

WV Nursing Home Administrator's Licensing Board  
Policy: Notice of Non—Renewal of License

Date: August 5, 2021

It is the policy of the WV Nursing Home Administrator's Licensing Board (WVNHALB) that in accordance with **§21-1-5**, 5.2.d, the Board will give a written notification to a licensee if they have not renewed a previously active license by the Board's annual license renewal date.

Procedure:

If a current licensee does not renew their license by the Board's annual license renewal date as set forth in **§21-1-5**, 5.2-h, a written notice will be sent to the licensee. Additionally, a notice will be sent to the nursing home, if known, where the Administrator was last licensed to serve and to the WV Office of Health Facility Licensure and Certification.

Any correspondence sent to the licensee that is returned to the Board Office as not deliverable, will be placed in the closed licensee's file as proof of the Board's attempt to contact them.