

## Temporary Emergency License (TEL) Application Checklist

Pursuant to 19 CSR 73-2.080 and section 344.030.4, RSMo

*Please be advised that section 344.020, RSMo, prohibits an unlicensed person from acting or serving in the capacity of a licensed administrator without first securing a license from this office. To do so is a violation of the Board's statute and can be grounds to deny licensure. Applicants **cannot** begin working as a temporary licensed administrator of the facility until the TEL has been approved and a temporary administrator license has been issued to the applicant.*

- Complete initial application for licensure and TEL application must be received in the Board office no later than 10 working days of the administrator position being vacated, pursuant to 19 CSR 73-2.080.
- If an application for licensure is not already on file with the Board office for the person applying for the TEL, the person applying for the TEL must follow the appropriate level of licensure (RCAL or NHA) application checklist. The application checklist provides two options to send the application for licensure and pay the fee online.
  - The application for licensure, checklist, and online fee payment are available under License Application on our website, [www.health.mo.gov/bnha](http://www.health.mo.gov/bnha), and select the appropriate licensure level.
  - If the person applying for the TEL currently has or have had an administrator's license in other states, please follow the reciprocity checklist available under License Application on our website and select the appropriate licensure type.
- The TEL application must be completed and signed by a facility authorized representative and the person applying for the TEL. There is no fee associated with the TEL application.
  - Email or fax the completed and signed TEL application:
    - Email: [BNHA@health.mo.gov](mailto:BNHA@health.mo.gov)
    - Fax: (573) 526-4314
- The TEL application cannot be processed until the TEL Application and application for licensure (including required documents\* and fee) have been received in the Board office. These items must be received within 10 working days of the administrator position being vacated.
  - If any of the required information is missing, the person applying for the TEL and/or the facility authorized representative will be notified immediately by email.
- The Board office will notify the person applying for the TEL via email of the decision. If approved, the TEL is only valid during the timeframe (no more than 120 days) indicated on the temporary license and letter.

To expedite the TEL review process, please ensure the following:

- Full application for licensure is submitted and on file with this office.
- Fee paid for full application for licensure.
- Copy of Birth Certificate/Passport is included with full application for licensure.\*
- Copy of High School/GED completion is included with full application for licensure for those not applying for reciprocity.\*
- If possible, vacating or vacated administrator must update employment with our office at [BNHA@health.mo.gov](mailto:BNHA@health.mo.gov).

**NOTE - No TEL extensions are granted.**

Questions? Please email the Board office at [BNHA@health.mo.gov](mailto:BNHA@health.mo.gov).