

WV Nursing Home Administrator's Licensing Board
Policy: Non-Renewal of License Resulting in New Applicant Status

Date: August 5, 2021

Policy:

It is the policy of the WV Nursing Home Administrator's Licensing Board (WVNHALB) that in accordance with **§21-1-5**, 5.2.g, if a licensee does not give written notice to the Board of their intent to place their license on the inactive list within one year of the expiration of their license, they will be considered a new applicant for licensure.

Procedure:

If within one year of a non-renewal of a license, the licensee has not informed the WVNHALB in writing of their intent to place their license on the inactive list, they will be considered a new applicant for licensure and subject to all the requirements of **§21-1-5**, 5.2.h of the rule. A written notice will be sent to their last known address informing the licensee of this action.

Any correspondence sent to the licensee returned as non-deliverable will be placed in the licensee's file as proof of the Board's attempt to notify them.