

TITLE 68: PROFESSIONS AND OCCUPATIONS
CHAPTER VII: DEPARTMENT OF PROFESSIONAL REGULATION
SUBCHAPTER b: PROFESSIONS AND OCCUPATIONS

PART 1310
NURSING HOME ADMINISTRATORS LICENSING
AND DISCIPLINARY ACT

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23
24 **AUTHORITY:** Implementing the Nursing Home Administrators Licensing and Disciplinary Act
25 [225 ILCS 70] and authorized by Section 60(7) of the Civil Administrative Code of Illinois [20
26 ILCS 2105].

27
28 **SOURCE:** Adopted at 5 Ill. Reg. 1500, effective February 1, 1981; codified at 5 Ill. Reg. 11045;
29 amended at 5 Ill. Reg. 14171, effective December 3, 1981; emergency amendment at 6 Ill. Reg.
30 916, effective January 6, 1982, for a maximum of 150 days; amended at 6 Ill. Reg. 7448,
31 effective June 15, 1982; amended at 9 Ill. Reg. 5364, effective April 8, 1985; amended at 10 Ill.
32 Reg. 16715, effective September 22, 1986; transferred from Chapter I, 68 Ill. Adm. Code 310
33 (Department of Registration and Education) to Chapter VII, 68 Ill. Adm. Code 1310 (Department
34 of Professional Regulation) pursuant to P.A. 85-225, effective January 1, 1988, at 12 Ill. Reg.
35 2955; amended at 13 Ill. Reg. 15653, effective September 25, 1989; amended at 16 Ill. Reg.
36 12565, effective July 27, 1992; amended at 17 Ill. Reg. 17220, effective September 27, 1993;
37 amended at 22 Ill. Reg. 3887, effective February 5, 1998; amended at 23 Ill. Reg. 5728, effective
38 April 30, 1999; amended at 45 Ill. Reg. 2821, effective March 1, 2021; amended at 48 Ill. Reg.
39 _____, effective _____.

40
41 **Section 1310.20 Temporary License**

42
43 a) An applicant for a temporary license shall file an application on forms supplied by

44 the Department, together with:

- 45
- 46 1) A statement of sound physical and mental health, dated within one year
- 47 preceding application, signed by a currently licensed physician, physician
- 48 assistant, Advanced Practice Registered Nurse, or Full Practice Authority
- 49 Advanced Practice Registered Nurse (nothing in this subsection shall
- 50 require a physical or mental examination for any applicant who is *a*
- 51 *member of a recognized church or religious denomination which teaches*
- 52 *reliance on spiritual means alone for healing*) (the Nursing Home
- 53 Administrators Licensing and Disciplinary Act (the Act) [225 ILCS 70]);
- 54
- 55 2) Certification of graduation from high school or proof of a general
- 56 education diploma (GED);
- 57
- 58 3) Certified education/experience records of any one of the following:
- 59
- 60 A) Graduation from an accredited college or university with the
- 61 minimum of a Baccalaureate Degree;
- 62
- 63 B) Completion of an approved course of instruction in nursing home
- 64 administration as outlined in Section 1310.40;
- 65
- 66 C) Graduation from a three year diploma nurse program and an
- 67 Employer's Affidavit certifying to two years of qualifying
- 68 experience as described in Section 1310.50; or
- 69
- 70 D) An associate degree or a minimum of 60 semester hours or 90
- 71 quarter hours of credit earned from an accredited college or
- 72 university and an Employer's Affidavit certifying to two years of
- 73 qualifying experience as described in Section 1310.50;
- 74
- 75 4) Certification, for those applying pursuant to Section 3(3) of the Act, that
- 76 *the applicant is certified by a recognized church or religious*
- 77 *denomination which teaches reliance on spiritual healing, as having been*
- 78 *approved to administer institutions certified by such church or*
- 79 *denomination for the care and treatment of the sick in accordance with its*
- 80 *teaching*. Such applicant will be issued a Limited Temporary Nursing
- 81 Home Administrator License which will allow the individual to be an
- 82 administrator in an institution of the certifying church or denomination;
- 83
- 84 5) An employer's statement of the acceptance or appointment of the applicant
- 85 as a full-time nursing home administrator in a facility licensed to provide
- 86 nursing care by the Illinois Department of Public Health, which includes

