



WYOMING

BOARD OF NURSING HOME ADMINISTRATORS

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Requirements stated in these instructions are condensed from the Rules and Regulations. Please refer to the Rules and Regulations, Chapter 2 & 3.

License by Examination applicant must have earned a college bachelor's degree, completed an administrator-in-training program that meets the standards in the Rules & Regulation, and must successfully completed the national written examination he National Association of Board of Examiners (NAB).

Temporary License may be granted by the Board, to fill a position of Nursing Home Administrator that unexpectedly becomes vacant, for a period not to exceed six (6) months.

License by Endorsement applicant must hold a current license in good standing in another jurisdiction, from a jurisdiction that has standards or requirements for licensure that are at least equivalent to this Board's. And has been employed as a Nursing Home Administrator for at least two (2) of the preceding five (5) years.

FEES: All fees are payable to the State of Wyoming, and must be in the form of a **cashier's check or money order**. We do not have the ability to take credit/debit cards.

Application Fee = \$250.00

Temporary License Fee = \$400.00

Application Requirements for All Applications

1. A complete and legible application form, including a full-face photograph; and the fee,
2. An official college transcript indicating the award of a bachelor's degree;
3. And two (2) letters of recommendation from professional associates which shall:
 - Be on the individual's letterhead and be addressed directly to the Board;
 - Attest to the applicant's performance in the calendar year immediately preceding the date of application;
 - Address the applicant's ability to perform as a Nursing Home Administrator;

Application Requirements for License by Examination

In addition to the above requirements for all applications you will also need to provide;

1. Verification of completion of an administrator-in-training program, and

2. Successful completion of a national written examination, NAB. If you need to take the examination, you will need to visit the National Association of Board of Examiners' (NAB) website: <https://www.nabweb.org/examinations>. There is a fee associated with this exam.

Application for a Temporary License

In addition to the above requirements for all applications you will also need to provide;

1. A letter from someone at the facility stating that the reason for the unexpected vacancy, and indicating the name of the applicant that is applying for the temporary license;
2. If applicable, verification of all licenses held, active or inactive, in any healthcare profession must be provided. If this information is available online you may provide the exact website and this information will be obtained by the Board.

Application for License by Endorsement

In addition to the above requirements for all applications you will also need to provide;

1. Verification of all licenses held, active or inactive, in any healthcare profession must be provided. If this information is available online you may provide the exact website and this information will be obtained by the Board.
2. Must have been employed as a Nursing Home Administrator for at least two (2) of the preceding five (5) years; or verification of completion of a six (6) month administrator-in-training program that meets the requirements of the Rules & Regulations.

If you have any questions, please contact the Board at (307)777-7815 or maxie.hernandez@wyo.gov.

Please note that all licenses expire annually on December 31, regardless of issue date. The first year or partial year of licensure no continuing education hours will be needed for renewal. However, after the first year or partial year of licensure, a total of 25 hours of continuing education hours will be required at each renewal. Hours from the current renewal year and one year preceding will be accepted.