

WYOMING BOARD OF  
NURSING HOME ADMINISTRATORS



6101 Yellowstone Road, Suite 501  
Cheyenne, WY 82002  
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TO: Licensee

RE: Renewal of NHA License

FROM: Wyoming Board of Occupational Therapy

DATE: October 26, 2005

Your Wyoming Nursing Home Administrator license expires on December 31, 2005. If you would like to renew this license, please follow the instructions below:

1. Complete and return the enclosed renewal application form.
2. Enclose a check or money order in the amount of \$300.00 made payable to: **State of Wyoming.**
3. Submit verification of attendance of 25 hours of continuing education obtained between the dates of January 1, 2004 and December 31, 2005. All courses must be logged on the attached Continuing Education Affidavit. Avoid sending extra hours. Please note that this form no longer requires notarization.
4. Provide attendance verification for each course submitted. Photocopies of this documentation will be accepted, as original certificates of attendance will not be returned.
5. This information must be sent to the Board at our **NEW ADDRESS** indicated above.
6. Your renewal must be postmarked by December 31, 2005 to prevent your license from expiring.

***Your receipt and new pocket card will be mailed to you in January, 2005.*** As a reminder, it is your responsibility to notify the Board in writing of any change in your address. If you have any questions regarding your renewal, please do not hesitate to contact me Monday through Friday, between the hours of 9:00 a.m. and 1:30 p.m. at (307)777-7815.

Sincerely,

*Vickie L. Spire*

Vickie L. Spire  
Executive Director