



Montana Department of
LABOR & INDUSTRY

Montana Board of Nursing Home Administrators

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**Licensing Requirements and Application Checklist
Nursing Home Administrators**

1. **License Requirements for Nursing Home Administrator** [\[37-9-301\]](#)

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

2. Applicant must be of good moral character. [\[MCA 37-9-301\]](#)
3. Applicant must have received a high school diploma or equivalent. [\[MCA 37-9-301\]](#) [\[ARM 24.162.501\]](#)
4. Applicant must have completed an approved course of instruction and training in long-term care facilities or presented evidence of a combination of education, training, and experience for long term care facilities. [\[MCA 37-9-301\]](#) [\[ARM 24.162.501\]](#)
5. Applicant must have passed an approved examination. [\[MCA 37-9-301\]](#) [\[ARM 24.162.504\]](#)

Checklist of Required Documents to Submit for Application for Nursing Home Administrator

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts and examination verifications, must be sent to the board directly from the source.

- ☐ Verification of a passing scaled score on the examination provided by the National Association of Boards of Examiners for Nursing Home Administrators (NAB).
- ☐ A completed application form documenting education, training, experience or a combination thereof totaling 1,200 points.
- ☐ A copy of a transcript and diploma or degree.
- ☐ A copy of a document clearly shows all relevant training, certification, service, or education the applicant received while in the military.
- ☐ A copy of any other documents to provide a sufficient basis for the Board to evaluate the 1200 points earned by the applicant for education, training, experience or a combination thereof.
- ☐ Completed open book jurisprudence examination.
- ☐ License verification that the applicant holds a currently valid license as a nursing home administrator in any jurisdiction (if licensed in another state or jurisdiction).
- ☐ If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.)
- ☐ A completed application. Please apply online at <https://ebiz.mt.gov/POL/>
- ☐ Check or money order for the appropriate fees.



Application Fee(s) for Nursing Home Administrator

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application, you must submit a check. Do not mail cash.

- ☐ \$230 Application by examination (includes \$5 litigation fee)
- ☐ \$500 Application by credential (applicants licensed in another state or jurisdiction)
- ☐ \$425 Temporary license fee (applicants waiting to take the National exam)
- ☐ \$75 Jurisprudence reexamination (each retake)

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements, please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.