87 the expected beginning date of the applicant's employment as an
 88 administrator. For purposes of this Section, "full-time" shall mean
 89 working at least as many hours as the Illinois Department of Public Health
 90 requires of nursing home administrators in that particular facility;

91
 92 6) A complete work history since completion of education set forth in
 93 subsection (a)(2)-~~above~~ until present; and

94
 95 7) The required fee set forth in Section 1310.65-~~of this Part~~.

96
 97 b) *An applicant for a temporary license as a nursing home administrator may act as*
 98 *a nursing home administrator for a period of up to 60 days prior to the issuance*
 99 *of a license if the applicant has submitted the required fee and an application for*
 100 *licensure to the Department. This 60-day period may be extended until the next*
 101 *Board meeting if action by the Board is required. The applicant shall keep a copy*
 102 *of the submitted application on the premises where the applicant is engaged in the*
 103 *practice as a nursing home administrator. The authority to practice shall*
 104 *terminate immediately upon the denial of licensure by the Department or the*
 105 *withdrawal of the application. (Section 9 of the Act)*

106
 107 c) The holder of a temporary license shall only be authorized to serve as
 108 administrator of the facility indicated on the application. A temporary license as
 109 an administrator becomes void and shall be surrendered upon the termination, or
 110 interruption, of the holder's service as an administrator to the facility for which
 111 the temporary license was granted or one year from the date of issuance,
 112 whichever comes first. No permanent license will be issued until the temporary
 113 license has been returned to the Department. An individual shall be issued only
 114 one temporary license.

115
 116 d) An applicant may request in writing an extension of a temporary license and pay a
 117 \$20 processing fee which covers the cost of printing a new temporary license.
 118 Upon the recommendation of the Board and approval by the Department, a
 119 temporary license shall be extended for an additional 12 months, or any portion
 120 thereof, for the following reasons:

121
 122 1) Interruption of work during the initial 12 month period of temporary
 123 licensure for service in the military;

124
 125 2) Interruption of the initial 12 month period for incapacitating illness and/or
 126 hospitalization verified by a physician; or

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 128 3) Interruption of the initial 12 month period because of an unanticipated
 129 change of residence necessitating surrender of the temporary certificate.

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- e) A temporary license shall be extended upon request from the license holder pending the successful completion of the next available nursing home administrator examination and the permanent license being issued. No license will be issued until the temporary license has been returned to the Department. In the event the individual fails to take the next available examination or fails to successfully complete the next available examination for licensure set forth in Section 1310.60 ~~of this Part~~, the temporary license shall be void and the individual shall be practicing as a nursing home administrator without a license and subject to discipline in accordance with Section 17 of the Act.
- f) Upon approval of the temporary license, the applicant shall be eligible to sit for the examination set forth in Section 1310.60.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 1310.30 Application for Examination

- a) An applicant for a license as a nursing home administrator shall file an application on forms supplied by the Department, at least 60 days prior to an examination date, together with:
 - 1) Certification of graduation from high school or a GED;
 - 2) Certified records of education and experience of any one of the following:
 - A) Graduation from an accredited college or university with the minimum of a Baccalaureate Degree;
 - B) Satisfactory completion of an approved course of instruction in nursing home administration as outlined in Section 1310.40;
 - C) Graduation from a three year diploma nurse program and an Employer's Affidavit certifying two years of qualifying experience as described in Section 1310.50; or
 - D) An associate degree or a minimum of 60 semester or 90 quarter hours of credit earned from an accredited college or university and an Employer's Affidavit certifying to the applicant's qualifying experience as described in Section 1310.50;
 - 3) Certification, for those applying pursuant to Section 3(3) of the Act, that *the applicant is certified by a recognized church or religious*

