

## SUBCHAPTER 37D - NEW LICENSES

### SECTION .0100 - GENERAL

#### 21 NCAC 37D .0101 OVERVIEW

The Board issues new licenses, reciprocal licenses and temporary licenses. All applicants shall comply with the application requirements set out in Section .0200 of this Subchapter. New license applicants shall successfully complete an AIT program pursuant to Section .0400 of this Subchapter, successfully complete the AIT course pursuant to Section .0300 of this Subchapter, pass the national exam pursuant to Section .0600 of this Subchapter and pass the state exam pursuant to Section .0700 of this Subchapter. Reciprocal license applicants shall provide proof that that original license from another jurisdiction substantially meets the applicable North Carolina licensure requirements and shall pass the national and state exams. Temporary licenses shall be issued pursuant to 21 NCAC 37F .0100.

*History Note: Authority G.S. 90-279; 90-287;  
Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

#### 21 NCAC 37D .0102 STEPS FOR NEW LICENSE APPLICANTS

New license applicants shall:

- (1) Meet educational and experience requirements as set out in 21 NCAC 37D .0300 generally;
- (2) Apply for and successfully complete the AIT program pursuant to 21 NCAC 37D .0400;
- (3) Apply for and successfully complete the required course pursuant to 21 NCAC 37D .0303;
- (4) Apply for and successfully complete the national exam pursuant to 21 NCAC 37D .0600;
- (5) Apply for and successfully complete the state exam pursuant to 21 NCAC 37D .0700;
- (6) Apply for licensure pursuant to 21 NCAC 37D .0200.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

### SECTION .0200 - APPLICATION FOR LICENSE

#### 21 NCAC 37D .0201 APPLICATION PACKAGE

- (a) An applicant shall request, in writing, an application package from the Board. The request shall be accompanied by copying charges at a cost as set out in 26 NCAC 1 .0103, which shall be credited to the total application fee.
- (b) All applications shall be received in the Board's office a minimum of three weeks prior to the meeting of the Board at which the application is to be considered. All items required to be provided to constitute a full application shall be received by this date.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. February 1, 1991; May 1, 1989; December 1, 1983;  
Transferred and Recodified from 21 NCAC 37A .0301 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

#### 21 NCAC 37D .0202 INITIAL LICENSURE FEE

Prior to licensure, the applicant shall send an initial licensure non-refundable fee of six hundred dollars (\$600.00) when the applicant has passed the examinations required by the Board under Sections .0600 and .0700 of this Subchapter.

*History Note: Authority G.S. 90-280;  
Eff. February 1, 1976;*

*Amended Eff. August 1, 1977;*  
*Readopted Eff. October 1, 1981; December 15, 1977;*  
*Amended Eff. December 30, 1981;*  
*Temporary Amendment Eff. July 13, 1982 for a period of 120 days to expire on November 9, 1982;*  
*Amended Eff. February 1, 1991; October 1, 1982;*  
*Transferred and Recodified from 21 NCAC 37A .0302 Eff. April 1, 1996;*  
*Amended Eff. August 1, 1996;*  
*Temporary Amendment Eff. August 15, 1996;*  
*Amended Eff. July 1, 1998;*  
*Temporary Amendment Eff. August 15, 1999;*  
*Amended Eff. January 1, 2021; July 1, 2014; September 1, 2004; July 1, 2000.*

## **21 NCAC 37D .0203 REFERENCES**

A candidate for licensure shall submit with his application three reference forms (one of which shall be from an employer) from individuals not related to the candidate who shall certify to the good moral character of the applicant. It shall be prima facie evidence of good moral character if a candidate has not violated any standards stated in G.S. 90-285.1.

*History Note: Authority G.S. 90-278; 90-285;*  
*Eff. February 1, 1976;*  
*Readopted Eff. October 1, 1981; December 15, 1977;*  
*Amended Eff. August 2, 1993; February 1, 1991; May 1, 1989;*  
*Transferred and Recodified from 21 NCAC 37A .0303 Eff. April 1, 1996;*  
*Amended Eff. April 1, 1996;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

## **21 NCAC 37D .0204 FELONIES AND/OR MISDEMEANORS**

(a) Felony. An applicant for licensure who has been convicted by any jurisdiction of a felony shall not be permitted to enter the AIT program or otherwise be licensed unless his rights of citizenship have been restored.

