



NURSING FACILITY ADMINISTRATOR (NFA) HANDBOOK

*PREPARING STUDENTS TO BECOME LICENSED NURSING FACILITY
ADMINISTRATORS (State of Texas Only)*

**NOTE: All policies & procedures contained in this handbook are subject to change at any time and without prior notice.*

TABLE OF CONTENTS

Contents

TABLE OF CONTENTS.....	2
NURSING FACILITY ADMINISTRATOR (NFA) HANDBOOK.....	3
Introduction to Amberton University	3
Amberton Graduate Certificate: Nursing Facility Administrator	3
Practicum Courses	4
Administer in Training Practicum 1.....	5
Administer in Training Practicum 2.....	6
Administer in Training Practicum 3.....	7
Administer in Training Practicum 4.....	8
HCA Practicum Log Form:.....	9
Nursing Facility Administrator (NFA) Program Description:	10
How to Get Started:	10
Background Checks.....	11
TULIP NFA Licensing System.....	12
What are the NFA License Requirements? (TAC 555.12)	12
What are the NFA Internship Requirements? (TAC 555.13).....	13
What are the Procedures to Obtain an NFA License? (State of Texas -- Options 1 – 5).....	15
Option 1: Traditional / Initial Route.....	15
Traditional / Initial NFA Route Process Map.....	15
Option 2: Health Services Executive (HSE) Qualification Route	17
HSE Qualification Route Process Map	17
Option 3: Reciprocity Route	19
Reciprocity Route Process Map	19
Option 4: Military Service Member or Spouse Stationed in Texas Route.....	21
Military Service Member or Spouse Process Map.....	21
Option 5: Provisional License Route	23
Provisional License Route Process Map	23
For More Information.....	25



NURSING FACILITY ADMINISTRATOR (NFA) HANDBOOK

PREPARING STUDENTS TO BECOME LICENSED NURSING FACILITY ADMINISTRATORS

Introduction to Amberton University

Amberton University is designed exclusively for the mature, working adult who seeks to benefit from the richness of a relevant, educational experience. The adult who attends Amberton University will find the atmosphere similar to that of professional schools of law, medicine, and engineering. At Amberton University, the student is exposed to a diverse group of working adults who share interests and ideas. Amberton University desires to equip its students with the practical knowledge, tools, and character necessary to cope effectively in the situations and challenges that lie ahead. In short, Amberton University educates for lifelong learning.

Amberton Graduate Certificate: Nursing Facility Administrator

Amberton's Graduate Certificate for Nursing Facility Administrator (NFA) meets the academic coursework required for NFA licensure in the State of Texas. For students who are seeking NFA licensure in another state, please visit the National Association of Long Term Care Administrator Board (NAB) website (<https://www.nabweb.org/home>) as well as your state's Health and Human Services website for specific licensure requirements in your state of residency.

The curriculum focuses on alignment with the National Association of Long Term Care Administrator Board, with courses corresponding to required domains of knowledge, noted below:

1. Care services and support
2. Operations
3. Environment & quality
4. Leadership and strategy

Required courses include:

HCA 5930 Healthcare Quality Improvement Concepts & Tools	3 hours
HCA5920 Healthcare Policy Development and Regulations	3 hours
HCA5940 Operational Decision-Making for Healthcare Managers	3 hours
MGT5670 Executive Leadership	3 hours

Practicum Courses

Four Practicum courses are available to students who wish to apply for NFA licensure and need Administrator-In-Training (AIT) supervision. These courses include Practicums 1, 2, 3 and 4. Note that no student may enroll in a Practicum course without meeting the prerequisites. For each Practicum course, students must complete the following self-assessment:

Inventory of Knowledge: Self-Assessment Instrument

The preceptor and AIT are encouraged to develop an inventory of the AIT's knowledge in each of these areas to determine where the AIT Program should be focused. Once this instrument is completed, the Preceptor will have a better indication of the AIT's strengths and weaknesses. It is recommended that the Self-Assessment be completed either midway or at the end of the program again, to indicate the progress of the AIT.

Self-Assessment

This will help the Preceptor prepare an analysis of their strengths and weaknesses...and will translate into helping define your needs for the number of hours in each AIT Program Module. Below is the scale that will be used throughout the self-assessment.

4 - I feel that I am fully competent in this area.

1 - I believe that my knowledge or skill level is deficient here.

3 - I am quite knowledgeable or skilled in this area.

0 - I know nothing about this, or do not have this skill.

2 - My knowledge or skill level is about average in this area.

Instructions: Rate yourself on the following items. Please be honest as this self-assessment will be kept confidential and used only by your Preceptor to design a plan of study. For additional instructions, please reference the previous page.

AIT's NAME

The Assessment can be found on Page 57 of the NAB Program Manual at:

<https://www.oplc.nh.gov/sites/g/files/ehbemt441/files/inline-documents/sonh/ait-nab-program-manual-2017.pdf>

Prerequisites

Applicant must have an accredited bachelor's or master's degree in any degree program. In addition to this, the student must have completed a minimum of 12 semester credit hours in long-term care administration or its equivalent with courses in the four domains of the National Association of Long-Term Care Administrator Boards (NAB), including: care services and support; operations; environment and quality; and leadership and strategy.

Amberton's Nursing Facility Administrator Certificate fulfills these requirements:

HCA5930 Healthcare Quality Improvement Concepts & Tools

HCA5920 Healthcare Policy Development & Regulations

HCA5940 Operational Decision-Making for Healthcare Managers

MGT5670 Executive Leadership

Environment & Quality

Operations

Care Services & Support

Leadership & Strategy

The applicant may qualify for a 500-hour internship if they have a Bachelor's or Master's degree in health administration, health services administration, health care administration, or nursing that includes coursework encompassing the four NAB domains. They must also have management experience (three years for Bachelor's or one year for Master's degree) working in a nursing facility or as an assistant administrator of record in another state (one year).

Each new Practicum student will fill out an application to determine their qualifications before registering for the courses.

Administer in Training Practicum 1

This course is a supervised internship during which the Administrator-in-Training (AIT) works under the guidance and supervision of a preceptor, who is a licensed administrator meeting the qualifications established for preceptors by their respective states. The purpose of the AIT Program is to spur and enhance AIT's professional development in long-term care (LTC) administration. A significant portion of the program involves observing and participating in activities associated with administration or resident/patient care. The course introduces the tools and knowledge of healthcare administration to students through observation and participation in activities associated with administration and/or patient care, services and support.

