

## Check Sheet for Nursing Facility Administrator License for applicants who have submitted an initial application prior to February 1, 2015

### Initial licensure requirements:

- Before applying for a Nursing Facility Administrator License, review the Nursing Facility Administrators Handbook.  
<http://www.dads.state.tx.us/handbooks/nfa/>
- Review of Academic and Alternative Education requirements, Form 5501-NFA. Documents may be faxed to 512-438-2052 or emailed to [Jennifer.pfluger@dads.state.tx.us](mailto:Jennifer.pfluger@dads.state.tx.us)  
(A copy of your college transcript, course descriptions & current resume must be attached)  
<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- Application for Nursing Facility Administrator, Form 5515-NFA (Application is only valid one year from the date it is received in our office)  
<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- Official transcript(s) from an accredited university or college and official transcript providing proof of completion of the 15 semester credit hours in long-term care.
- Department of Public Safety (DPS) Criminal History Check. Please follow instructions on the DPS Fingerprint Card Scan Authorization Form. (Criminal history check is only valid one year from the date the check has been completed)  
<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- Application for internship by non-school preceptor, Form 5516-NFA (if applicable). This form must be submitted and approved prior to starting and internship in a nursing facility. (Requirement for Non-school internship only) <http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- Evidence of completion of internship
  - If your internship is completed at a university or college, a transcript must be submitted listing the internship courses.
  - If your internship is completed at a nursing facility, all forms listed in the AIT manual must be completed by your preceptor and submitted to our office.[http://www.dads.state.tx.us/providers/NF/credentialing/nfa/ait/ait\\_manual.pdf](http://www.dads.state.tx.us/providers/NF/credentialing/nfa/ait/ait_manual.pdf)
- Statement from the Administrator of Record, Form 5529-NFA. All academic or non-academic internships are required to submit this form.  
<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- Once all items listed above are complete you will be approved to take the State and National Exam for a Nursing Facility Administrator license. See Examination requirements at §18.16. Effective, September 15, 2014, the National Exam fee will increase from \$350 to \$375.  
<http://www.dads.state.tx.us/handbooks/nfa/>
- Official Exam results will be mailed to you from DADS.

- After passing both exams you will be sent an initial licensure form. Once the form and fee has been received, DADS will issue the Nursing Facility Administrator License.

#### **Applicants who are currently licensed in another state may qualify for a Provisional License**

- See Provisional Licensure requirements at §18.32: <http://www.dads.state.tx.us/handbooks/nfa/>
- Application for Nursing Facility Administrator, Form 5515-NFA (Application is only valid one year from the date it is received in our office)  
<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- Provisional Licensure Questionnaire, Form 5518-NFA  
<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- DPS Criminal History Check. Please follow instructions on the DPS Fingerprint Card Scan Authorization Form. (Check is only valid one year from the date the check has been completed)  
<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>
- Once the above requirements have been met a provisional license will be issued and approval to take the state exam will be given. The provisional license expires 180 days from the date issued. DADS will issue a Texas Nursing Facility Administrator license once the provisional licensee has passed the state exam, completes the initial licensure form and submits the initial licensure fee.

If you have additional questions regarding the NFA licensing process, please contact the NFA program at 512-438-2015.

This Check sheet is located on the following NFA website:

<http://www.dads.state.tx.us/providers/NF/credentialing/nfa/forms.html>