(b) Misdemeanor. An applicant for licensure who has been convicted by any jurisdiction of a misdemeanor shall not be permitted to enter the AIT program or otherwise be licensed unless he has fully complied with all terms of the judgment imposed for said misdemeanor.

*History Note: Authority G.S. 90-278; 90-285;*  
*Eff. February 1, 1976;*  
*Amended Eff. April 8, 1977;*  
*Readopted Eff. October 1, 1981; December 15, 1977;*  
*Amended Eff. February 1, 1991; May 1, 1989;*  
*Transferred and Recodified from 21 NCAC 37A .0304 Eff. April 1, 1996;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

## **SECTION .0300 - EDUCATION, EXPERIENCE AND REQUIRED COURSE**

### **21 NCAC 37D .0301 EDUCATION**

To be eligible for the national and state exams and for licensure, an applicant shall have either a minimum of two years credit from an accredited college as described in G.S. 90-278(b) or have a combination of education and experience approved by the Board pursuant to 21 NCAC 37D .0302. All education credit shall be documented by an official originally sealed college transcript.

*History Note: Authority G.S. 90-278;*  
*Eff. April 1, 1996;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

## **21 NCAC 37D .0302 COMBINATION OF EDUCATION AND EXPERIENCE**

A combination of education and experience shall comply with the following requirements:

- (1) A minimum of one year of college credit from an accredited institution with a cumulative average of at least a 2.0 grade point average on a 4.0 point scale.
- (2) Supervisory experience may be substituted for up to one year of education at the rate of two years experience for one year of education credit. Supervisory experience for purposes of this Section means having continuous, direct management responsibility, including some responsibility for hiring and firing, over the equivalent of at least one full-time employee. Such supervisory experience shall have been in a nursing home within the five years preceding the date of application. For purposes of this Rule, "supervisory experience" means full-time service as a department head or licensed professional supervising one or more employees.

*History Note: Authority G.S. 90-278;  
Eff. April 1, 1996.  
Amended Eff. July 1, 2000;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

## **21 NCAC 37D .0303 REQUIRED COURSE**

- (a) The course prescribed by the Board pursuant to G.S. 90-278(1)c shall be comprised of in-class instruction, including all the domains of practice as described in Rule .0605 of this Subchapter.
- (b) An applicant with a health care administration degree may request in writing that the Board approve college courses as substantially equivalent to portions of the required course, provided the applicant's college transcripts validate the long term care courses were passed with a minimum of a 2.0 GPA.

*History Note: Authority G.S. 90-278(1)c;  
Eff. April 1, 1996;  
Amended Eff. July 1, 2004; July 1, 2000;  
Readopted Eff. October 1, 2015.*

## **SECTION .0400 - ADMINISTRATOR-IN-TRAINING**

### **21 NCAC 37D .0401 TRAINING REQUIREMENT**

Each applicant for initial licensure shall complete an AIT program under the direction of a preceptor unless he is exempt from this requirement under G.S. 90-278(1)d or Rule .0412 of this Section.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. December 15, 1977;  
Amended Eff. February 1, 1980;  
Readopted Eff. October 1, 1981;  
Amended Eff. August 2, 1993; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0501 Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

### **21 NCAC 37D .0402 APPLICATION TO BECOME ADMINISTRATOR-IN-TRAINING (AIT)**

- (a) The applicant shall submit to the Board an application containing:
  - (1) name;
  - (2) education;
  - (3) employment history;
  - (4) questions pertaining to moral character;
  - (5) criminal history; and
  - (6) an affidavit stating that the applicant if granted a license, shall obey the laws of the state and the rules of the Board, and shall maintain the honor and dignity of the profession.