Practicum 1 - Care, Services and Support: including quality of care, medical and nursing care practices, and medication management and administration.

Course Outline:

- I. Care, Services and Support
 - a. Medical and Nursing Care Practices
 - b. Medical Director
 - c. Emergency Medical Services
 - d. Bill of Rights and Responsibilities
 - e. Patient Safety
 - f. Patient Grievance, Conflict, and Dispute Resolution
 - g. Death, Dying, and Grief
 - h. Foodservice
 - i. Social Services Program
 - j. Therapeutic Recreation and Activity Programs
 - k. Community Resources
 - l. Hospice and Palliative Care

- m. Telemedicine
- n. Dental and Oral Care Services
- o. Volunteer Programs

Administer in Training Practicum 2

This course is a supervised internship during which the Administrator in Training (AIT) works under the guidance and supervision of a preceptor, who is a licensed administrator meeting the qualifications established for preceptors by their respective states. The purpose of the AIT Program is to spur and enhance AIT's professional development in long-term care (LTC) administration. A significant portion of the program involves observing and participating in activities associated with administration or resident/patient care. Module 2 includes:

Operations: The day-to-day running of a long-term care facility.

Course Outline:

- II. Operations
 - a. Budgeting, Forecasting and Financial Analysis
 - b. Revenue Cycle Management
 - c. Financial Statements: Revenue and Reimbursement
 - d. Financial Reporting Requirements and Management Controls
 - e. Supply-Chain Management
 - f. Resident Trust Accounts
 - g. OSHA Rules and Regulations
 - h. Workers Compensation
 - i. Ethical Conduct and Standards of Practice
 - j. Compliance Programs
 - k. Risk Management Process and Programs
 - l. Quality Improvement Processes
 - m. Scope of Practice and Legal Liability
 - n. Internal Investigation Protocols and Techniques

- o. Mandatory Reporting Requirements
- p. Insurance Coverage
- q. Healthcare Record Requirements
- r. Federal Human Resources Laws, Rules, and Regulations
- s. Employee Grievance, Conflict, and Dispute Resolution.
- t. Employee Satisfaction, Engagement, and Retention.
- u. Cultural Competence and Diversity Awareness.

Prerequisite:

Completion of AIT Practicum 1 including all Practicum I prerequisites.

Administer in Training Practicum 3

This course is a supervised internship during which the AIT works under the guidance and supervision of a preceptor, who is a licensed administrator meeting the qualifications established for preceptors by their respective states. The purpose of the AIT Program is to spur and enhance the professional development of AIT in the field of long-term care (LTC) administration. A significant portion of the program involves observing and participating in activities associated with administration and/or resident/patient care. A variety of crucial topics will be addressed through four modules. Practicum 3 includes:

Environment and Quality: The physical environment of long-term care facilities and the quality of care they provide. The course introduces the tools and knowledge of healthcare administration to students through observation and participation in activities associated with healthcare environment and quality, including the physical environment of long-term care facilities and the quality of care they provide.

Course Outline:

III. Environment

- a. Federal Codes and Regulations for Building Equipment, Maintenance and Grounds
- b. Safety and Accessibility
- c. Information Systems Infrastructure
- d. Preventative and Routine Maintenance Programs
- e. Infection Control and Sanitation
- f. Disaster and Emergency Planning, Preparedness, Response, and Recovery

- g. Federal Healthcare Laws, Rules, and Regulations. life safety code issues.
- h. QAPI for Medicare/Medicaid Compliance
- i. Certification and Licensure Requirements for the Organization.
- j. Pre-Admission Screening Annual Review (PASSR).
- k. Facility Assessment.

Prerequisite:

Completion of AIT Practicum 1 including all Practicum II prerequisites.

Administer in Training Practicum 4

This course is a supervised internship during which the Administrator in Training (AIT) works under the guidance and supervision of a preceptor, who is a licensed administrator meeting the qualifications established for preceptors by their respective states. The purpose of the AIT Program is to spur and enhance AIT's professional development in long-term care (LTC) administration. A significant portion of the program involves observing and participating in activities associated with administration or resident/patient care. A variety of crucial topics will be addressed through four modules. Practicum 4 includes:

Practicum 4: Leadership and Strategy - the skills and knowledge needed to lead and develop long-term care facilities. The course introduces the tools and knowledge of healthcare administration to students through observation and participation in activities associated with leadership and strategic management required for long-term care facilities.

Course Outline:

- I. Leadership and Strategy
 - i. Organizational Structures and Change Management.
 - ii. Leadership Principles
 - iii. Governance
 - iv. Mission, Vision, and Value Statements.
 - v. Strategic Business Planning
 - vi. Business Analytics
 - vii. Business Development
 - viii. Public Relations and External Stakeholders

Nursing Facility Administrator (NFA) Program Description:

NOTE: For this document and National Association of Long Term Care Administration Boards (NAB) accreditation purposes, a Nursing Home Facilitator (NHF) and Nursing Facility Administrator (NFA) are considered equivalent.

A Nursing Facility Administrator manages, supervises and is in general administrative charge of a facility for skilled nursing or facility for intermediate care.

A Nursing Facility Administrator shall:

1. Ensure that the nursing facility complies with all applicable requirements of [NRS Chapter 449](#) and [NAC Chapter 449](#); and Part 483 of Title 42 of the Code of Federal Regulations.
2. Oversee and direct the persons employed by the nursing facility as necessary to ensure that the residents of the nursing facility receive needed services and protective supervision.

NOTE: A skilled nursing facility is an establishment that provides continuous skilled nursing and related care as prescribed by a physician to a patient in the facility who is not in an acute episode of illness and whose primary need is the availability of such care continuously.

"Facility for intermediate care" means an establishment operated and maintained for the purpose of providing personal and medical supervision for 24 hours, for four or more persons who do not have illness, disease, injury or other conditions that would require the degree of care and treatment which a hospital or facility for skilled nursing is designed to provide.

How to Get Started:

This section can be reviewed at nabweb.org, available [here](#).

Each state has its own process and requirements for obtaining an NHA, RCAL, or HCBS license, including requirements for education, Administrator Residency/Administrator-in-Training (AIT) hours, etc. Note that *NAB does not establish requirements or issue licenses.*

STEP 1

Review the [license types and requirements established by your state](#). *These entries are maintained by the respective state boards; please contact them with specific questions.*

STEP 2

Contact your [state licensing board](#) to see if you qualify for licensure/certification. Apply directly with your state licensing board for licensure. Your state board must approve your licensure application prior to you applying for a NAB exam.

