



Long-Term Care Regulation Provider Letter

Number: PL 2024-01
Title: Revisions to Nursing Facility Administrator Licensure and Internship Requirements
Provider Types: NF
Date Issued: January 4, 2024

1.0 Subject and Purpose

This provider letter summarizes recent changes made to requirements for nursing facility administrator (NFA) licensure including updates to relevant definitions, licensure application, options to meet licensure requirements, provisional license requirements, and non-substantive editorial revisions for clarity.

2.0 Policy Details & Provider Responsibilities

The purpose of amending these rules is to clarify requirements and provide additional options to qualify for NFA licensure. The revised rules update definitions and associated references for consistency with changes made by the National Association of Long Term Care Administrator Boards (NAB) regarding both educational domains for testing and the company conducting the NAB examination. They also add another option for NFA candidates to qualify for licensure, along with a greater degree of flexibility for the administrator-in-training (AIT) internship. Other non-substantive changes were made for clarification.

2.1 Definitions and References

In July, 2022, [NAB](#) revised the domains of practice for its licensure exam, consolidating two of the five domains into one. Previously, the domains were customer care, supports and services; human resource; finance; environment; and management and leadership. Currently,

they are care, services, and supports; operations; environment and quality; and leadership and strategy. The amendments to 26 TAC [§555.2\(8\)](#) reflect these changes.

The rule amendments clarify that NAB is the national authority on NFA licensure, while HHSC governs NFA licensure requirements in Texas.

The specific name of the testing agency that administers the NAB examination was removed, as NAB routinely changes which organization it works with for this purpose. Other non-substantive edits include re-numbering of paragraphs and removal of outdated references.

2.2 Application Requirements

The application requirements for NFA licensure in 26 TAC [§555.11](#) are revised to reduce the number of required academic credits in the NAB domains for candidates who hold a bachelor's degree in an area other than long-term care administration from 15 credits to 12. The number of NAB domains referenced is also updated from five to four. Non-substantive edits are made to rule references.

2.3 Licensure Requirements

The rule at 26 TAC [§555.12\(a\)\(3\)](#) is amended to provide an additional option for NFA candidates to qualify for licensure:

- holding a bachelor's degree with coursework in the NAB domains;
- having one year of experience as administrator or assistant administrator of record in a facility in another state;
- completing an internship that meets the requirements in [§555.13](#); and
- passing both the state and NAB exams.

Other edits to [§555.12](#) include updates to the current number of identified NAB domains and renumbering because of the additional option for licensure eligibility.

2.4 Internship Requirements

The requirement for an internship to be completed at a facility with 60 beds or more has been removed from 26 TAC [§555.13\(a\)\(2\)](#). AIT internships may now be completed at any licensed nursing facility in the state. The rule at [§555.13\(a\)\(8\)](#) was added to clarify that the internship must be completed at the same facility at which the AIT's preceptor serves as administrator. Also, the option of submitting proof of holding health services executive (HSE) competencies in lieu of an internship was added to [§555.13\(d\)](#). Non-substantive and renumbering edits are also made to [§555.13](#) for clarity and consistency.

2.5 Requirements to Take the Examinations

The updates to 26 TAC [§555.18](#) make a minor editorial change and remove a reference to the name of the company that administers the NAB exam. Also, [§555.18\(i\)](#) clarifies that an applicant who fails the exam and wants to retake it must pay the appropriate state or NAB exam fee each time the applicant takes the exam. No changes have been made to the NAB examination itself or the eligibility requirements to take it at this time.

2.6 Provisional Licenses

The amendments to 26 TAC [§555.32](#) clarify requirements for provisional NFA licenses. The rule at [§555.32\(a\)\(4\)\(A\)](#) was revised to remove the ambiguous phrase "substantially similar" regarding licensing requirements in other states. Further, [§555.32\(e\)](#) was added to stipulate that if internship hours in another state do not meet the requirements in [§555.13](#), the provisional licensee must complete the required internship hours under the supervision of an HHSC-licensed preceptor. For more on obtaining a provisional license through reciprocity with an NFA license from another state, please refer to [PL 2023-18](#).

2.7 Continuing Education Requirements for License Renewal

Several non-substantive edits were made to 26 TAC [§555.35](#) to clarify that licensees must complete at least six hours of continuing education (CE) in ethics and that HHSC will waive up to 20 of the 40 required

semester hours of CE for licensees who complete one three-semester-hour upper-division course at a post-secondary educational institution.

3.0 Background/History

The rule amendments implement an internal initiative to:

- reduce the number of academic credit hours required for candidates with bachelor's degrees in areas other than health administration, healthcare administration, health services administration, or nursing; and
- include an option for individuals to qualify for NFA licensure by holding one year of experience as an administrator of record or assistant administrator of record in another state, along with other required qualifications.

4.0 Resources

- [National Association of Long Term Care Administrator Boards - main page](#)
- [National Association of Long Term Care Administrator Boards - NHA Domains of Practice](#)
- [Provider Letter 2023-18](#)

5.0 Contact Information

If you have any questions about this letter, please contact the LTCR Policy and Rules unit by email at LTCRPolicy@hhs.texas.gov or call (512) 438-3161.