- (b) The applicant shall submit a resume.
- (c) The applicant shall submit three reference forms (one employer and two character) as set forth in Rule .0203 of this Subchapter:
  - (1) the Employer Reference Form shall include the address of employment and duties assigned; and
  - (2) the Character Reference Form shall include how this individual knows the applicant and whether the applicant is capable to supervise the care of residents of a skilled facility. No character reference shall be from a relative of the applicant.
- (d) The applicant shall submit an official transcript issued by the institution indicating the courses completed and hours earned, specifying whether semester or quarter hours. The applicant shall supply documentation of his or her supervisory experience in a nursing home if the applicant is utilizing the experience substitute for the education requirement as allowed by G.S. 90-278(1)b.
- (e) The applicant and the preceptor shall appear before the Board for a personal interview.
- (f) The preceptor shall submit to the Board three weeks prior to the personal interview:
  - (1) a Facility Survey Form stating the facility license number, address, and the number of beds;
  - (2) a letter accepting the individual as an AIT;
  - (3) a Preceptor Disclosure Form stating number of years the individual has served as an administrator and number of AITs precepted;
  - (4) a curriculum outline for the AIT program that provides the AIT with job experience in each department. A curriculum outline shall include each department in the facility and the information that will be covered, including the recommended number of weeks in the program as outlined on the AIT Curriculum Request and Rationale Form;
  - (5) an AIT Curriculum Request and Rationale Form shall be based on education and experience of the AIT applicant. The preceptor shall be responsible for providing a rationale for all subject areas with the recommended number of weeks for the AIT; and
  - (6) the directions to the facility.
- (g) The owner or governing board of the facility shall submit to the Board three weeks prior to the personal interview a letter of approval for the AIT applicant to train in the facility.
- (h) A non-refundable processing fee of three hundred dollars (\$300.00) shall be submitted with the application.
- (i) An AIT applicant shall maintain at all times a current residential mailing address with the Board office.
- (j) The applicant may obtain an application and forms from the Board's website or from the Board office.

*History Note: Authority G.S. 90-278; 90-280; 90-285; 90-288.01; Eff. February 1, 1976; Amended Eff. August 1, 1977; April 8, 1977; Readopted Eff. December 15, 1977; Amended Eff. February 1, 1980; Readopted Eff. October 1, 1981; Amended Eff. August 1, 1995; August 2, 1993; February 1, 1991; May 1, 1989; Transferred and Recodified from 21 NCAC 37A .0502 Eff. April 1, 1996; Amended Eff. July 1, 2014; July 1, 2004; April 1, 1996; Readopted Eff. October 1, 2015; Amended Eff. January 1, 2021.*

## **21 NCAC 37D .0403 TRAINING PERMIT**

- (a) After the interview and approval, and upon notification from the preceptor of the starting date of the AIT program, the Board shall issue an AIT training permit to the applicant for a maximum one-year period beginning on the date the permit is issued.
- (b) Should the AIT or the Preceptor fail to follow the individualized curriculum (submitted pursuant to Rule 37D .0402), follow the training program (presented pursuant to Rule 37D .0405), timely submit a report (required by Rule 37D .0406), serve at least a minimum number of hours (required by Rule 37D .0407), or otherwise comply with any applicable statute or rule, the Board may revise, suspend, or rescind the AIT training permit.

*History Note: Authority G.S. 90-278; 90-285; Eff. February 1, 1976; Amended Eff. April 8, 1977; Readopted Eff. October 1, 1981; December 15, 1977;*

*Amended Eff. August 2, 1993; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0504 Eff. April 1, 1996;  
Amended Eff. July 1, 2000; April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

**21 NCAC 37D .0404 ADMINISTRATOR-IN-TRAINING SELECTION OF PRECEPTOR**

- (a) AIT applicants shall select a preceptor prior to submitting application to the Board. Lists of preceptors approved by the Board can be found on the Board's website [www.ncbenha.org](http://www.ncbenha.org).
- (b) It shall be the responsibility of the AIT applicant to contact a preceptor to ensure that the preceptor accepts the AIT applicant.
- (c) The AIT shall notify the Board of any change in preceptor. Any change in preceptor shall be from the approved list.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. August 2, 1993; February 1, 1991; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0505 Eff. April 1, 1996;  
Amended Eff. July 1, 2004; April 1, 1996;  
Readopted Eff. October 1, 2015.*