STEP 3

[Study for your exams](#).

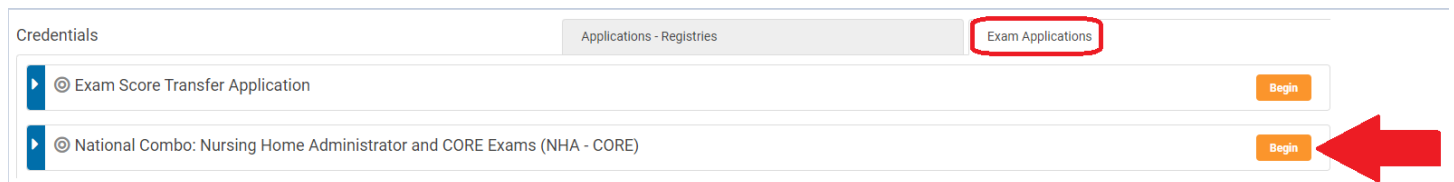
STEP 4

Create an account at nabweb.org. Once logged in, go to Customer Center, then select Candidate – Exam Applications and Score Transfers, under My Actions.

My Actions

Candidate – Exam Applications and Score Transfers

On the Applications-Registries page that opens up, go to Credentials, then click on the Exam Applications tab. Begin/ start/ continue the exam application for which you wish to apply.



Submit your exam application and pay the exam application fee(s). The state board under whose jurisdiction you applied will be notified that your application is awaiting their review.

Approval of exams applications is the state licensing board's responsibility, and can take up to 120 days per the [Exam Candidate Handbook](#). NAB does not approve exam applications.

STEP 5

Schedule your exams with Pearson Vue once your exam application has been approved by the state licensing board. NAB recommends using the scheduling link found in the exam approval email. If you prefer to call Pearson to schedule an exam, their phone number will be listed in the exam approval email. Exams must be scheduled and completed within the 60-day exam eligibility window.

Background Checks

In Texas, the Texas Health and Human Services Commission (HHS) mandates background checks for various individuals working or residing in child care and residential settings, foster homes, and adoption agencies. These checks are designed to ensure the safety and well-being of children by identifying individuals with criminal histories or child abuse/neglect records. The [Centralized Background Check Unit \(CBCU\)](#) conducts these checks, including fingerprint-based and name-based criminal history checks, plus checks of state and national registries for child abuse and neglect and sex offenders. Background checks are required for applicants.

For more information and next steps on submitting your background checks, click [here](#).

TULIP NFA Licensing System

As of Feb. 28, 2022, licensees and applicants must apply through the Texas Unified License Information Portal (TULIP), a web-based system designed specifically for licensed long-term care providers and licensees. TULIP allows NFAs to complete all licensing and application functions online.

[Visit TULIP](#) to create an applicant registration, login or reset a password.

For assistance with using TULIP, [read the user guide for NFA licensing applicants \(PDF\)](#). Additional help information can be found [here](#).

The candidate may choose from options 1-5 below to obtain Nursing Facility Administrator (NFA) licensure. Refer to each option for specific details and requirements.

What are the NFA License Requirements? (TAC 555.12)

NOTE: The following license information was obtained from the Texas Health and Human Services Commission rule number 26 TAC 555.12, available at:

https://texas-sos.appianportalsgov.com/rules-and-meetings?interface=VIEW_TEXAS_REGISTER_SUMMARY&recordId=439164

(a) An applicant must meet one of the following groups (numbers) of requirements to obtain a license as a nursing facility administrator (NFA).

(1) An applicant has a baccalaureate degree in any subject from a college or university accredited by an agency recognized by the Texas Higher Education Coordinating Board and has:

(A) a minimum of 12 semester credit hours in long-term care administration, or its equivalent, that includes courses in the four domains of the National Association of Long Term Care Administrator Boards (NAB);

(B) completed a 1,000-hour internship that meets the requirements in §555.13 of this subchapter (relating to Internship Requirements); and

(C) passed the state and NAB examinations described in §555.18 of this subchapter (relating to Examinations and Requirements to Take the Examinations).

(2) An applicant has a baccalaureate degree in health administration, health services administration, health care administration, or nursing that includes coursework encompassing the four domains of the NAB and has:

(A) three years of management experience;

(B) completed a 500-hour internship that meets the requirements in §555.13 of this subchapter; and

(C) passed the state and NAB examinations described in §555.18 of this subchapter.

(3) An applicant has a baccalaureate degree with coursework in the four domains of NAB and one year of experience as assistant administrator of record or administrator of record in another state and has:

- (A) completed a 500-hour internship that meets the requirements in §555.13 of this subchapter; and
 - (B) passed the state and NAB examinations described in §555.18 of this subchapter.
- (4) An applicant has a master's degree in health administration, health services administration, health care administration, or nursing that includes coursework encompassing the four domains of the NAB and has:
- (A) one year of management experience;
 - (B) completed a 500-hour internship that meets the requirements in §555.13 of this subchapter; and
 - (C) passed the state and NAB examinations described in §555.18 of this subchapter.
- (5) An applicant has a health services executive qualification and has:
- (A) not had a license revoked in any state; and
 - (B) passed the state examination described in §555.18 of this subchapter.
- (6) An applicant has a license issued by a state other than Texas and meets the requirements for licensure in paragraphs (1), (2), (3), or (4) of this subsection.

(b) HHSC accepts foreign university degrees and coursework that is counted as transfer credit by accredited universities recognized by the American Association of Collegiate Registrars and Admissions officers.

What are the NFA Internship Requirements? (TAC 555.13)

The following license information was obtained from the Texas Health and Human Services Commission rule number 26 TAC 555.13, available at:

https://texas-sos.appianportalsgov.com/rules-and-meetings?interface=VIEW_TEXAS_REGISTER_SUMMARY&recordId=439165

- (a) Except as provided in subsection (b) or (c) of this section, an applicant must complete an internship that meets the following requirements.
- (1) Before an applicant starts the internship, the applicant and the applicant's preceptor must complete a Texas Health and Human Services (HHSC) internship application through the online portal.
 - (2) The internship must be in a nursing facility.
 - (3) A minimum of half of the internship hours must be during traditional business hours.
 - (4) The administrator-in-training (AIT) can train no more than 40 hours a week.
 - (5) If the internship is completed with a nursing facility administrator (NFA) not associated with a university as the preceptor, the AIT must complete a preceptor performance report. Additionally, the preceptor must complete an AIT final report through the online portal.
 - (6) An AIT must complete an HHSC course in Infection Control and Personal Protective Equipment.