173 *denomination which teaches reliance on spiritual means alone for healing,*
 174 *as having been approved to administer institutions certified by such*
 175 *church or denomination for the care and treatment of the sick in*
 176 *accordance with its teaching. Such applicant upon successful completion*
 177 *of the examination set forth in Section 1310.60(f)-of this Part, will be*
 178 *issued a Limited Nursing Home Administrator License which will allow*
 179 *the individual to be an administrator in an institution of the certifying*
 180 *church or denomination;*

181
 182 4) A statement of sound physical and mental health, dated within one year
 183 preceding application, signed by a currently licensed physician, physician
 184 assistant, Advanced Practice Registered Nurse, or Full Practice Authority
 185 Advanced Practice Registered Nurse (nothing in this subsection shall
 186 require a physical or mental examination for any applicant who is a
 187 member of a *recognized church or religious denomination which teaches*
 188 *reliance on spiritual means alone for healing* (Section 3(3) of the Act));

189
 190 5) A complete work history since completion of education set forth in
 191 subsection (a)-above; and

192
 193 6) The required fee set forth in Section 1310.65-~~of this Part~~.

194
 195 b) An applicant for a license by examination who has taken the National Association
 196 of Board of Examiners for Nursing Home Administrators examination in another
 197 jurisdiction shall have the examination scores submitted to the Department by the
 198 reporting entity. The passing score shall be 75 prior to July 1993. Beginning in
 199 July 1993, the passing score shall be a scale score of 113 in accordance with
 200 Section 1310.60-~~of this Part~~.

201
 202 (Source: Amended at 48 Ill. Reg. _____, effective _____)

203
 204 **Section 1310.70 Endorsement**

205
 206 a) An applicant for a license as a nursing home administrator who is licensed under
 207 the laws of another jurisdiction of the United States shall file an application with
 208 the Department, together with:

209
 210 1) Certification of graduation from high school or a GED;

211
 212 2) Verification, on forms provided by the Department, of education and/or
 213 qualifying experience of any one of the following:

214
 215 A) Graduation from an accredited college or university with the

- 216 minimum of a Baccalaureate Degree;
217
218 B) Completion of an approved course of instruction in nursing home
219 administration as outlined in Section 1310.40;
220
221 C) Graduation from a three year diploma nurse program and an
222 Employer's Affidavit certifying to two years of qualifying
223 experience as described in Section 1310.50;
224
225 D) An associate degree or a minimum of 60 semester or 90 quarter
226 hours of credit earned from an accredited college or university and
227 an Employer's Affidavit certifying to the applicant's qualifying
228 experience as described in Section 1310.50; or
229
230 E) Certification of completion of the Professional Certification
231 Program for Nursing Home Administrators developed by the
232 Foundation of the American College of Health Care
233 Administrators;
234
- 235 3) Certification, for those applying pursuant to Section 3(3) of the Act, that
236 *the applicant is certified by a recognized church or religious*
237 *denomination which teaches reliance on spiritual means alone for healing,*
238 *as having been approved to administer institutions certified by such*
239 *church or denomination for the care and treatment of the sick in*
240 *accordance with its teaching.* Such applicant will be issued a Limited
241 Nursing Home Administrator License which will allow the individual to
242 be an administrator in an institution of the certifying church or
243 denomination;
244
- 245 4) A certification from the U.S. jurisdiction of original licensure, stating:
246
247 A) The time during which the applicant was licensed in that state;
248
249 B) Whether the file on the applicant contains any record of any
250 disciplinary actions taken or pending pursuant to Section 17 of the
251 Act; and
252
253 C) Examination(s) taken and examination scores received;
254
- 255 5) A statement of sound physical and mental health, dated within one year
256 preceding application, signed by a currently licensed physician, physician
257 assistant, Advanced Practice Registered Nurse, or Full Practice Authority
258 Advanced Practice Registered Nurse (nothing in this subsection (a)(3)