**21 NCAC 37D .0405 ADMINISTRATOR-IN-TRAINING PROGRAM**

- (a) The preceptor shall evaluate and recommend to the Board the length of the AIT program required to teach the core of knowledge as outlined in 21 NCAC 37D .0605 before accepting the AIT to train in a facility approved by the Board subject to the following provisions:
  - (1) in determining the length of the AIT program, the preceptor shall consider the strengths and weaknesses of the AIT applicant as it relates to his/her education and past supervisory experience;
  - (2) the AIT program shall be presented to the Board by the preceptor and the AIT during the personal interview as required under Rule .0402(e) of this Section; and
  - (3) except as otherwise allowed under Rule .0412 of this Section, all AITs shall serve a minimum of 12 weeks in the AIT program, plus any additional weeks as determined by the Board. In determining whether to require additional weeks in addition to the 12 week minimum, the Board shall consider the recommendation of the preceptor, and the Board's independent consideration of the AIT applicant's education, training and experience relevant to operating a health care facility.
- (b) An AIT applicant who is working toward or has completed a baccalaureate or masters degree in nursing home administration or a related health care administration field shall serve a minimum of 12 weeks in the AIT program as part of his/her educational curriculum in a North Carolina licensed nursing home under the supervision of an approved preceptor.
- (c) An AIT shall complete a basic Nursing Home Administrator course approved by the Board within two years preceding an application for licensure.
- (d) Within one year after the completion of the approved AIT program and upon successfully passing the examinations as required by the Board, the AIT may submit a licensure application and fee as provided in 21 NCAC 37D .0201 and .0202, and may be issued a license.

*History Note: Filed as a Temporary Amendment Eff. July 29, 1987 for a period of 155 days to expire on December 31, 1987;  
Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. December 15, 1977;  
Amended Eff. February 1, 1980;  
Readopted Eff. October 1, 1981;  
Amended Eff. August 2, 1993; February 1, 1991; May 1, 1989; December 1, 1987;  
Transferred and Recodified from 21 NCAC 37A .0519 Eff. April 1, 1996;  
Amended Eff. July 1, 2000; April 1, 1996;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

#### **21 NCAC 37D .0406 AIT REPORTS**

- (a) At the conclusion of each month, the AIT shall submit to the Board a report on his progress on a form provided by the Board for that purpose. Provided, however, an AIT approved for a program of less than 20 weeks in length, shall submit weekly reports.
- (b) The report requires the name of the AIT, a statement of the subject areas covered that week or month, the number of hours the AIT has completed that week or month, comments from the preceptor concerning the progress of the AIT's training, a description of the administrative activities in which the AIT has participated, suggestions for improvement in the program, and other information that the Board requests.
- (c) Both the preceptor and the AIT shall sign the report, verifying the accuracy of the information.
- (d) Weekly or monthly reports shall be received in the Board's office within 10 days of the end of the reporting period.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. December 15, 1977;  
Amended Eff. February 1, 1980;  
Readopted Eff. October 1, 1981;  
Amended Eff. May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0510 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

#### **21 NCAC 37D .0407 AIT TIME ON THE JOB**

- (a) The AIT shall serve an internship recommended by the preceptor and approved by the Board with a minimum of 40 hours per week, principally during the hours that the preceptor is on duty. The minimum AIT program is 12 weeks, which may not be reduced except as stated in G.S. 90-278(1)d and Rule .0412 of this Section.
- (b) An internship which has been discontinued by a period of military service shall be allowed to be completed within a year after that service.
- (c) An internship which has been discontinued for any purpose other than military service cannot be completed if the absence exceeds one year from the date of discontinuance.
- (d) Only one discontinuance is allowed.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. December 15, 1977;  
Amended Eff. February 1, 1980;  
Readopted Eff. October 1, 1981;  
Amended Eff. August 2, 1993; February 1, 1991; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0517 Eff. April 1, 1996;  
Amended Eff. July 1, 2000;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

#### **21 NCAC 37D .0408 CHANGE OF STATUS AND DISCONTINUANCE**

- (a) If the AIT desires to change preceptors, he shall submit a Notice of Change of Status or Discontinuance form provided by the Board. Prior to changing preceptors, the AIT shall notify the Board and the Board's Executive Director may grant such requests subject to approval at the next regularly scheduled board meeting.
- (b) If the AIT desires to discontinue his internship, the Notice of Change of Status or Discontinuance form shall be submitted within 10 days of discontinuance before any accumulated training time may be considered should the AIT elect to re-enter his internship program at a future date.