(7) If the internship is completed with an NFA associated with a university accredited by an agency recognized by the Texas Higher Education Coordinating Board as the preceptor, the AIT must submit an official transcript to HHSC through the online portal.

(8) The internship must be completed at the same facility at which the AIT's preceptor serves as NFA.

(b) HHSC may accept an internship completed in another state if:

(1) the internship is part of a National Association of Long Term Care Administrator Boards-accredited program; or

(2) the internship is approved by the other state and requires a minimum of 1,000 hours or a minimum of 500 hours if the requirements listed in §555.12(a)(2), (3), or (4) of this subchapter (relating to Licensure Requirements) are met. An applicant who has completed fewer than 1,000 hours of internship in another state that does not qualify for a 500-hour internship must complete the remaining hours under a preceptor.

(c) As a substitute to meeting the internship requirements described in subsection (a) or (b) of this section, an applicant may submit to HHSC proof of a health services executive (HSE) qualification and certify that the applicant has not had a license or HSE qualification revoked in any state.

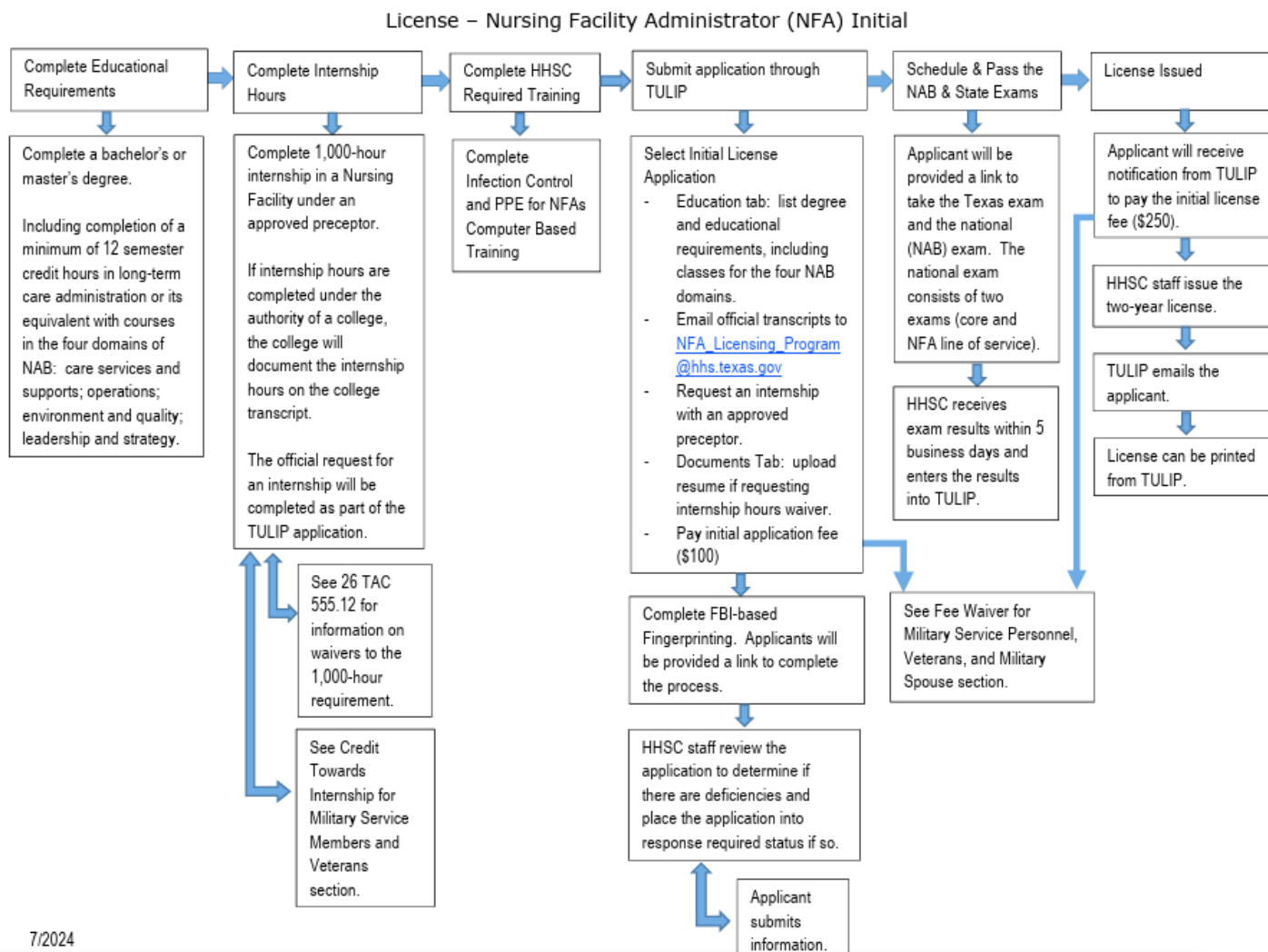
(d) The AIT must submit proof of completion of the internship or completion of HSE through the online portal. HHSC will review the proof of completion and notify the applicant of the status of the applicant's request.

What are the Procedures to Obtain an NFA License? (State of Texas -- Options 1 – 5)

State of Texas licensing procedures can be accessed directly online, available [here](#). This information is also provided on the following pages.

Option 1: Traditional / Initial Route

Traditional / Initial NFA Route Process Map



- **Complete educational requirements:** Applicant must have a bachelor's or master's degree in any subject from a college or university accredited by an agency recognized by the Texas Higher Education Coordinating Board. This includes a minimum of 12 semester credit hours in long-term care administration or its equivalent with courses in the four domains of the National Association of Long-Term Care Administrator Boards (NAB), including: care services and supports; operations; environment and quality; and leadership and strategy.
- **Complete internship hours:** Applicant must complete a 1,000-hour internship in a nursing facility under an approved preceptor, which will be requested through the TULIP application. If internship hours

are completed under the authority of a college, the college will document the internship hours on the college transcript.