259 shall require a physical or mental examination for any applicant who is a
260 *member of a recognized church or religious denomination which teaches*
261 *reliance on spiritual means alone for healing* (Section 3(3) of the Act);
262

263 6) A work history since completion of education as set forth in subsection
264 (a)(1)~~above~~;

265
266 7) Successful completion of the Illinois Supplemental examination in
267 accordance with Section 1310.60(c)~~of this Part~~; and

268
269 8) The required fee as set forth in Section 1310.65~~of this Part~~.

270
271 b) The Department shall examine each endorsement application to determine
272 whether the requirements in the other jurisdiction at the date of licensure were
273 substantially equivalent to the requirements then in force in this State, if the
274 applicant's qualifications were, at the date of licensure in the other jurisdiction,
275 substantially equivalent to the requirements then in force in this State, and
276 whether the applicant has otherwise complied with the Act.

277
278 c) When the accuracy of any submitted documentation, or the relevance or
279 sufficiency of the course work or experience is questioned by the Department
280 because of a lack of information, discrepancies or conflicts in information given,
281 or a need for clarification, the applicant seeking licensure by endorsement shall be
282 requested to:

283
284 1) Provide such information as may be necessary; and/or

285
286 2) Appear for an interview before the Board to explain such relevance or
287 sufficiency, clarify information, or clear up any discrepancies or conflicts
288 in information.

289
290 d) The Department shall either approve an applicant to sit for the Illinois
291 Supplemental examination or notify the applicant in writing of the reasons for the
292 denial of the application.

293
294 (Source: Amended at 48 Ill. Reg. _____, effective _____)

295
296 **Section 1310.85 Continuing Education**

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298 a) Continuing Education Hour Requirements

299
300 1) Every renewal applicant shall complete 36 hours of continuing education
301 (CE) relevant to the practice of nursing home administration required

302 during each prerenewal period. The Department shall conduct random
303 audits to verify compliance with this Section. The prerenewal period is
304 the 24 months preceding the expiration date of the license.
305

306 2) A renewal applicant is not required to comply with CE requirements for
307 the first renewal following the original issuance of the license.
308

309 3) Nursing home administrators licensed in Illinois but residing and
310 practicing in another states must comply with the CE requirements set
311 forth in this Section.
312

313 b) Activities for which CE credit may be earned are as follows:
314

315 1) Verified attendance or participation in any CE course approved by the
316 National Continuing Education Review Service of the National
317 Association of Boards of Examiners of Nursing Home Administrators.
318

319 2) Verified attendance at or participation in a program given by a sponsor as
320 set forth in subsection (c)(1).
321

322 3) A maximum of 12 hours per prerenewal period for:
323

324 A) Papers prepared or delivered before recognized nursing home
325 administration and nursing home organizations;
326

327 B) Papers published in nationally recognized nursing home
328 administration journals; and
329

330 C) A chapter in a book of nursing home administration.
331

332 4) A licensee who serves as an instructor, speaker or discussion leader of an
333 approved course will be allowed CE course credit for actual presentation
334 time, plus actual preparation time of up to 2 hours for each hour of
335 presentation. Preparation time shall not be allowed for presentations of
336 the same course and will only be allowed for additional study or research.
337 In no case shall credit for actual time of presentation and preparation be
338 given for more than 9 hours during any renewal period.
339

