

**Title 19 – DEPARTMENT OF
HEALTH AND SENIOR SERVICES
Division 73 - Missouri Board of
Nursing Home Administrators
Chapter 2 – General Rules**

PROPOSED AMENDMENT

19 CSR 73-2.050 Renewal of Licenses. The department is amending sections (1), (2) and (3).

PURPOSE: This amendment allows the Missouri Board of Nursing Home Administrators to notify its licensees of renewals and for licensees to renew their licenses by electronic means according to the provisions of section 344.040, RSMo, and allows licensees to carry over continuing education hours from one licensure period to another.

(1) By April 1 of each year, the board shall [*mail an application for renewal of license, to the last recorded address on file, to*] **notify by mail or electronic communication** every person whose license is due to be renewed **by June 30** during the current year.

(2) Licenses will be renewed if the licensee—

(A) Files an application for renewal on the appropriate licensure-level (nursing home administrator or residential care and assisted living administrator) form furnished by the board **or renews through the board’s electronic online system** on or before May 30 **to ensure receipt of a new license prior to June 30**. The application forms, MO 580-2991 (03-11), Application for License Renewal NHA, and MO 580-2988 (03-11), Application for License Renewal RCAL, are incorporated by reference in this rule and are available on the web at www.health.mo.gov/information/boards/bnha or by contacting the board at PO Box 570, Jefferson City, MO 65102, (573) 751-3511. This rule does not incorporate any subsequent amendments or additions. Information provided in the application shall [*be attested to by signature to be true and correct to the best of the applicant’s knowledge and belief and*] include an attestation verifying that the licensee has completed at least forty (40) clock hours of board-approved continuing education, as outlined in [*19 CSR 73-2.050(3)(A)–(B)*] **19 CSR 73-2.050(3). Any number of continuing education hours earned in the month of June in excess of the required hours may be carried over to the next renewal period.** [*A minimum of ten (10) clock hours must be in patient-care related offerings, as defined in 19 CSR 73-2.031(2)(A)–(F).*]

1. Licensees [*must*] **shall** maintain proof of having completed the number of continuing education hours claimed at the time of renewal.

2. Upon request of the board, make that proof available for audit to verify completion of the number and validity of hours claimed;

(B) Submit the renewal fee referenced in 19 CSR 73-2.015; and

(C) A two (2)-year license [*will*] **shall** be issued.

(3) Licensees [must] **shall** maintain proof of having completed the number of continuing education hours claimed at the time of renewal and shall, upon request of the board, make that proof available for audit to verify completion of the number and validity of hours claimed. Documentation to prove completion of continuing education hours [must] **shall** be maintained by each licensee for four (4) years from the last day of the licensure year in which the hours were earned.

(A) A minimum of [thirty (30)] **ten (10)** clock hours [toward the forty (40) required shall be obtained through attendance at board-approved continuing education programs or academic courses, as defined in 19 CSR 73-2.031(2)(A)–(K)] **shall be in patient-care related offerings, as defined in 19 CSR 73-2.031(2)(A)–(F)**. A maximum of twenty (20) clock hours of the forty (40) clock hours may be from on-line continuing education programs if a Missouri board-approved training agency offers the program **or approved by the National Continuing Education Review Service (NCERS) under the National Association of Long Term Care Administrator Boards (NAB)**. The continuing education programs and the academic courses [must] **shall** meet the following criteria:

1. Be approved by the board. In the case of academic courses, the licensee [must] **shall** submit a course description from the college for board review. A maximum of five (5) clock hours per semester hour may be approved by the board. Upon successful completion of the course (grade of “C” or above), an official transcript or grade report [must] **shall** be submitted to the board office, upon request, as verification of course completion;

2. Be offered by a registered training agency approved by the board or a single offering provider (as outlined in 19 CSR 73-2.060);

3. Be approved by another state licensure board for long-term care administrators or by the National Continuing Education Review Service (NCERS) under the National Association of **Long Term Care Administrator Boards (NAB)**.

(B) A maximum of ten (10) clock hours toward the forty (40) required may be obtained as follows:

1. For the purposes of this subsection, the following definitions shall apply:

- A. Referred publication—a publication that undergoes an anonymous review process that determines whether or not the article will be published; and

- B. National health-care publication—a publication that is—

- (I) Published by a health-care association whose mission statement/bylaws indicate its scope is national;

- (II) Mailed nationwide; and

- (III) Addressing content contained within the long-term care core of knowledge outlined in 19 CSR 73-2.031(2)(A)–(K);

2. Publishing health-care related articles of at least fifteen hundred (1,500) words shall be granted one (1) clock hour if article is published in a magazine or journal publication; and

3. An administrator lecturing at a board-approved seminar may receive credit equal to each hour or quarter hour of presentation time with a maximum of six (6) hours credit earned per licensure period. This credit may be in addition to actual hours of attendance at the seminar but credit shall be granted for only one (1) presentation of the same seminar.

(C) Serving as a registered preceptor for an applicant who has been required by the board to complete an internship as described in 19 CSR 73-2.031. One (1) clock hour per full month as a preceptor shall be granted with a maximum of ten (10) clock hours per internship. During the two (2)-year licensure period, a maximum of twenty (20) clock hours [will] **shall** be granted.

(D) Each licensee whose initial licensure period is less than twenty-four (24) months shall be required to obtain at least one and one-half (1 1/2) hours of continuing education for each month in the initial licensure period which shall include programs covering patient-care related topics as defined in 19 CSR 73-2.031(2)(A)–(F). **The licensee may complete up to fifty percent (50%) of the prorated hours through on-line continuing education programs.** The minimum number of clock hours required in patient-care (PC) related programs is as follows. Initial licensure period of—

1. 23 months to 18 months—8 PC clock hours
2. 17 months to 12 months—6 PC clock hours
3. 11 months to 6 months—4 PC clock hours
4. 5 months or less—2 PC clock hours.

AUTHORITY: sections 344.040 and 344.070, RSMO Supp. [2010] 2017. This rule was previously filed as 13 CSR 73-2.050. Original rule filed May 13, 1980, effective Aug. 11, 1980. Amended: Filed Oct. 16, 1985, effective March 14, 1986. Amended: Filed Oct. 1, 1987, effective Jan. 14, 1988. Amended: Filed June 28, 1990, effective Dec. 31, 1990. Emergency amendment filed March 19, 1991, effective April 1, 1991, expired July 20, 1991. Amended: Filed April 1, 1991, effective Aug. 30, 1991. Amended: Filed Jan. 3, 1992, effective July 1, 1992. Amended: Filed June 30, 1994, effective Feb. 1, 1995. Amended: Filed Jan. 31, 1996, effective July 30, 1996. Moved and amended: Filed Jan. 31, 2003, effective Aug. 30, 2003. Amended: Filed Dec. 15, 2005, effective July 30, 2006. Amended: Filed Dec. 28, 2007, effective Aug. 30, 2008. Amended: Filed June 15, 2011, effective Jan. 30, 2012.*

**Original authority: 344.040, RSMo 1969, amended 1979, 1987, 1989, 2000, 2005, 2007; and 344.070, RSMo 1969, amended 1979, 1993, 1995, 2007.*

PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.

PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of or in opposition to this proposed amendment with Sally McKee, Missouri Board of Nursing Home Administrators, 3418 Knipp Drive, P.O. Box 570, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*