

Privacy Statements

What Information Is Collected and Why

Personal identifiable information (PII) and non-personal information is required to verify and satisfy West Virginia Nursing Home Administrator's Licensing Board licensing requirements. We collect applicant's name, address, Social Security number, date of birth, phone number, e-mail address, as well as, employer's name, address and phone number. We collect, for verification purposes, license data from other jurisdictions and the National Practitioner Data Bank, (NPDB) as indicated on our license application form.

In addition to the above, we also require and collect official university transcripts and National Association of Long Term Care Administrator Boards (NAB) scores and state scores, if applicable.

How We Use the Information

Per West Virginia Code §30-1-6.d and the Federal Privacy Act, we must collect an applicant's Social Security number before a license can be issued. We may share information with government organizations and others required by law. We may also be required to submit information to authorities after receiving a legal request or court order.

Per WV Code §30-1-13 & Title 21 Legislative Rule §21-5, we do sell PII (License Number, Name, Address, City, State & Zip, phone numbers, and e-mail address, if available and licensure information) as a roster/mailling list for a small fee. These lists do not include Social Security numbers. The lists are typically requested by continuing education providers, and state agencies. A signed consent to release this information is not required because WV Code specifies it as public information.

Individual Rights

You have the right to review your information in our records and to request changes if incorrect. To make changes to your nursing home administrator's license such as a name change, you must submit a copy of the legal document (marriage certificate, divorce decree, etc.) to the Board. To change your address of record with the Board, you must submit a written request providing your name and license number as well as the old and new addresses.

Consent

Submission of an application for licensure to this Board implies your consent with regards to the above-stated information.