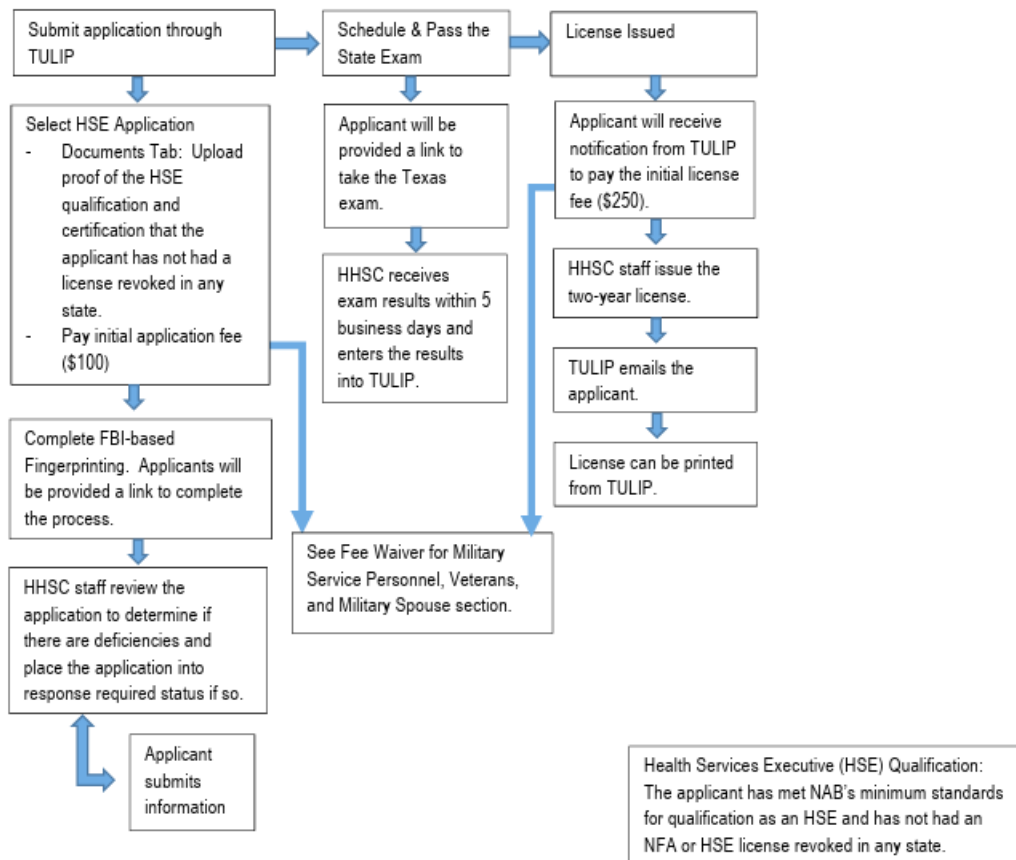
The applicant may qualify for a 500-hour internship if they have a bachelor's or master's degree in health administration, health services administration, health care administration, or nursing that includes coursework encompassing the four NAB domains. They must also have management experience (three years for bachelor's or one year for master's) working in a nursing facility or as assistant administrator of record in another state (one year). For more information, see [26 TAC 555.12 Licensure Requirements](#).

- Military service members or veterans who want to receive credit for their military service toward their internship requirement, see the Credit Towards Internship for Military Service Members and Veterans section of this page to learn more.
- **HHSC required training:** Complete [Infection Control and Personal Protective Equipment for NFAs Computer-Based Training](#).
- **Submit application through TULIP:** [Log in to TULIP](#) to create an applicant registration, complete an Initial License Application, and pay the \$100 application fee.
 - Military service members, veterans, or military spouses who want to have the application fee and corresponding license fee waived, see the Fee Waiver for Military Service Personnel, Veterans and Military Spouse section of this page to learn more. The TULIP application cannot be submitted until the fee waiver is approved and the fees are marked as waived.
 - Education tab: List of degrees and educational requirements, including the courses for the four NAB domains under the academic and alternative education tab.
 - Email official transcript(s) reflecting degree(s) from a college or university and 12 semester credit hours of NAB domains to [NFA Licensing Program](#).
 - Request an internship with an approved preceptor.
 - Documents tab: Upload a resume if requesting a 500-hour internship waiver.
 - Complete FBI-based fingerprinting: Fingerprints for an FBI-based background check through the Department of Public Safety are required. Applicants will be provided with a link to complete the process.
 - HHSC staff will review the application. If they find deficiencies, they will place the application in response-required status so the applicant can make corrections.
- **Schedule and pass the national and state exams:** Once the applicant has met the educational and application requirements above, HHSC will provide a link to take the Texas State and NAB exams. The NAB exam consists of two exams (core and the NFA line of service), and the applicant must pass both. The Texas exam consists of questions that cover the [Nursing Facility Requirements for Licensure and Medicaid Certification](#), and the NAB exam covers content in the [NAB AIT Manual](#). An applicant who fails the state or NAB examination three times must repeat the 1,000-hour AIT internship before retesting.
- **Exam results:** Once the applicant has taken an exam, it takes five business days for HHSC to receive the results from NAB. HHSC then adds exam results to the applicant's TULIP account.
- **Initial license fee:** Once the applicant has passed both exams, TULIP notifies the applicant to pay the initial \$250 licensure fee. It takes five to 10 business days for HHSC to receive an online payment.
- **License issued:** Once the initial licensure fee has been received, HHSC will issue an NFA license with a two-year licensure period, and the applicant will receive an auto reply from TULIP.
 - The newly licensed NFA will print their license from TULIP.

