

CHAPTER 15. LONG TERM CARE CERTIFIED ASSISTANT ADMINISTRATORS

[Authority: 63 O.S. §330.51 et seq.]

[Source: Codified 7-11-08]

SUBCHAPTER 1. CERTIFICATION OF LONG TERM CARE ASSISTANT ADMINISTRATORS

490:15-1-1. Purpose

This Chapter implements the specific rules allowing the Board to 'certify' that individuals have met certain minimum requirements established by the Board, enabling such individuals to serve as a long term care Certified Assistant Administrator (CAA) in those situations wherein the Administrator-of-Record (AOR) at the facility in which they are to serve also serves as the Administrator-of-Record of one-or-more additional licensed nursing facilities in compliance with the Nursing Home Care Act (Title 63, Section 1-1943.1) requirements. Individuals who serve as Certified Assistant Administrators do so under the direct supervision and license of the licensed long term care Administrator-of-Record.

490:15-1-2. Definitions

Definitions set forth in Chapter 1 of this Title shall also apply to this Chapter.

490:15-1-3. Minimum qualifications for an individual applicant to meet certification requirements for a Certified Assistant Administrator (CAA) [AMENDED]

- (a) In addition to the general requirements for administrators found at OAC 490:10-1-2.1, each applicant seeking certification as having met the minimum qualifications to be able to serve as a CAA shall meet the requirements in this Section.
- (b) In order to qualify to receive certification from the Board that the individual met the minimum qualifications to be able to serve as CAA, each applicant must provide evidence satisfactory to the Board of the following:
 - (1) Successful completion of a high school education and receipt of a high school diploma, or receipt of his G.E.D.;
 - (2) Successful completion of Administrators University (AU), or presumptively approved NAB-approved entry level training for NHAs, completed within 24 months prior to certification;
 - (3) Receipt of a passing score on the current Oklahoma State Standards examination;
 - (4) Receipt of a passing score on the national "NAB" Core examination conducted by the National Association of Long Term Care Administrator Boards (NAB) as discussed in paragraph 10-3-2 of this document; and either
 - (i) One (1) year of current management, leadership or supervisory experience in a long term care facility; OR
 - (ii) Successful completion of Board sanctioned Administrator-in-Training (AIT) program.

490:15-1-3.1. Evidence requirements

To satisfy the Board's requirement for evidence indicating experience, the applicant shall submit a declaration signed by a licensed administrator of a long term care facility, facility medical director, facility director of nurses, or registered nurse, who can attest to the applicant's work and supervisory experience, explicitly stating how many individuals the candidate supervised in his supervisory role(s). The supervision of a program is not considered the same as supervision of personnel.

490:15-1-4. Conditions of employment for individuals 'certified' by the Board as having met the minimum qualifications required for them to serve as an Assistant Administrator

(a) Under the supervision, direction and license of the licensed Administrator-of-Record, it shall be the responsibility of the CAA to plan, organize, direct, and control those day-to-day functions of a facility delegated to him and to maintain the facility's compliance with applicable laws, rules, and regulations during the absence of the licensed administrator.

(b) A CAA shall practice only under the direct supervision and license of a licensed Administrator-of-Record who is in charge of two-or-more licensed nursing facilities within a 50-mile radius wherein the total number of occupied beds does not exceed 120, and whose license is active and otherwise unrestricted. A CAA shall not continue to serve at a facility in the CAA capacity if the Administrator-of-Record is the Administrator-of-Record at a single nursing facility, the administrator's license is suspended, or revoked, or if the Administrator-of-Record resigns his employment or his employment is otherwise terminated, until such time as another licensed administrator is designated and begins serving as the Administrator-of-Record of two-or-more facilities. These facilities shall be owned/managed by the same owner/corporation.

(c) An individual serving as a CAA shall be employed by the facility full-time in that capacity, regularly-scheduled for 40 hours per calendar week; shall not concurrently serve as the CAA of more than one (1) nursing facility; and shall spend at least eighty (80%) percent of his working time on-site at the facility, equitably distributing his on-site time throughout each calendar week, with emphasis placed on weekdays, Monday through Friday, between the hours of 9:00 a.m. and 5:00 p.m.

SUBCHAPTER 3. APPLICATION FOR CERTIFICATION AND REQUIREMENTS FOR CONTINUED ELIGIBILITY

490:15-3-1. Application process [AMENDED]

- (a) Applicants for approval as a certified assistant administrator (CAA) shall apply online, supplying all required documentation and shall pay a non-refundable application fee. Once the application is complete and the applicant has completed the required training and passed the appropriate examination(s), the applicant will be required to pay the non-refundable fee referenced at OAC 490:1-7-2(x) before being placed on the agenda for Board certification determination.
- (b) An application for 'certifying' an individual to serve in the capacity of a CAA is valid consistent with the time constraints for NHA licensure following completion of training (see OAC 490:10-1-3 and 10-3-1).
- (c) An application shall be determined complete when:
 - (1) the criminal background check is received;
 - (2) all documentation required for the application has been received; and
 - (3) the application fee prescribed at OAC 490:1-7-2 has been remitted and the monies credited to the Board's account with the State Treasurer.
- (d) Once an application is determined complete, the applicant must then meet the remaining requirements for certification found in this Chapter.

490:15-3-2. Approval process

- (a) Upon verification of compliance with all requirements, the Board shall 'certify' an individual as having met, as of the date of the certification, the minimum requirements to be eligible to serve as a CAA within a single nursing facility, one which is administered by a licensed nursing home administrator who is serving as the administrator-of-record for that facility and for one-or-more additional licensed facilities within a 50-mile radius of each other and wherein the total number of occupied beds at all such facilities administered by this Administrator-of-Record does not exceed 120.
- (b) The applicant shall be presented to the Board for consideration at the next Board meeting. Applicants are encouraged to attend the Board meeting.
- (c) Certified applicants will receive a certificate documenting the Board's decision at the Board meeting if they are present or it will be mailed within 7 business days.
- (d) As of the date the Board 'certifies' that an individual applicant meets the minimum requirements for that individual to serve in the capacity of an Assistant Administrator, the individual may serve in such an unlicensed capacity. However, it shall be the obligation of the Administrator-of-Record to subsequently verify that the individual serving as an Assistant Administrator continues to meet the minimum qualifications for continued certification (i.e. criminal background check and current employment in the industry as a supervisor). The administrator of record shall also require completion of CEUs in accordance with provisions in OAC 490:1-9-4, as a condition of employment, and a mechanism to ensure the assistant is current and professionally trained.

490:15-3-3. Requirements for certified assistant administrators

(a) As of the effective date of these rules, an individual certified as an assistant administrator is required to continue to meet the minimum requirements to maintain their certification. They shall be required to renew their certification annually during the Board's annual renewal period, starting in 2012, following Board established renewal processes and paying the prescribed renewal fees. Failure to renew shall be treated in the same manner as lapsed licenses are treated by the Board and the certification vacated following this same process.

(b) Certified Assistant Administrators who are not working as certified assistant administrators are responsible for accomplishing the minimum annual CEU employment requirements to remain qualified and are responsible to renew their own certification with the Board.