

## GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS

### APPLICATION FOR LICENSURE AS AN ASSISTED LIVING COMMUNITY ADMINISTRATOR OR PERSONAL CARE HOME ADMINISTRATOR BY ENDORSEMENT/RECIPROCITY

- This application is for anyone who holds an Assisted Living Community Administrator or Personal Care Home Administrator license in another state.
- The laws and rules governing the practice of Long-Term Care Facility Administrators in the State of Georgia are available on the Board's website at [www.sos.ga.gov](http://www.sos.ga.gov).
- The Board will not process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board. Please review this application before you submit it to ensure that all required information and documentation is complete and correct. An incomplete application will result in delayed processing.
- Applicants must have taken and passed the Nursing Home Administration national examination or Resident Care/Assisted Living national examination administered by the National Association of Long Term Care Administrator Boards (NAB), a board recognized predecessor examination, or another board recognized written or oral examination.
- Applicants must meet all licensure requirements that are substantially equivalent to those required in this state.
- Applicants coming from a state that does not require licensure are not eligible for reciprocity and are required to apply for initial licensure by exam.
- Any official transcripts or certificates should be included in the application packet that is mailed to the Board (please note that original documents cannot be returned).
- You must request a score report from NAB to be sent/transferred to this Board.
- The \$200.00 application fee + \$10 processing fee made payable to the Georgia State Board of Long-Term Care Facility Administrators MUST be included with application. Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. §16-9-20. Application fees are non-refundable.

**GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS**

**GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS**  
237 Coliseum Dr., Macon, GA 31217  
404-424-9966 - www.sos.ga.gov

DO NOT WRITE IN THIS SECTION

RECEIPT # \_\_\_\_\_

AMOUNT \_\_\_\_\_

APPLICANT # \_\_\_\_\_

INITIAL \_\_\_\_ DATE \_\_\_\_\_

**APPLICATION for ASSISTED LIVING COMMUNITY ADMINISTRATOR**  
**or PERSONAL CARE HOME ADMINISTRATOR (Endorsement/Reciprocity)**

**I am applying for the following license (check one):**

Assisted Living Community Administrator - \$200.00 + \$10 processing fee \*

Personal Care Home Administrator - \$200.00 + \$10 processing fee \*

**\* Application fees are non-refundable**

Please check this box if you are a military spouse or a transitioning service member of the United States armed forces, including the National Guard.

**Name** (first, middle, last, suffix): \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Sex: \_\_\_\_ M \_\_\_\_ F

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*Social Security Number

Date of Birth

*\*This information is authorized to be obtained and disclosed to state and federal agencies pursuant to O.C.G.A. 19-11-1 and O.C.G.A. 20-3-295, 42 U.S.C.A. 551 and 20 U.S.C.A.1001. It may also be disclosed to the National Practitioner's Databank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB) or other licensing boards, or other regulatory agencies for license tracking purposes*

**Physical Address:** \_\_\_\_\_  
(P.O. Box **not** acceptable) Number and Street

\_\_\_\_\_  
Apt. No City/State Zip

**If you are granted a license, your name, mailing address and license number are public information and your mailing address will appear on the internet. Your physical address is required, if different than the mailing address. You must immediately notify the Board in writing of an address change.**

**Mailing Address:** \_\_\_\_\_  
(If different - PO Box **is** acceptable) Number and Street

\_\_\_\_\_  
Apt. No City/State Zip

**Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_  
(Please print clearly) Required for communication with Board staff. Your email will not be shared with third parties.

**GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS**

**BACKGROUND CHECK QUESTIONNAIRE**



**Please note that failure to disclose information requested in this application or giving any false statements / information can result in a disciplinary order and fine, and potentially denial of licensure.**

If you answer yes to any of the following questions, you must attach a Letter of Explanation, relevant supporting documents and copies of any final disposition(s) indicating a description of the current status. For the purpose of the following questions, the terms “licensee,” “registration,” and “certification” are synonymous.

- Yes  No Have you had revoked or suspended or otherwise sanctioned any license issued to you by any board or agency in Georgia or any other State?
- Yes  No Were you denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a of a license or the privilege of taking an examination by any state licensing board?
- Yes  No Have you knowingly failed to renew a license during an investigation of disciplinary action?
- Yes  No Have you been subject to disciplinary action or had your membership revoked by a professional organization governing the practice of that profession?
- Yes  No Are you currently unable to practice with reasonable skill and safety by reason of illness or use of alcohol, drugs, narcotics, chemicals or any other type of material, or as a result of any mental or physical condition?
- Yes  No Have you had any suit filed against you related to the practice of a profession?
- Yes  No Have you ever had your Medicaid and/or Medicare privileges revoked or restricted?
- Yes  No Have you ever been arrested? **NOTE:** *The answer to this question is “YES” if an arrest or conviction has been pardoned, expunged, dismissed or deferred, you pled & completed probation under First offender and/or your civil rights have been restored and/or you have received legal advice that the offense will not appear on your criminal record.*

