



**IDFPR**  
Illinois Department of  
Financial and Professional Regulation  
Division of Professional Regulation

# Qualifications For Licensure:

## NURSING HOME ADMINISTRATOR

### (044)

Effective: 12/2024

Revised: N/NNNN

## READ ME FIRST

The Division of Professional Regulation hopes that you will find the information below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate many processing delays.

### Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>)
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

## LICENSE QUALIFICATIONS & DOCUMENTS

### Education:

[Rules 68 IAC Section 1310.30 \(a\)\(1\)](#) addresses the education requirements for licensure. One must be a high school graduate or have completed a GED program. In addition, one must have completed one of the following education options.

Either:

- (A.) Graduation from an accredited college or university with the minimum of a baccalaureate degree. One must upload an official transcript showing the date the degree was awarded; **OR**
- (B.) Satisfactory completion of an approved course of instruction in nursing home administration as outlined in [Rules 68 IAC Section 1310.40](#). One must upload official transcript(s) showing credit awarded for all relevant coursework; **OR**
- (C.) Graduation from a three-year nursing diploma program (one must upload an official transcript showing the date the degree was awarded), **AND two years of qualifying experience**; **OR**
- (D.) An associate degree or a minimum of 60 semester or 90 quarter hours of credit earned from an accredited college or university (one must upload official transcript(s) showing credit awarded for all relevant coursework), **AND two years of qualifying experience**.

### Qualifying Experience:

Applicants in specific situations (C.) and (D.) above are required to complete two years of

qualifying experience as described in [Rules 68 IAC Section 1310.50](#). [Form VE](#) can be used to document experience.

### **Examinations:**

[Rules 68 IAC Section 1310.60](#) addresses the examinations requirements for licensure. One must pass both:

- The national examination of the National Association of Long Term Care Administrator Boards (**NAB**). **The applicant must make arrangements for NAB to provide an official score report or score transfer directly to IDFPR.**
- The **Illinois Supplemental** examination. **The applicant must make arrangements for an official score report to be sent directly to IDFPR.**

### **Certificate of Health:**

One must be of sound physical and mental health as certified by a currently licensed physician, physician assistant, advanced practice registered nurse, or full practice authority advanced practice registered nurse on [form HL](#). The form must be not more than (1) year old at the time of application. ([Rules 68 IAC Section 1310.30](#) & [Section 1310.70](#))

### **Applicants licensed in another state must also provide:**

**Certification of Licensure** from the other state/US jurisdiction. Certification of Licensure is detailed information about the license such as current status, issue and expiration date, and whether the license has been disciplined. The other state board or agency provides the information and *certifies* that it is true and correct as of a specific date. One may use [form CT](#) to request Certification of Licensure from the other state board. Most states have their own format for this information. IDFPR will accept other states formats it contains the required minimum information. If the Certification is only available online, you may print the online certification/verification and upload it. If the other state board will only send the certification directly to IDFPR, you will need to upload evidence of ordering the certification or confirmation of delivery to IDFPR.

## IMPORTANT INFORMATION ONCE LICENSED

- All Licensed Nursing Home Administrator licenses expire November 30 of odd years. The first licensure period may be less than 2 years. After the first renewal, the licensure cycle is 2 years. No Continuing Education is required for the first renewal.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy email reminders and other notifications.