



***K-State Center on Aging
Frequently Asked Questions
Kansas Adult Care Home Administrator
<http://www.he.k-state.edu/aging/>***



What must I do to qualify for licensure?

You must hold a baccalaureate or higher degree from an accredited college or university, successfully complete a practicum, pass a national exam with a scaled score of 113 and pass a state exam with a raw score of 75 percent. Each candidate shall take the national test within 12 months of completing an administrator-in-training practicum unless for good cause the Kansas Board of Adult Care Home Administrators (BACHA) grants an extension.

What does the practicum require?

The practicum must be at least 480 clock-hours that incorporates the “core of knowledge” as defined in K.A.R. 28-38-29 and provides training in a Kansas-licensed adult care home or long-term care unit of a Kansas-licensed hospital or a combination of the two, excluding assisted-living and residential health care facilities. The practicum must be completed under the supervision of a preceptor. Students may complete practicum hours in more than one facility, under the supervision of an approved preceptor. A copy of the Core of Knowledge is attached to this document.

Who is or can be a preceptor?

The preceptor is responsible for the training, knowledge, and professional activities within the facility and for the development and refinement of the trainee as a prospective adult care home administrator. An administrator must apply for and be approved by the Kansas Dept. of Health and Environment (KDHE) prior to serving as a preceptor. The preceptor must be a full-time administrator of record or a licensed administrator who directly supervises the administrator of record and maintains direct supervision of the trainee in the facility where the training is to be provided. The preceptor cannot supervise more than two trainees at a time.

What is the national exam called?

Nursing Home Administrators Licensing Exam (NHA).

When and where is the national exam offered and how do I register?

You will be directed to a website by staff from the Kansas Dept. of Health & Environment, Health Occupations Credentialing (HOC). This website will allow you to apply to take the licensing exam. The HOC must verify your eligibility to take the exam before your application is approved. Once the approval has been received you will be directed to another website to schedule the date of your exam. Exams are conducted at Sylvan Learning Centers in Topeka, Wichita, and Lee’s Summit, Missouri. More information is available in the NHA Information for Candidates Handbook available at <http://www.nabweb.org/NABWEB/uploadedFiles/Examinations/2009CandHand-NHA.pdf>.

How often can I take the national exam?

The national exam may be taken three times. If you have not passed the test after your third attempt you must complete a course of additional education before you can apply for examination again. The additional education or training must include an additional 40 hours of AIT instruction in each of the “domains of practice” for which the candidate received a score below 75 percent on the exam. Once those additional training requirements are completed the candidate can again apply to take the exam. A candidate who fails the national exam five times cannot retake the exam until after completing a second 480 hour AIT practicum.

What is the state exam called?

Kansas Adult Care Home Administrators Licensing Exam.

When and where is the state exam offered and how do I register?

A Notice of Training is submitted to KDHE by the training coordinator when you are ready to proceed with the required 480 hour practicum. Upon receipt of this form KDHE will send a packet of information to you which will include information on how to apply to take the licensing exam in Kansas. Alternatively you can visit http://www.kdheks.gov/hoc/ach_adm.html for information on how to apply as well as the required forms. The state exam is mailed to you, and you have two weeks to complete and return it to KDHE Health Occupations Credentialing.

How often can I take the state exam?

You may retake the state exam as many times as you need to pass the exam.

How much of my college course work should I have completed prior to taking the exams?

You must have completed your Bachelors degree and your 480 hour internship prior to taking the licensing exams.

What if I am offered a job before I have my permanent license because I have not yet been able to take the national exam?

A temporary license can be obtained by a qualified applicant who has not taken the national exam and may be renewed upon submission of written documentation by the licensed facility that licensed, qualified applicants remain unavailable. The temporary license may be extended for two 60-day periods, but shall not be valid for more than 180 days. If you fail the national exam your temporary license will expire on the date indicated on the license and cannot be extended or reissued.

How do I apply for licensure?

