

**APPLICATION FOR RENEWAL OF  
ASSISTED LIVING ADMINISTRATOR LICENSE**

**Office Use Only**

Status \_\_\_\_\_

Serial# \_\_\_\_\_

(Please print clearly or type all answers - if there is not sufficient space, use additional sheets and number accordingly.)

ALA License # \_\_\_\_\_ License Expiration Date \_\_\_\_\_ SSN # \_\_\_\_\_

In accordance with **Rule 135-X-7-.01(3) of the Alabama Administrative Code**, I hereby make application for renewal of my license as an assisted living administrator with the Alabama Board of Examiners of Assisted Living Administrators.

NAME \_\_\_\_\_  
(Last) (First) (Middle)

Please give current mailing address.

ADDRESS \_\_\_\_\_  
(Street / PO Box) (City)  
\_\_\_\_\_  
(State) (Zip Code) (Telephone with Area Code)

Please give current address of employment.

NAME OF FACILITY OR BUSINESS \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street) (City)  
\_\_\_\_\_  
(State) (Zip Code) (Telephone with Area Code)

During the last year, have you been convicted of a felony or misdemeanor (other than minor traffic violation); entered a plea of guilty; entered a plea under a first offender provision, been a defendant in a malpractice claim or had a professional license or membership sanctioned either publicly or privately?

NO     YES    If YES, attach copy of relevant documents.

In addition to this license, I hold the following other professional licenses:

LICENSE: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_  
(Title) (Number) (State)  
\_\_\_\_\_  
(Title) (Number) (State)

NOT APPLICABLE

In accordance with **Rule 135-X-7-.01(4)(a) of the Alabama Administrative Code**, any person currently employed at an assisted living facility is authorized to apply for license renewal only if said facility that employs the licensee is licensed by the Alabama Department of Public Health.

Failure to secure an annual renewal of a license based on a failure to meet the continuing education requirements shall result in the expiration of the license. An expired license may not be "reactivated". All persons holding an expired license shall be required to submit a new application and follow all procedures for licensure of a new applicant. In addition, any applicant whose license has previously expired is subject to the payment of a reapplication fee.

A licensee who complies with the continuing education requirements but does not renew within ninety (90) days following its due date shall be deemed delinquent and may renew within the ninety (90) day period by paying a late renewal fee established by the Board. A license that is not renewed within the ninety (90) day period shall be deemed expired, and is subject to reapplication as provided in Rule No. 135-X-7-.01, paragraph (6) of these Rules and Regulations.

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To receive your Assisted Living Administrator license renewal card, please return this application, together with:

- A check in the amount of \$150.00 (nonrefundable) made payable to BOEALA
- A copy of the State license of the assisted living facility in which you are employed

Email Address: \_\_\_\_\_

**Mail the application and exhibits prior to the expiration date of your current Assisted Living Administrator license to:**

Alabama Board of Examiners of Assisted Living Administrators  
5921 Carmichael Road  
Montgomery, AL 36117

**If any administrator meets the continuing education requirement but does not submit his/her renewal application, renewal fee plus a copy of the facility's state license prior to the expiration date of the current license, a late renewal fee of \$250.00 must be paid.**