(c) The form requires the name of the AIT and preceptor, the change requested, the effective date and reasons for the change. Either the AIT or the preceptor shall sign the form.

*History Note:* Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. August 2, 1993; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0514 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

#### **21 NCAC 37D .0409 DISMISSAL FROM PROGRAM**

- (a) The preceptor or Board staff shall inform the AIT of his performance as the program progresses.
- (b) If the AIT's performance is not acceptable, the preceptor or Board staff shall so inform him, and the AIT shall be given an opportunity to correct the deficiencies.
- (c) If the AIT does not correct the deficiencies, either the preceptor, or the Board, shall notify the AIT that he can no longer participate in the program.

*History Note:* Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0515 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

#### **21 NCAC 37D .0410 COMPENSATION OF AITS**

- (a) The Board shall not pay the AIT compensation for his work in the program.
- (b) The facility in which the AIT is training may compensate the AIT, but is not required to do so by these Rules.

*History Note:* Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0516 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

#### **21 NCAC 37D .0411 APPROVAL OF PROGRAMS OF STUDY IN ACCREDITED INSTITUTIONS**

*History Note:* Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. February 1, 1991; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0402 Eff. April 1, 1996;  
Repealed Eff. April 1, 1996.

#### **21 NCAC 37D .0412 INITIAL ON-THE-JOB TRAINING**

- (a) Every AIT program shall include a 12 week initial on-the-job training component plus such additional weeks of on-the-job training appropriate to the individual applicant based upon education and experience necessary to assure minimum professional competence. The initial portion shall include basic work in the subject areas outlined in 21 NCAC 37D .0605.

(b) Reduction to AIT program:

- (1) A hospital administrator or assistant administrator shall be exempt from the 12 week initial on-the-job training component if:
  - (A) He has been the administrator or assistant administrator of a particular long-term care unit or swing beds in a hospital facility for at least 12 weeks; and
  - (B) The hospital facility was licensed in North Carolina under either Article 5 of G.S. 131E or Article 2 of G.S. 122C.
- (2) A nursing home assistant administrator or director of nursing shall be exempt from those portions of the initial on-the-job training which the applicant shows have been satisfied by direct on-the-job experience in a nursing home licensed in North Carolina provided he has served for four years within the previous five years in such a position with a level of responsibility and complexity for the management of human, financial, and material resources for the provision of care of a magnitude at least equal to that of a licensed nursing home administrator, and with exposure to and familiarity with the subject areas outlined in 21 NCAC 37D .0605.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0520 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

## **SECTION .0500 - PRECEPTORS**

### **21 NCAC 37D .0501 APPLICATION FOR PRECEPTOR CERTIFICATION**

A licensed Nursing Home Administrator wishing to be certified as a preceptor for the AIT program may apply on an application obtained by writing to the Board.

*History Note: Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. February 1, 1991; May 1, 1989; December 1, 1983;  
Transferred and Recodified from 21 NCAC 37A .0507 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

### **21 NCAC 37D .0502 PRECEPTOR QUALIFICATIONS**

- (a) To be certified as a preceptor the nursing home administrator shall:
- (1) exemplify the highest ethical and professional standards and not have violated any standards stated in G.S. 90-285.1;
  - (2) have been the administrator of record of a nursing home facility for a minimum of two years or have a masters degree in health care administration and have been the administrator of record of a nursing home facility for a minimum of one year;
  - (3) certify that no revocation proceeding, suspension of admissions, or provisional license has been initiated or is in effect against his facility(ies);
  - (4) express himself well and be at ease in a teaching situation;
  - (5) be a full time administrator of record of a facility that is licensed by the Division of Health Service Regulation as a nursing home;
  - (6) successfully complete a preceptor training course approved by the Board within the past two years; and
  - (7) complete 40 hours of continuing education during the 24 months preceding application for certification.
- (b) A preceptor shall be recertified biennially by the Board in accordance with the qualifications as set out in Paragraph (a) of this Rule at the time of license renewal.



