial application for licensure, within twenty-one (21) days of a board meeting date, may be required to wait until a subsequent date to be evaluated.

(6) Applicants shall obtain a passing score on the examination(s) administered by the board. The passing score shall be based upon the scale score passing point of one hundred thirteen (113) on the federal portion of the examination and seventy-five percent (75%) on the state portion of the examination.

(7) If an applicant fails to make a passing grade on one or both of the required examinations, the applicant may make application for reexamination and pay the required fees. If an applicant fails only one of the required examinations and then fails to retake and pass the examination within a twelve (12)-month period, the applicant shall be required to take and pass both examinations before the board will issue the applicant a license.

(8) If an applicant fails the examination a third time, the applicant must complete a course of instruction prescribed and approved by the board. After completion of the board-prescribed course of instruction, the applicant may reapply for board-approved examination(s). No applicant shall be licensed by the board after a third licensure examination failure unless the applicant successfully completes the board-prescribed course of instruction and passes the board-approved examination(s). With regard to any nationally certified examination required for licensure, no examination scores from other states shall be recognized by the board after the applicant has failed for a third time to pass the examination.

AUTHORITY: section 344.070, RSMo 2000.* This rule was previously filed as 13 CSR 73-2.070. Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed Dec. 4, 1989, effective March 1, 1990. Emergency amendment filed Dec. 13, 1991, effective Dec. 23, 1991, expired April 20, 1992. Amended: Filed Jan. 3, 1992, effective May 14, 1992. Amended: Filed April 30, 1998, effective Oct. 30, 1998.



Amended: Filed March 1, 1999, effective Aug. 30, 1999. Emergency amendment filed Nov. 17, 1999, effective Dec. 11, 1999, expired June 7, 2000. Amended: Filed November 1, 1999, effective April 30, 2000. Emergency amendment filed Nov. 30, 2001, effective Jan. 1, 2002, expired June 29, 2002. Amended: Filed Nov. 30, 2001, effective June 30, 2002. Moved to 19 CSR 73-2.070, effective March 3, 2003.

**Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995.*

19 CSR 73-2.100 Restoration and Rehabilitation of Suspended/Revoked Licenses

PURPOSE: This rule describes the conditions and procedures for the restoration and rehabilitation of suspended/revoked licenses.

(1) Each applicant seeking to restore to good standing a license, issued under Chapter 344, RSMo, which has been revoked, suspended or if there has been a finding of cause for discipline, must present with his/her application whatever evidence the board may have required at the time of the revocation or suspension. The board may require whatever steps as are rationally related to the cause of disciplinary action.

AUTHORITY: section 344.070, RSMo Supp. 1993. This rule was previously filed as 13 CSR 73-2.100. Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 4, 1988, effective March 15, 1989. Moved to 19 CSR 73-2.100, effective March 3, 2003.*

**Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

19 CSR 73-2.105 Disciplinary Proceedings

PURPOSE: This rule describes the board's procedure for the investigation of a complaint or referral and stipulates the conduct of disciplinary hearings upon receipt of a ruling from the Administrative Hearing Commission that a licensee has violated Chapter 344, RSMo.

(1) Upon receipt of a complaint or referral, the board shall investigate the actions of the licensee against whom the complaint is made. In conducting an investigation, the board, in its discretion, may request the licensee under investigation to answer the charges made against him/her in writing, and to produce relevant documentary evidence and may

request him/her to appear before the board. A copy of any written answer of the licensee may be furnished to the complainant.

(2) Upon final ruling by the Administrative Hearing Commission that the acts of a licensee constitute a violation of the licensure law or these rules, the board shall proceed to revoke or suspend the license of the offending licensee or take other authorized action as it shall deem appropriate.

(3) After the hearing, the board, singly or in combination, may censure or place the licensee on probation on terms and conditions as the board deems appropriate. These conditions may include, but shall not be limited to, satisfactory completion of certain educational requirements, passage of a written examination of the type given to applicants for licensure, making personal appearances before and periodic reports to the board, and restitution of money or property.

AUTHORITY: section 344.070, RSMo Supp. 1993. This rule was previously filed as 13 CSR 73-2.105. Original rule filed Oct. 4, 1988, effective March 15, 1989. Moved to 19 CSR 73-2.105, effective March 3, 2003.*

**Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

19 CSR 73-2.110 Display of License

PURPOSE: This rule describes the requirement for display of license.

(1) Every person licensed as a nursing home administrator shall display the license in a conspicuous place in the office or place of business of employment of that license. Affixed to the license shall be verification from the board of current renewal.

AUTHORITY: section 344.070, RSMo Supp. 1993. This rule was previously filed as 13 CSR 73-2.110. Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Moved to 19 CSR 73-2.110, effective March 3, 2003.*

**Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

19 CSR 73-2.120 Duplicate License

PURPOSE: This rule describes the conditions and procedure for obtaining a duplicate license.

(1) In the event a license is lost or stolen, mutilated or destroyed, the administrator is required to report the loss immediately to the board office. Upon receipt of satisfactory evidence that a license has been lost, mutilated or destroyed, the board may issue a duplicate license upon payment of a fee of five dollars (\$5). Satisfactory evidence is construed to be a notarized affidavit stating facts of the loss, mutilation or destruction of the license.

AUTHORITY: section 344.070, RSMo Supp. 1993. This rule was previously filed as 13 CSR 73-2.120. Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Moved to 19 CSR 73-2.120, effective March 3, 2003.*

**Original authority: 344.070, RSMo 1969, amended 1979, 1993.*

19 CSR 73-2.130 Notice of Change of Address

PURPOSE: This rule describes the conditions and procedures for reporting change of address.

(1) Each administrator shall notify the board office of a current mailing address within twenty-one (21) days of change of personal address, facility employment or both.

AUTHORITY: section 344.070, RSMo Supp. 1993. This rule was previously filed as 13 CSR 73-2.130. Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 17, 1985, effective March 14, 1986. Moved to 19 CSR 73-2.130, effective March 3, 2003.*

**Original authority: 344.070, RSMo 1969, amended 1979, 1993.*