340 5) The CE hours used to satisfy the CE requirements for renewal of a nursing
341 home administrator license held in another jurisdiction shall be applied to
342 fulfillment of the CE requirements for renewal of an Illinois nursing home
343 administrator license.
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- 6) Courses that are part of the curriculum of a university, college or other educational institution shall be allotted CE credit at the rate of 12 CE hours for each semester hour or 8 CE hours for each quarter hour of school credit awarded.
 - 7) A CE hour equals 60 minutes. After completion of the initial CE hour, credit may be given in one-half hour increments.
 - 8) No credit will be given for activities including, but not limited to, attendance at meetings or reading of journals.
 - 9) All CE hours may be obtained through online courses.
- c) CE Sponsors and Programs
- 1) Sponsor, as used in this Section, shall mean:
 - A) LeadingAge Illinois;
 - B) The Illinois Council on Long Term Care;
 - C) Illinois Health Care Association;
 - D) The Illinois Nursing Home Administrators Association;
 - E) National Continuing Education Review Service;
 - F) The Illinois Chapter of American College of Health Care Administrators; or
 - G) Any other school, college or university, State agency, or any other person, firm, or association that has been approved and authorized by the Department to coordinate and present CE courses and programs in conjunction with this Section.
 - 2) A sponsor shall file a sponsor application, along with the required fee set forth in Section 1310.65, certifying that:
 - A) All courses and programs offered by the sponsor for CE credit will comply with the criteria in subsection (c)(5) and all other criteria in this Section. The applicant shall be required to submit a sample 3 hour CE program with course materials, presenter qualifications, and course outline for review prior to being approved as a CE

- 388 sponsor;
- 389
- 390 B) The sponsor will be responsible for verifying attendance at each
- 391 course or program and provide a certificate of completion as set
- 392 forth in subsection (c)(7); and
- 393
- 394 C) Upon request by the Department, the sponsor will submit such
- 395 evidence as is necessary to establish compliance with this Section.
- 396 The evidence shall be required when the Department has reason to
- 397 believe that there is not full compliance with the Act and this Part
- 398 and that this information is necessary to ensure compliance.
- 399
- 400 3) Each sponsor shall submit, by November 30 of each odd-numbered year, a
- 401 sponsor renewal application, along with the required fee set forth in
- 402 Section 1310.65. With the renewal application, the sponsor shall be
- 403 required to submit to the Department a list of all courses and programs
- 404 offered in the past 2 years that includes a description, location, date and
- 405 time the course was offered.
- 406
- 407 4) State agencies, colleges and universities shall submit a sponsor application
- 408 in accordance with subsections (c)(2) and (3); however, they shall be
- 409 exempt from payment of the fee in accordance with Section 1310.65.
- 410
- 411 5) All courses and programs shall:
- 412
- 413 A) Contain materials that contribute to the advancement, extension
- 414 and enhancement of professional skills and knowledge in the
- 415 practice of nursing home administration;
- 416
- 417 B) Specify the course objectives, course content and teaching methods
- 418 to be used;
- 419
- 420 C) Be developed and presented by persons with education and/or
- 421 experience in the subject matter of the program;
- 422
- 423 D) Specify the number of CE hours that may be applied to fulfilling
- 424 the Illinois CE requirements for license renewal; and
- 425
- 426 E) Include some mechanism by which participants evaluate the
- 427 overall quality of the program.
- 428
- 429 6) An approved sponsor may subcontract with individuals and organizations
- 430 to provide approved programs. All advertising, promotional materials,

431 and certificates of attendance must identify the licensed sponsor and the
432 sponsor's license number. The presenter of the program may also be
433 identified, but should be identified as a presenter. When a licensed
434 sponsor subcontracts with a presenter, the licensed sponsor retains all
435 responsibility for monitoring attendance, providing certificates of
436 attendance, and ensuring the program meets all of the criteria established
437 by the Act and this Part, including the maintenance of records.
438