- (c) The preceptor and the AIT shall spend a minimum of four hours per week in orientation, direct instruction, planning and evaluation.
- (d) An administrator licensed by reciprocity/endorsement who held an active preceptor certificate in another state may also receive a North Carolina preceptor certificate if all other requirements are met.
- (e) Any administrator who otherwise meets all requirements of this Rule except for completion of the approved course under Subparagraph (a)(6) of this Rule and who has previously been certified as a preceptor may be issued a temporary preceptor certificate by the Board until such course is completed.

*History Note:* Authority G.S. 90-276(5); 90-278; 90-285(11);  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. December 15, 1977;  
Amended Eff. February 1, 1980;  
Readopted with Change Eff. October 1, 1981;  
Amended Eff. August 2, 1993; February 1, 1991; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0508 Eff. April 1, 1996;  
Amended Eff. July 1, 2000; April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

#### **21 NCAC 37D .0503 PRECEPTOR'S REPORTS**

- (a) At the end of the approved AIT program, the preceptor shall submit a report and an evaluation of the AIT on forms provided by the Board. These forms are to be submitted to the Board within 10 days of completion of the AIT program. The forms shall require the name of the AIT, the place of training, an evaluation of the AIT's abilities, and other information that the Board requests. The preceptor shall sign the forms.
- (b) The reports shall be filed in the AIT's file in the Board's office and shall become a permanent record in the individual's file.

*History Note:* Authority G.S. 90-278; 90-285;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. December 15, 1977;  
Amended Eff. February 1, 1980;  
Readopted Eff. October 1, 1981;  
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Transferred and Recodified from 21 NCAC 37A .0512 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

#### **21 NCAC 37D .0504 PRECEPTOR COMPLIANCE**

Failure to comply with the supervision and reporting requirements of these rules shall constitute grounds for discipline of the preceptor as well as grounds for revision, suspension or rescission of the training permit.

*History Note:* Authority G.S. 90-278; 90-285;  
Eff. July 1, 2000;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

### **SECTION .0600 – NATIONAL EXAM**

#### **21 NCAC 37D .0601 ELIGIBILITY**

- (a) To be eligible to take the national exam, an applicant shall:
  - (1) be approved for an AIT program which, along with the required course prescribed in 21 NCAC 37D .0303, shall be completed within 45 days after the exam; or
  - (2) be exempt pursuant to G.S. 90-278(1)(d); or

- (3) be a reciprocal applicant whose prior exam scores do not meet current N.C. requirements.
- (b) Upon the third failure of any exam required by the Board, the AIT and the preceptor shall submit to the Board a program to strengthen the candidate's weakness as demonstrated by the previous exam results. Upon approval by the Board of the program and completion thereof by the candidate, he shall be eligible to retake the exam.
- (c) Upon the failure of any examination the fourth time, the AIT shall be disqualified from continuing in the program. Nothing in this Rule shall be construed to prevent the applicant from reapplying for entrance to the AIT program.

*History Note:* Authority G.S. 90-278; 90-284; 90-285;  
Eff. April 1, 1996;  
Amended Eff. July 1, 2000;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

#### **21 NCAC 37D .0602 NATIONAL EXAM APPLICATION**

To sit for the National Exam, a person shall submit an exam application electronically to the National Association of Long Term Care Administrators Board (NAB) through their website [www.nabweb.org](http://www.nabweb.org). After the applicant has completed the National Exam Application, the NAB will notify the Board for approval of the applicant. Prior to the Board approving the applicant's eligibility to sit for the National Exam and in order to release the results of the NAB exam score, the applicant shall pay to the Board a processing fee of fifty dollars (\$50.00).

*History Note:* Authority G.S. 90-280; 90-285;  
Eff. April 1, 1996;  
Amended Eff. September 1, 2004;  
Readopted Eff. October 1, 2015.