You must submit the application forms and payment. You must also provide evidence of having completed the requirements for licensure. You must submit documents verifying that you have successfully completed the educational requirements no later than 30 days after the date of examination. You must provide two letters of reference on the approved forms; one of these letters must be from a licensed adult care home administrator. You must arrange for academic transcripts and proof of receipt of your degree to be provided directly to the board by your college or university. Instructions for applying for initial licensure are available at www.kdheks.gov/hoc/ach_licensure/Initial_Application_Instructions.pdf.

What are the verifying documents?

A letter signed by the Coordinator of your educational program verifying that you have successfully completed your coursework and 480 hour internship as well as proof of degree completion from the university.

Where can I get the application for licensure form?

It is available online at www.kdheks.gov/hoc/ach_adm_resources/adult_care_home_administrator_application.pdf.

Where can I get the approved forms for the letters of reference?

It is available online at www.kdheks.gov/hoc/ach_adm_resources/Adult_Care_Home_Administrator_Reference_Letter.pdf.

How long will my license be valid?

A license is valid for at least twelve months and not more than 24 months depending on when the original license is issued. All licenses are renewable biennially and expire on June 30 of the applicable year.

How will I renew my license?

An application for renewal must be filed on or before June 30 of the year the license expires. You must provide documentation of having completed at least 50 clock-hours of continuing education during the preceding licensure period to renew your license.

What type of continuing education will I need to renew my license?

The 50 clock-hours of continuing education must be accumulated within subject areas of administration, resident care and electives. A minimum of 30 clock-hours must be in administration which includes general administration, applicable standards of environmental health and safety, local health and safety regulations, departmental organization and management and community interrelationships. A minimum of 10 clock-hours must be in resident care which includes psychology of resident care, principles of medical care, personal and social care, and therapeutic and supportive care. A maximum of 10 clock-hours may be in electives in the “core of knowledge” or in health-related fields. These Continuing Education hours may be obtained by enrolling in additional college courses, attending conferences and requesting CEU credit for sessions attended, or serving as a preceptor for adult care home administrator internship students.

How much does it cost to apply for a license?

There is a license application fee and a testing fee. For current information on costs associated with the licensing exam contact the Kansas Department of Health and Environment or visit http://www.kdheks.gov/hoc/ach_licensure/Fee_Schedule.pdf.

Is there anything else I need to know?

All applicants for licensure will be subject to a Criminal Record Check. For more information on this please contact Health Occupations Credentialing at 785-296-1240 or visit www.kdheks.gov/hoc/ach_adm_resources/cbc/Criminal_background_checks_FAQs.pdf.

What is the definition of ?

Accredited college or university: a college or university that is accredited by an accrediting body recognized by the council on postsecondary accreditation or by the secretary of the U.S. department of education.

Administrator of record: licensed adult care home administrator on record with the Kansas department of health and environment as the administrator of the facility in which the candidate’s practicum will be provided.

Clock-hour: a minimum of 50 minutes of direct instruction, exclusive of registration, breaks, and meals.

Continuing education: a formally organized learning experience that has education as its explicit, principal intent and that is oriented toward the enhancement of adult care home administration values, skills, knowledge, and ethics.

Core of knowledge: educational training contents for the field of adult care home administration.

Direct supervision: process by which an on-site preceptor directs and monitors the day-to-day activities of a trainee to ensure that these activities are performed without risk or harm to residents.

Licensure period: the period of time between the date a license is issued and the date it expires. All licenses shall expire biennially on June 30. Each license shall be issued for a period of not less than 12 months and not more than 24 months.

Preceptor: a person who holds a current license in Kansas as an adult care home administrator and has had three years of full-time experience or a total of 5,000 hours of experience within the preceding five years as a licensed care home administrator. This person must have had direct responsibility for or provide active assistance and advising on planning, organizing, directing and controlling the operation of the facility.