- 439 7) All programs given by sponsors shall be open to all licensed nursing home
440 administrators and not be limited to the members of a single organization
441 or group.
442
- 443 8) Certificate of Attendance or Participation. It shall be the responsibility of
444 the sponsor to provide each participant in an approved program or course
445 with a certificate of attendance or participation that shall contain the
446 following information:
447
- 448 A) The name and address of the sponsor;
 - 449
 - 450 B) The name, address and license number of the participant;
 - 451
 - 452 C) A brief statement of the subject matter;
 - 453
 - 454 D) The number of clock hours actually attended in each program;
 - 455
 - 456 E) The date and place of the program; and
 - 457
 - 458 F) The signature of the sponsor.
- 459
- 460 9) The sponsor shall maintain course materials and attendance records
461 containing all information in subsection (c)(8) for not less than 5 years,
462 except for the signature of the sponsor.
463
- 464 10) The sponsor shall be responsible for assuring that no renewal applicant
465 shall receive CE credit for time not actually spent attending the program.
466
- 467 11) If a sponsor should fail to comply with any of the foregoing requirements,
468 the Department, after notice to the sponsor and hearing before, and
469 recommendation by, the Board, shall thereafter refuse to accept for CE
470 credit attendance at or participation in any of that sponsor's CE activities
471 until the Department receives assurances of compliance with this Section.
472
- 473 12) Notwithstanding any other provision of this Section, the Department or

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Board may evaluate any sponsor of any CE program at any time.

13) The Department shall maintain a list of all approved CE sponsors.

d) Continuing Education Earned in Other Jurisdictions.

1) If a renewal applicant will be earning or has earned CE hours in another jurisdiction, but is not licensed in that jurisdiction, and when the course is not presented by an approved sponsor, the applicant shall submit an individual program approval request form, along with a \$20 processing fee, to have the program reviewed. The Board shall review and recommend approval or disapproval of the programs using the criteria set forth in subsection (c)(5). Applicants may seek individual program approval prior to participation in the course or program. All individual program approval requests shall be submitted prior to the expiration date of the license.

2) If a licensee fails to submit an out-of-state CE approval form within the required time, late approval may be obtained by submitting the application with the \$20 processing fee plus a \$10 per hour late fee not to exceed \$150. The Board shall review and recommend approval or disapproval of this program using the criteria set forth in this Section.

e) Certification of Compliance with CE Requirements

1) Each renewal applicant shall certify, on the renewal application, to full compliance with the CE requirements set forth in subsection (a).

2) The Department may require additional documentation in order to demonstrate compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance. The additional documentation will be required in the context of the Department's random audit.

3) When there appears to be a lack of compliance with CE requirements, an applicant will be notified and may request an interview with the Board, at which time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100].

f) Restoration of Nonrenewed License. Upon evidence of compliance with CE requirements, the Department shall restore the license upon payment of the required fee.

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g) Waiver of CE Requirements

- 1) Any renewal applicant seeking renewal of a license without having fully complied with this Section shall file with the Department a renewal application, the required renewal fee, a statement setting forth the facts concerning the non-compliance, and a request for waiver of the CE requirements on the basis of these facts. If the Department, upon the written recommendation of the Board, finds from the applicant's affidavit or any other evidence submitted, that extreme hardship has been shown to substantiate the granting of a waiver, the Department shall waive enforcement of those requirements for the renewal period for which the applicant has applied.
- 2) If an interview with the Board is requested at the time the request for the waiver is filed with the Department, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.
- 3) Extreme hardship shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:
 - A) Full-time service in the armed forces of the United States of America during a substantial part of the prerenewal period;
 - B) An incapacitating illness, documented by a currently licensed physician, physician assistant, Advanced Practice Registered Nurse, or Full Practice Authority Advanced Practice Registered Nurse;
 - C) A physical inability to travel to the sites of approved programs documented by a currently licensed physician, physician assistant, Advanced Practice Registered Nurse, or Full Practice Authority Advanced Practice Registered Nurse; or
 - D) Any other similar extenuating circumstances (i.e., family illness and prolonged hospitalization).
- 4) Any renewal applicant who, prior to the expiration date of his/her license, submits a request for a waiver, pursuant to the provisions of this Section, shall be deemed to be in good standing until the Department's final decision on the application has been made.

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(Source: Amended at 48 Ill. Reg. _____, effective _____)