

## LICENSE RENEWAL APPLICATION FOR NURSING HOME ADMINISTRATORS

Return this completed form with a check or money order (made payable to NHAP) with the appropriate fees to the following address:

Nursing Home Administrator Program  
P.O. Box 997416, MS 3302  
Sacramento, CA 95899-7416

For a current Fee List and Detailed Fee Analysis, please visit our website at:  
<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/NHAPFees.aspx>

NHA LICENSE NO.	ACTIVE		INACTIVE	
ADMINISTRATOR'S NAME (Last)	(First)	(M.I.)	PHONE NUMBER	EMAIL ADDRESS
PUBLIC ADDRESS (Required) Subject to Public Records Act Request Release*		(City)	(State)	(Zip Code)
CONFIDENTIAL ADDRESS (For CDPH use only**)		(City)	(State)	(Zip Code)
<p>*Effective May 22, 2018, the California Department of Public Health will be required under a court order to release the address of record for certified nurse assistants, home health aides, certified hemodialysis technicians, and licensed nursing home administrators in response to a Public Records Act (PRA) request. Court Order: Service Employees International Union-United Healthcare Workers v. California Department of Public Health, Sacramento County Superior Court, February 21, 2018, No. 34-2017-80002636.</p> <p>**If the confidential address section is left blank, all departmental mail will be sent to the public address.</p>				

**CONTINUING EDUCATION (CE)**

I have successfully completed forty (40) hours of CE during my last license period and want an active license. You must provide the NHAP with photocopied CE certificates of completion or CE certificates uploaded to the National Continuing Education Review Service (NCERS) system to prove CE compliance.

I have not completed the CE requirements and want an inactive license. (I understand that I cannot practice as a nursing home administrator in California with an inactive license)

**CONVICTIONS**

Since you last renewed your license, have you been convicted of or pled nolo contendere to any violation of any law of any state, the United States or a foreign country? You must disclose all misdemeanor and felony convictions including but not limited to: Civil, Welfare, Health and Safety, Vehicle, Penal Code convictions and any convictions which have been dismissed. (under Section 1203.4 of the Penal Code)

YES      NO

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**\*\*CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – If not signed, this application may be rejected.**

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I certify under the penalty of the perjury laws of the State of California that the information I have entered on this application is true and correct. I further understand that any false, incomplete, or incorrect statements may result in denial of this license application by the Nursing Home Administrator Program (NHAP). I fully understand that NHAP may require additional documentation prior to approving and issuing a duplicate license.

Applicant's Signature:	Date:
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INSTRUCTIONS FOR RENEWAL  
(PLEASE READ CAREFULLY)

- On page 1, check the box next to ACTIVE if you have completed the required continuing education (CE) hours and wish to maintain an active license.
- On Page 1, check the box next to INACTIVE only if you do not plan to practice as a nursing home administrator in the State of California. You will maintain your license and the Nursing Home Administrator Program (NHAP) will waive the CE requirement. Renewal fees must be paid for licenses on inactive status to avoid cancelation. To change your status from INACTIVE to ACTIVE, you must provide the NHAP with photocopied CE Certificates of completion or CE certificates uploaded to the NCERS system to prove CE compliance, along with a [CDPH 510](#) application for reinstatement.
- On page 2, check the box under the Continuing Education (CE) statement that applies concerning your continuing education. If you have completed the 40 CEUs, with at least 10 in patient care, you must provide the NHAP with photocopied CE certificates of completion or CE certificates uploaded to the NCERS system.

This renewal must contain all information requested and required on your application. Your license will not be renewed until all requirements have been met.

A license which is not renewed by midnight of your expiration date is delinquent, invalid and all practice rights terminate. Failure to renew a delinquent license within three years of expiration will result in license cancellation. To renew a delinquent license, all renewal and delinquent fees must be paid.

FEE: Checks returned to the NHAP unpaid are subject to a \$25.00 service fee and all future payments will be required in the form of money order or cashier's check