#### **21 NCAC 37D .0603 NATIONAL EXAMINATION ADMINISTRATION**

- (a) The applicant may sit for the national examination consistent with the examination schedule established by the National Association of Boards of Examiners of Long Term Care Administrators( NAB).
- (b) An applicant shall sit for and pass the national and state exams within one year of the date of completion of the AIT program in order to meet the AIT requirement.
- (c) An applicant shall pay the exam fees each time he takes the national examination.

*History Note:* Authority G.S. 90-280; 90-285;  
Eff. April 1, 1996;  
Amended Eff. July 1, 2000;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.

#### **21 NCAC 37D .0604 GRADE REQUIRED**

Every candidate for a nursing home administrator's license shall be required to pass the licensing examinations in accordance with the National Association of Long Term Care Administrator Boards standards which are referenced under "Scaled Scores" in the NAB Exam Candidate Handbook, which can be found at: <https://www.nabweb.org/seeking-licensure/exam-candidate-handbook>.

*History Note:* Authority G.S. 90-285;  
Eff. February 1, 1976;  
Readopted Eff. October 1, 1977; December 15, 1977;  
Amended Eff. May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0801 Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014;  
Amended Eff May 1, 2023.

#### **21 NCAC 37D .0605 SUBJECT AREAS**

*History Note:* Authority G.S. 90-278; 90-285;

*Eff. February 1, 1976;*  
*Readopted Eff. October 1, 1981; December 15, 1977;*  
*Amended Eff. August 2, 1993;*  
*Transferred and Recodified from 21 NCAC 37A .0701 Eff. April 1, 1996;*  
*Amended Eff. July 1 2004; July 1, 2000; April 1, 1996;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014;*  
*Repealed Eff. May 1, 2023.*

## **SECTION .0700 – STATE EXAM**

### **21 NCAC 37D .0701 ELIGIBILITY**

- (a) To be eligible to take the state examination, the applicant shall be qualified under Rules .0601 and .0603(b) of this Subchapter.
- (b) Upon the third failure of any exam required by the Board, the AIT and the preceptor shall submit to the Board a program to strengthen the candidate's weakness as demonstrated by the previous exam results. Upon approval by the Board of the program and completion thereof by the candidate, he shall be eligible to retake the exam.
- (c) Upon the failure of any examination the fourth time, the AIT shall be disqualified from continuing in the program. Nothing in this Rule shall be construed to prevent the applicant from reapplying for entrance to the AIT program.

*History Note: Authority G.S. 90-285;*  
*Eff. April 1, 1996;*  
*Amended Eff. July 1, 2000;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

### **21 NCAC 37D .0702 APPLICATION**

To sit for the state examination, a person shall submit an application on a form provided by the Board.

*History Note: Authority G.S. 90-285;*  
*Eff. April 1, 1996;*  
*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

### **21 NCAC 37D .0703 STATE EXAMINATION ADMINISTRATION**

- (a) The State Examination shall be administered on dates to be determined and published by the Board on the State Examination Application form located on the Board's website. It may also be offered to reciprocity applicants and to AIT applicants who passed the National Examination but previously failed the State Examination on different dates if the applicants show good cause, such as unavailability due to illness, inclement weather, employment, or survey.
- (b) An applicant shall pay a non-refundable processing fee of one hundred fifty dollars (\$150.00) each time the applicant takes the State Examination.
- (c) To sit for the State Examination, the applicant shall submit a Test Confidentiality and Attestation Form, which is a release form stating the applicant will keep test questions confidential. This form is provided by the Board on the website and in the information package.
- (d) An applicant shall pass the State Exam within one year of the date of completion of the AIT program.

*History Note: Authority G.S. 90-280; 90-285;*  
*Eff. April 1, 1996;*  
*Amended Eff. July 1, 2014; July 1, 2004;*  
*Readopted Eff. October 1, 2015.*

### **21 NCAC 37D .0704 GRADE REQUIRED**

Each candidate for a nursing home administrator's license shall be required to pass the licensing examinations with a grade of at least 75 percent.

*History Note: Authority G.S. 90-285;*

*Eff. July 1, 2000;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*