APPLICATION FOR ASSISTED LIVING ADMINISTRATOR LICENSE
BY LICENSED NURSING HOME ADMINISTRATOR

Act No. 2001-1057 passed by the Alabama Legislature on December 20, 2001 provides for a person "who has a license in good standing, and continuously maintains such license, as a licensed nursing home administrator shall be exempt from the licensure requirement herein if the person at the time of application has responsibility for administration of an assisted living facility…". "If the person wishes to also be issued a license as an assisted living administrator, the person shall pay an administrative fee as determined by the board and documents initially and annually thereafter the good standing of the nursing home administrator license."

Please read carefully and thoroughly complete the following information:

1. I, _____, a duly licensed Nursing Home Administrator in the State of Alabama, license number, _____, expiration date, _____, a copy of which license and renewal card is herein attached, wish to apply for an Assisted Living Administrator license.

2. I currently have responsibility for the administration of the following assisted living facility:

   Name _____

   Address: _____
   Street

   _____
   City State ZIP

   _____
   Telephone

3. This facility is licensed as: (check all that apply)

   ☐ A traditional (regular) assisted living facility

   ☐ A specialty care assisted living facility

   (Please attach a copy of the State license from the Alabama Department of Public Health)

4. Please check the appropriate statement:

   ☐ (a) I am the administrator of record for the above listed facility.
   (Please proceed to item number 5.)

   ☐ (b) I am not the administrator of record, but I do have responsibility for administration of the above listed facility.
   (Please have the following Statement of Verification completed and signed by the administrator of record, or an officer, partner, owner or Board member of the above listed facility. Then proceed to item 5.)

Statement of Verification:

This certifies that I know _____
(Name of applicant)

has requested to be issued an Assisted Living Administrator license, and hereby affirm that he/she has responsibility for administration of the assisted living facility listed in item two (2) above.

Signed: _____

Date: _____

Print Name: _____

Title/Position: _____

Home Address: _____

_____

Phone: _____

5. I understand that I will pay an administrative fee of $75.00 in order to receive an Assisted Living Administrator license from the Board of Examiners of Assisted Living Administrators. Each year on the anniversary date of my A.L.A. license, I will need to file with the Board of Examiners, evidence that I continue to be responsible for the administration of an assisted living facility and that my Nursing Home Administrator license remains in good standing. I also understand that 1) this A.L.A. license shall become void if ever my Nursing Home Administrator license becomes void and 2) that this A.L.A. license shall become "inactive" if I no longer have responsibility for administration of an assisted living facility.

Signature of Applicant: _____

Date: _____

Print Name: _____

Social Security Number _____ Date of Birth _____

Title/Position: _____

Home Address: _____

_____

Home Phone: _____

6. (a) Have you ever been convicted of a felony? ❑ YES ❑ NO
Ala. Admin. Code r. 135-X-5-.03(3). An applicant for examination who has been convicted of a felony by any court in this state, or by any court of the United States, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first *submit to and file with the Board*, a certificate of good conduct granted by the Board of Parole or, in the case of a conviction in any jurisdiction wherein the laws do not provide for the issuance of a certificate of good conduct, an equivalent written statement or document.

(b) Have you ever been convicted of a misdemeanor? ❑ YES ❑ NO
Ala. Admin. Code r. 135-X-5-.03(4). An applicant for examination who has been convicted of a misdemeanor, except a petty traffic offense, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to, and file with the Board a certificate or letter of good conduct from the proper parole, probation, court, or police authorities wherein such conviction was had, or submit an equivalent written statement or document. For the purpose of this paragraph, a petty traffic offense shall be any and every misdemeanor relating to the operation of motor vehicles except: Driving while under the influence of intoxicating liquors, narcotics, stimulating or hallucinating drugs; leaving the scene of an accident; and manslaughter resulting from the operation of a motor vehicle.

To receive your Assisted Living Administrator license, please return this form, together with:

- ☐ A Copy of Nursing Home Administrator's license
- ☐ A Copy of NHA license renewal card
- ☐ A Copy of State license of the assisted living facility for which you have administrative responsibility
- ☐ A Copy of the business license of the facility(s) in which you are employed
- ☐ A check in the amount of $75.00 (administrative fee) made payable to BOE ALA.

Mail the application and exhibits to:

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