Option 2: Health Services Executive (HSE) Qualification Route

HSE Qualification Route Process Map

License – Nursing Facility Administrator (NFA) Initial – HSE Qualification

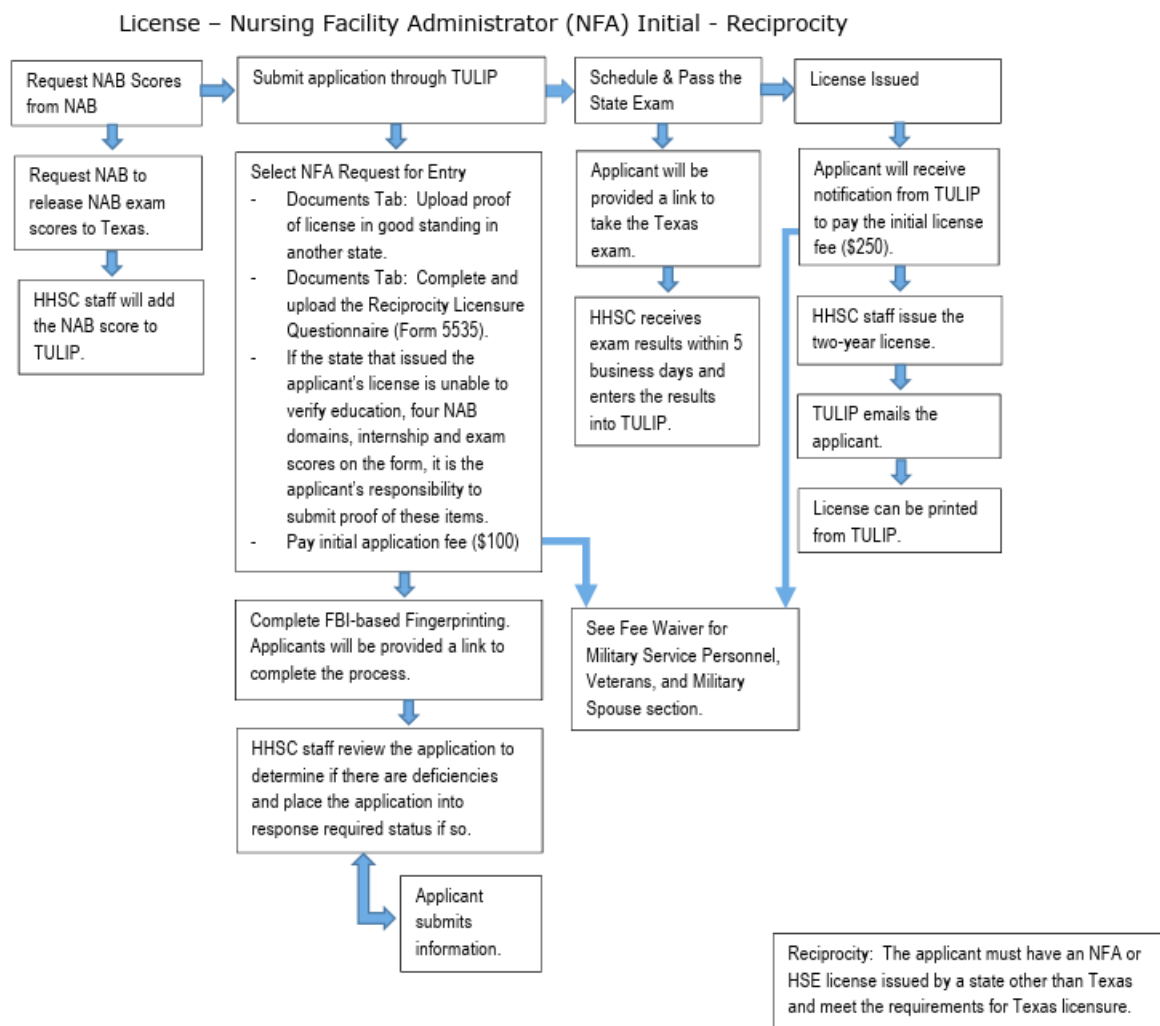


- **Requirements:** An applicant must have entry-level competencies in a nursing facility, assisted living community, or home and community-based service provider in Texas or another state. They must also meet NAB’s minimum standards for qualification as an HSE. Submit proof of HSE qualification and certification that the applicant has not had an NFA or HSE license revoked in any state.
- **Submit application through TULIP:** [Log in to TULIP](#) to create an applicant registration, complete an HSE application, and pay the initial \$100 application fee.
 - Military service members, veterans, or military spouses who want to have the application fee and corresponding license fee waived, see the Fee Waiver for Military Service Personnel, Veterans and Military Spouse section of this page to learn more. The TULIP application cannot be submitted until the fee waiver is approved and the fees are marked as waived.
 - Documents tab: Upload proof of the HSE qualification and certification that the applicant has not had a license revoked in any state.

- Complete FBI-based fingerprinting: Fingerprints for an FBI-based background check through the Department of Public Safety are required. Applicants will be provided with a link to complete the process.
- HHSC staff will review the application. If they find deficiencies, they will place the application in Response Required status so the applicant can make corrections.
- **Schedule and pass the state exam:** Once the applicant has met the HSE requirements above, HHSC will provide a link to take the Texas State exam. The Texas exam consists of questions that cover the [Nursing Facility Requirements for Licensure and Medicaid Certification](#). An applicant who fails the state examination three times must repeat the 1,000-hour AIT internship before retesting.
- **Exam results:** Once the applicant has taken an exam, it takes five business days for HHSC to receive the results from NAB. HHSC then adds exam results to the applicant's TULIP account.
- **Initial license fee:** Once the applicant has passed the Texas exam, TULIP notifies the applicant to pay the initial \$250 licensure fee. It takes five to 10 business days for HHSC to receive an online payment.
- **License issued:** Once the initial licensure fee has been received, HHSC will issue an NFA license, and the applicant will receive an auto reply from TULIP.
 - The newly licensed NFA will print their license from TULIP.