Core of Knowledge*

GENERAL ADMINISTRATION

1. Applicable standards of environmental health and safety:
 - a. Hygiene and sanitation
 - b. Communicable diseases
 - c. Management of isolation
 - d. The total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation)
 - e. Elements of accident prevention
 - f. Special architectural needs of nursing home residents
 - g. Drug handling and control
 - h. Safety factors in oxygen usage

GENERAL ADMINISTRATION

2. Local health and safety regulations: (Guidelines vary according to local provisions)

GENERAL ADMINISTRATION

3. General administration
 - a. Institutional administration
 - b. Planning, organizing, directing, controlling, staffing, coordinating, and budgeting
 - c. Human Relations:
 - (1) Management/employee interrelationships
 - (2) Employee/employee interrelationships
 - (3) Employee/resident interrelationships
 - (4) Employee/family interrelationships
 - d. Principles of supervision
 - e. Personnel management:
 - (1) Training of personnel
 - (2) Training of employees to become sensitive to resident needs
 - (3) Ongoing inservice training/education
 - (4) Personnel policies
 - f. Legal aspects
 - g. State and federal laws and regulations

RESIDENT CARE

4. Psychology of resident care:
 - a. Anxiety
 - b. Depression
 - c. Drugs, alcohol, and their effect
 - d. Motivation
 - e. Separation reaction

RESIDENT CARE

5. Principles of medical care:
 - a. Anatomy of physiology
 - b. Psychology
 - c. Disease recognition
 - d. Disease process
 - e. Nutrition
 - f. Aging processes
 - g. Medical terminology
 - h. Materia Medica
 - i. Medical social service
 - j. Utilization review
 - k. Professional and medical ethics

RESIDENT CARE

6. Personal and social care:
 - a. Resident and resident care planning
 - b. Activity programming
 - (1) Resident participation
 - (2) Recreation
 - c. Environmental adjustment: Interrelationships between resident and
 - (1) Resident
 - (2) Staff (staff sensitivity to resident needs as a therapeutic function)
 - (3) Family and friends
 - (4) Administrator
 - (5) Management (self-government/resident council)
 - d. Rehabilitation and restorative activities:
 - (1) Training in activities of daily living
 - (2) Techniques of group therapy
 - e. Interdisciplinary interpretation of resident care to:
 - (1) Resident
 - (2) Staff
 - (3) Family

RESIDENT CARE

7. Therapeutic and supportive care and services in long-term care:
 - a. Individual care planning as it embraces all therapeutic care and supportive services (overall plan of care)
 - b. Meaningful observation of resident behavior as related to total resident care
 - c. Interdisciplinary evaluations and revision of resident care plans and procedures
 - d. Unique aspects and requirement of geriatric care
 - e. Professional staff interrelationships with physician
 - f. Professional ethics and conduct
 - g. Rehabilitative and remotivational role of individual therapeutic and supportive services
 - h. Psychological, social, and religious needs, in addition to physical needs of resident
 - i. Needs for dental service

GENERAL ADMINISTRATION

8. Department organization and management:
 - a. Criteria for coordinating establishment of departmental and unit objectives
 - b. Reporting and accountability of individual departments to administrator
 - c. Criteria for departmental evaluation (nursing, dietary, therapeutic services, maintenance, housekeeping, and administration)
 - d. Techniques of providing adequate professional therapeutic, supportive and administrative services
 - e. The following departments may be used in relating matters of organization and management
 - (1) Nursing
 - (2) Housekeeping
 - (3) Dietary
 - (4) Laundry
 - (5) Pharmaceutical services
 - (6) Social Service
 - (7) Business office
 - (8) Recreation
 - (9) Medical records
 - (10) Admitting
 - (11) Physical therapy
 - (12) Occupational therapy
 - (13) Medical and dental services
 - (14) Laboratories
 - (15) X-ray
 - (16) Maintenance

GENERAL ADMINISTRATION

9. Community interrelations:
 - a. Community medical care, rehabilitative and social services resources
 - b. Other community resources
 - (1) Religious institutions
 - (2) Schools
 - (3) Service agencies
 - (4) Government agencies
 - c. Third party payment organizations
 - d. Comprehensive health planning agencies
 - e. Volunteers and auxiliaries

RESIDENT CARE

10. Electives
 - a. State or national annual conventions
 - b. Other health-related areas applicable to geriatrics