*If “yes,” please include a certified copy of the court records and final disposition from the court with your application. In the event the file no longer exists, you must submit documentation from the court stating that fact. Also include a personal letter of explanation regarding each incident.*

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Please complete the following if you have ever held a professional license **in a healthcare profession:**

License Title \_\_\_\_\_ State \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

License Title \_\_\_\_\_ State \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

License Title \_\_\_\_\_ State \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

(request that issuing entity or regulatory body provide verification of the licensure to the GA Board, even if the license is not active.)

## GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS

Please list all states in which you have held an Assisted Living Community Administrator License or Personal Care Home Administrator License (request that issuing entity or regulatory body provide verification of the licensure to the GA Board, even if the license is not active)

State Issued \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

State Issued \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

State Issued \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

State Issued \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you successfully passed either the Nursing Home Administrator or Resident Care/Assisted Living national examination administered by NAB (If yes, please request a score report from NAB to be sent/transferred to this Board)?  Yes  No

### Employment History

Please complete the following concerning your employment history, beginning with your current or most recent employer:

Employer Name and Address	Location (City/State)	Is Employment in Healthcare? (Yes or No)	Position/Title	Dates of Employment (Month/Year to Month/Year)	Licensure Required? (Yes or No)	Numbers of Hours Worked

**GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS**

**Affidavit of Applicant**

**Please document with your initials that you have reviewed each of the resources listed below and have the affidavit notarized.**

All statutory requirements are accessible via: <http://www.lexisnexis.com/hottopics/gacode/Default.asp>

All Rules and Regulations are accessible via: <http://rules.sos.ga.gov/>

\_\_\_\_\_ Department of Community Health, Division of Medical Assistance, Nursing Facility Services Policy Manual - from <https://www.mmis.georgia.gov/portal/default.aspx> select "Provider Manuals" under the "Provider Information" tab.

\_\_\_\_\_ Georgia State Board of Long-Term Care Facility Administrators Law (OCGA § 43-27)

\_\_\_\_\_ Georgia statutes regarding Living Will, Durable Power of Attorney for Health Care, Withholding or withdrawal of life-sustaining procedures (OCGA § 31)

\_\_\_\_\_ Georgia statutes pertaining to Department of Community Health with particular attention to sections pertaining to Long Term Care Facilities (OCGA § 31)

\_\_\_\_\_ Fire Safety Codes (OCGA § 25-2-13)

\_\_\_\_\_ Disaster Preparedness Plans (Chapter 111-8-16)

\_\_\_\_\_ DHS Rules pertaining to Nursing Homes/Long-Term Care Facilities (290).

\_\_\_\_\_ Board Rules pertaining to Long-Term Care Facility Administrators (393).

\_\_\_\_\_ (Date) \_\_\_\_\_ (PRINTED Name of Applicant) \_\_\_\_\_ (Signature of Applicant)

**Sworn to and subscribed before me this**

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Notary Public\_\_\_\_\_

My commission expires: \_\_\_\_\_

*Notary Seal*

**GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS**

**AFFIDAVIT**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Submit a copy of your current Secure and Verifiable Document(s)** such as driver’s license, passport, or other document. A listing of acceptable documents can be found on at [www.sos.ga.gov](http://www.sos.ga.gov).

2) \_\_\_\_\_ I am **not** a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.** A listing of acceptable documents can be found on the PLB website, [www.sos.ga.gov](http://www.sos.ga.gov).

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF THE APPLICANT**

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

**GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS**



**Office of the Secretary of State**

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby authorize the Georgia State Board of Long-Term Care Facility Administrators to conduct an inquiry for the purpose listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

**Please check ONLY one of the boxes listed below:**

- This authorization is valid for \_\_\_\_\_ days from date of signature.
- I, \_\_\_\_\_, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

**AREA BELOW IS FOR AGENCY USE ONLY**

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

Purpose Code Used: (check one)

NON-CRIMINAL JUSTICE PURPOSES	
<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	M - Working with Mentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	P - Public Records (no consent required)
<input type="checkbox"/>	F - Probate Court / Weapons Carry License
PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)	
<input type="checkbox"/>	U - Personal Copy
CRIMINAL JUSTICE	
<input type="checkbox"/>	J - Civilian Criminal Justice Employment (State & III Info Received)
<input type="checkbox"/>	Z - Sworn Criminal Justice Employment (State & III Info Received)

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: \_\_\_\_\_

Wanting Agency Telephone: \_\_\_\_\_

Agency Designee Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_