Option 3: Reciprocity Route

Reciprocity Route Process Map

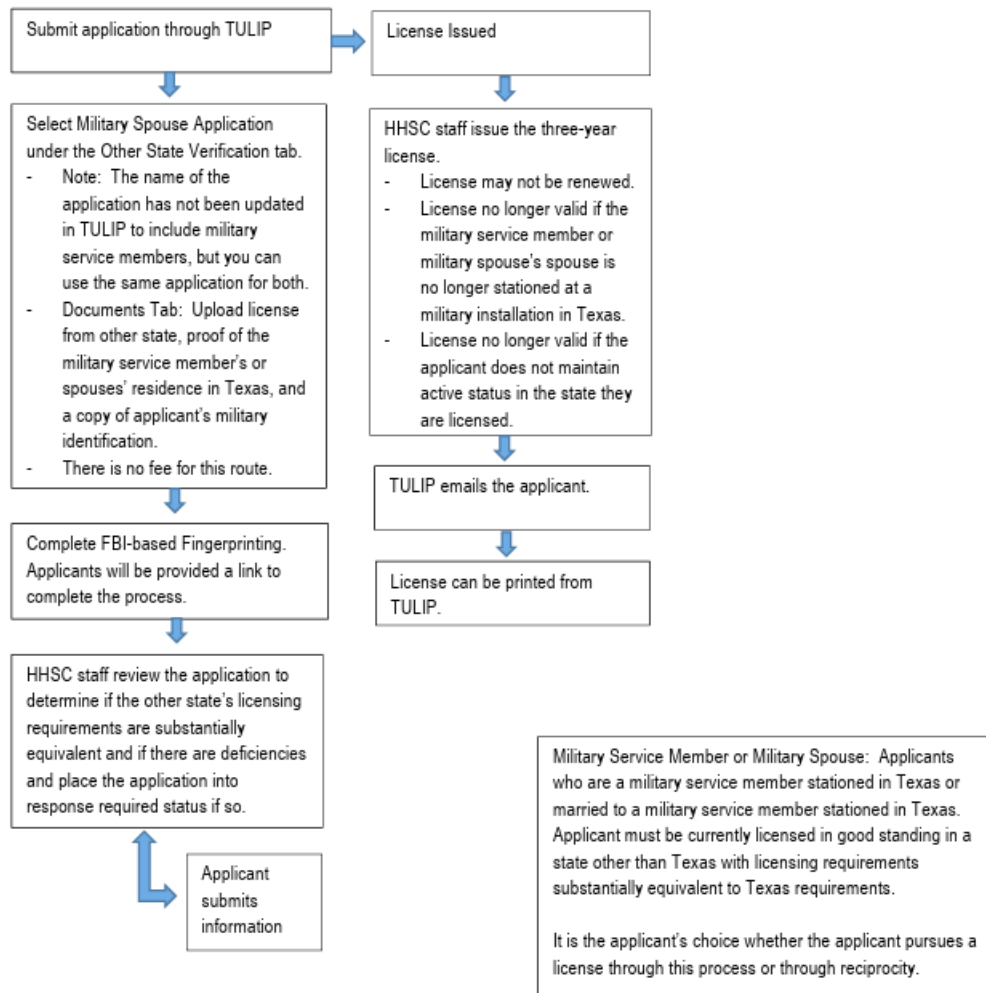


- **Requirements:** An individual must have an NFA or HSE license issued by a state other than Texas and meet the requirements for Texas licensure.
- **Request NAB score:** Applicant must request their NAB score from NAB so that NAB can release the score to Texas. To learn more about how to request a score transfer to a new state board, visit the [NAB Exam Information FAQs webpage](#). HHSC will add your NAB score to your record in TULIP.
- **Submit application through TULIP:** [Log in to TULIP](#) to create an applicant registration, complete a NFA Request for Entry through the Reciprocity application, and pay the initial \$100 application fee.
 - Military service members, veterans, or military spouses who want to have the application fee and corresponding license fee waived, see the Fee Waiver for Military Service Personnel, Veterans and Military Spouse section of this page to learn more. The TULIP application cannot be submitted until the fee waiver is approved and the fees are marked as waived.

- Documents tab: Upload proof of license in good standing in another state and upload completed [Form 5535: Reciprocity Licensure Questionnaire \(PDF\)](#).
- If the state that issued the applicant's license is unable to verify education, four NAB domains, internship and exam scores on the form, it is the applicant's responsibility to submit proof of these items along with this questionnaire.
- Complete FBI-based fingerprinting: Fingerprints for an FBI-based background check through the Department of Public Safety are required. Applicants will be provided with a link to complete the process once the application is submitted and paid in TULIP.
- HHSC staff will review the application. If they find deficiencies, they will place the application in Response Required status so the applicant can make corrections.
- **Schedule and pass the state exam:** Once the applicant has met the reciprocity requirements above, HHSC will provide a link to take the Texas State exam. The Texas exam consists of questions that cover the [Nursing Facility Requirements for Licensure and Medicaid Certification](#). An applicant who fails the state examination three times must repeat the 1,000-hour AIT internship before retesting.
- **Exam results:** Once the applicant has taken the exam, it takes five business days for HHSC to receive the results from NAB. HHSC then adds exam results to the applicant's TULIP account.
- **Initial license fee:** Once the applicant has passed the Texas exam, TULIP notifies the applicant to pay the initial \$250 licensure fee. It takes five to 10 business days for HHSC to receive an online payment.
- **License Issued:** Once the initial licensure fee has been received, HHSC will issue an NFA license, and the applicant will receive an auto reply from TULIP.
 - The newly licensed NFA will print their license from TULIP.

