

Frequently Asked Questions:

1. Q: If I am licensed in another state, how do I get licensed in WV?

A: The Board in its discretion, and subject to W. Va. Code §25-9 prescribing qualifications for a nursing home administrator license, may grant a nursing home administrator license to an individual licensed in another state, who possesses the qualifications and meets the reasonable standards prescribed by the Board in W. Va. Code §30-25-8. The Reciprocity Application is on the website.

2. Q: How many hours are required to renew a WV NHA's license?

A: Twenty (20) clock hours of continuing education, through the National Association of Boards of Examiners of Long Term Care Administrators National Continuing Education Review Service (NCERS) each year before June 30th and after the issuance date of July 1st.

3. Q: I just graduated from college with a 4 year degree; can I get licensed as a nursing home administrator?

A. You will need to complete a Board approved Administrator-in-Training program that consists of 1000 documented hours with a Board approved preceptor within a long term care facility.

4. Q: What is NABVerify and how do I use that service?

A: The NAB CE Registry is free of charge to long term care licensees. NABVerify will enable the NHA to track both continuing education hours approved by NAB's NCERS and non NCERS approved continuing education. The report is verification for renewal purposes, with most providers entering the coursework for the licensee, once an account is created. The report is now required for CE proof and credit when renewing your license each year.

5. Q: What is required in an Administrator-in-Training program?

A: The AIT program must be Board approved by submitting the application, signed Preceptor Agreement by the AIT and preceptor, required reports submitted every 250 hours and a signed Verification of Hours form submitted by the preceptor at the completion of the 1000 hour program. The training is under the full-time supervision of a fully licensed nursing home administrator who meets requirements and Board approval.