



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

LICENSED NURSING HOME ADMINISTRATOR

044

Effective: 06/2025

READ FIRST

The Division of Professional Regulation hopes that you will find the following information useful in 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 any processing delays.

Before contacting the Department, please review our FAQ for answers to most questions.

<http://www.idfpr.illinois.gov/About/FAQ.html>

If your question is not addressed in our FAQ, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

Acceptance of Exam

- 1) At least 21 years of age
- 2) A statement of sound physical and mental health
- 3) Education and/or experience equal to one of the following:
 - a) Graduation from an accredited college or university with a minimum of a bachelor's degree in any area of study; **OR**
 - b) Completion of an approved course of instruction in nursing home administration as outlined in [Section 1310.40](#) of the Administrative Code; **OR**
 - c) Graduation from a three-year diploma nurse program **and** two years of qualifying experience outlined in [Section 1310.50](#); **OR**
 - d) An associate's degree or a minimum of 60 semester hours or 90 quarter hours of credit from an accredited college or university in any area of study **and** two years of qualifying experience outlined in [Section 1310.50](#).
- 4) Successful completion of the following exams
 - a) NAB Core of Knowledge Exam (CORE)
 - b) NAB Nursing Home Administrator (NHA) Exam
 - c) Illinois Supplemental Exam
- 5) An application fee of \$100

Endorsement

If you licensed under another US jurisdiction, you may apply by Endorsement. The qualifications are the same as for Acceptance of Exam. If you have passed the NAB exams in another jurisdiction, you do not have to re-take them for Illinois. The requirements for licensure in the other jurisdiction must be or have been substantially equivalent to Illinois requirements.

REQUIRED SUPPORTING DOCUMENTS

1) Education

Transcripts showing proof of one of the following:

- a) Graduation from an accredited college or university with at least a bachelor's degree in any area of study
- b) Certificate showing the completion of an approved course of instruction in nursing home administration
- c) Graduation from a three-year nursing diploma program
- d) Graduation from an associate's degree program; or 60 semester (90 quarter) hours in any area of study from an accredited college or university

2) Qualifying Experience

For those presenting educational credentials for c) or d) above, you are required to submit verification of two years relevant employment/experience as defined in [Section 1310.50](#).

Please use [Form VE, Verification of Employment/Experience](#) to include with your application.

3) Certificate of Health

All applicants must submit a statement of sound physical and mental health, dated within one year preceding application, signed by a currently licensed physician, physician assistant, or advanced practice registered nurse. *Members of a recognized church or religious denomination which teaches reliance on spiritual means along for healing are exempt from this requirement.* Please use [Form HL, Certificate of Health](#) to include with your application.

Notes on Examinations

- Do not attempt to register for exams before you have submitted your application for license to IDFPR. We will need your completed application and all required supplemental documents to approve your registration for the NAB and Illinois exams.
- You may take the exams in any order you wish.
- Your application is valid for three years after date of acceptance. You must pass all required exams within that time.
- You must re-register and pay fees for each exam you need to retake.

IMPORTANT INFORMATION ONCE LICENSED

- All Nursing Home Administrator Licenses expire on November 30 of each odd-numbered year. Continuing Education is not required until the first full, two-year renewal of your license.
- It is your responsibility to update your contact information with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.