



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

QUALIFICATIONS FOR LICENSURE:

LICENSED NURSING HOME ADMINISTRATOR TEMPORARY 045

Effective Date: 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

- 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) An employer's statement of acceptance or appointment as a full-time nursing home administrator in a facility licensed to provide nursing care by the Illinois Department of Public Health
- 5) An application fee of \$75

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) Certification of Acceptance

All applicants must present an employer's statement of acceptance or appointment as a full-time nursing home administrator in a facility licensed by the Illinois Department of Public Health. Please use [Form CA-NHA, Certification of Acceptance](#) to include with your application.

4) 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.

To prevent unlicensed practice

An applicant for a temporary nursing home license may act as a nursing home administrator for a period of up to 60 days before a license is issued **only** in these circumstances:

- The date of acceptance (form CA-NHA) does not pre-date the submission date of the application.
- Your application is complete, submitted, and you have paid the application fee.
- If you need an extension, you must request it at least one month before the expiration date.

IMPORTANT INFORMATION ONCE LICENSED

- Temporary Nursing Home Administrator licenses are valid for one year from the date issued. If you wish to become a fully licensed Nursing Home Administrator, you must pass the following three exams.
 - NAB CORE
 - NAB Nursing Home Administrator line of service (NHA)
 - The Illinois Supplemental exam
- A temporary license may only be extended one time for one year if you have attempted at least one of the required exams before your temporary license expires.
- Extension requests should be submitted at least one month before expiration. It is the applicant's responsibility to know the expiration date of their license. All exams must be successfully completed by the end of the extension.
- 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.