Option 4: Military Service Member or Spouse Stationed in Texas Route

Military Service Member or Spouse Process Map

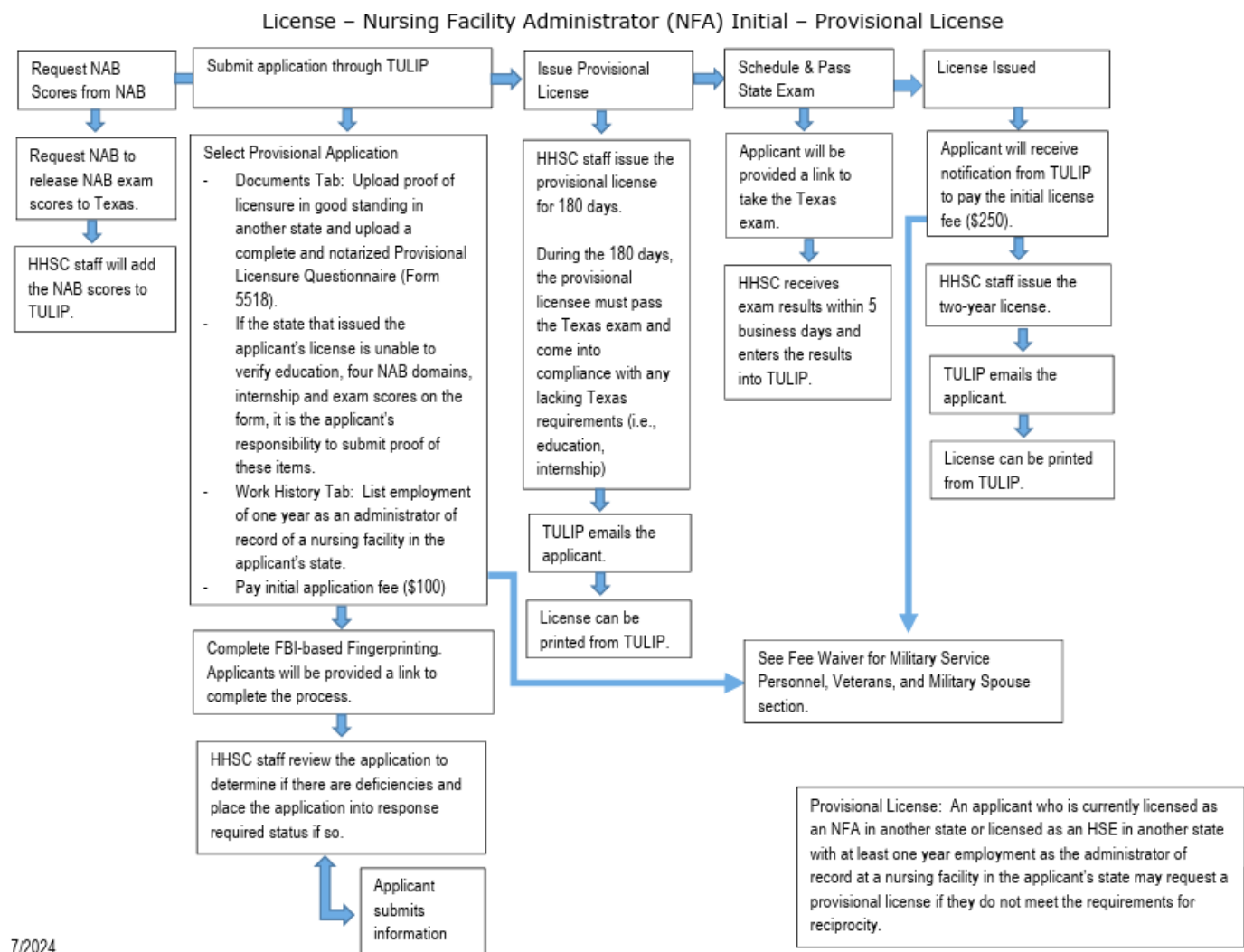


- **Requirements:** Applicants who are military service members stationed in Texas or a person who is married to a military service member stationed in Texas may hold a nursing facility administration position in Texas without obtaining a license, if the service member or spouse is currently licensed in good standing by another state and licensing requirements are substantially equivalent to Texas requirements. Substantially equivalent includes the same education and internship requirements as defined in the [Texas Administrative Code](#).
- **Submit application through TULIP:** [Log in to TULIP](#) to create an applicant registration and complete a Military Spouse application under the Other State Certification Verification tab. Note that the name of the application has not been updated in TULIP to include military service members, but you can use this same application for both. There is no fee.
 - Documents tab: Upload license from another state, proof of the military service member's or spouse's residence in Texas, which may include a copy of the permanent change-of-station order for the military service member or a copy of the applicant's military identification.

- Complete FBI-based fingerprinting: Fingerprints for an FBI-based background check through the Department of Public Safety are required. Applicants will be provided with a link to complete the process once the application is submitted in TULIP.
- HHSC staff will review the application and evaluate the criteria to determine whether another state's licensing requirements are substantially equivalent to Texas requirements. If there are deficiencies, HHSC will place the application in Response Required status so the applicant can make corrections.
- **License issued:** HHSC will issue an NFA license. The license will expire three years from the date of issuance or when the military service member is no longer stationed in Texas or if the applicant does not maintain active status in the state they are licensed in — whichever comes first. This license may not be renewed. The applicant will receive an auto reply from TULIP when the license is available.
 - The newly licensed NFA will print their license from TULIP.
- It is the applicant's choice whether they pursue a license through this process or through reciprocity.

Option 5: Provisional License Route

Provisional License Route Process Map



7/2024

- Requirements:** An applicant currently licensed or registered as an NFA or licensed as an HSE in another state with at least one year as the administrator of record at a nursing facility may request a provisional license if they do not meet the requirements for reciprocity. The provisional license will include a sponsorship by an NFA licensed by HHSC and who is in good standing, unless HHSC waives sponsorship based on a demonstrated hardship. The provisional license is effective for 180 days, during which time the licensee must come into compliance with all Texas requirements, including educational requirements (if applicable), internship requirements (if applicable), and pass the state exam.
- Request NAB score:** Applicants must request NAB scores from NAB so that they can release the score to Texas. To learn more about how to request a score transfer to a new state board, visit the [NAB Exam Information FAQs webpage](#). HHSC will add your NAB score to your TULIP record.
- Submit application through TULIP:** [Log in to TULIP](#) to create an applicant registration, complete a Provisional application, and pay the \$100 initial application fee.

- Military service members, veterans, or military spouses who want to have the application fee and corresponding license fee waived, see the Fee Waiver for Military Service Personnel, Veterans and Military Spouse section of this page to learn more. The TULIP application cannot be submitted until the fee waiver is approved and the fees are marked as waived.
- Documents tab: Upload proof of licensure in good standing in another state and a completed and notarized [Provisional Licensure Questionnaire Form 5518-NFA](#). If the state that issued your license is unable to verify education, internship, exam scores and courses in the four NAB domains, it's your responsibility to submit proof of these items along with this questionnaire.
- Work history tab: List one year's employment as an administrator of record at a nursing facility in the applicant's state.
- Notes tab: List NFA Sponsor.
- Complete FBI-based fingerprinting: Fingerprints for an FBI-based background check through the Department of Public Safety are required. Applicants will be provided with a link to complete the process.
- HHSC staff will review the application. If they find deficiencies, they will place the application in Response Required status so the applicant can make corrections.
- **Issue provisional license:** Once the applicant has met the provisional requirements above, HHSC will issue a provisional license valid for 180 days. Applicants must pass the Texas exam within 180 days to receive a Texas NFA license. If the applicant is missing any of the educational or internship requirements, they must come into compliance within 180 days. The applicant will receive an auto reply from TULIP.
 - The provisionally licensed NFA will print their provisional license from TULIP.
- **Schedule and pass the state exam:** Once the Provisional license is issued, HHSC will provide a link to take the Texas State exam. The Texas exam consists of questions that cover the [Nursing Facility Requirements for Licensure and Medicaid Certification](#). An applicant who fails the state examination three times must repeat the 1,000-hour AIT internship before retesting.
- **Exam results:** Once the applicant has taken the exam, it takes five business days for HHSC to receive the results from NAB. HHSC then adds exam results to the applicant's TULIP account.
- **Initial license fee:** Once the applicant has passed the Texas exam, TULIP will send a notification for the applicant to pay the initial \$250 licensure fee. It takes five to 10 business days for HHSC to receive an online payment.
- **License issued:** Once the initial licensure fee has been received, HHSC will issue a Texas NFA license, and the applicant will receive an auto reply from TULIP.
 - The newly licensed NFA will print their license from TULIP.

TRD-202404070

The full Texas Registry of documents is available at: https://texas-sos.appianportalsgov.com/rules-and-meetings?interface=SEARCH_TEXAS_REGISTER

For More Information

- “How to Get Started” from www.nabweb.org is available [here](#).
- State of Texas licensing procedures reviewed in this manual are available [here](#).
- Additional information and NFA resources are available [here](#).