DEPARTMENT OF HEALTH
BOARD OF NURSING HOME ADMINISTRATORS
4052 Bald Cypress Way, Bin # C07
Tallahassee, Florida 32399-3257
850/245-4355

APPLICATION INSTRUCTIONS FOR ADMINISTRATOR-IN-TRAINING

*** PLEASE TYPE OR PRINT IN BLACK INK ***
PLEASE READ CAREFULLY

(Section 468.1695(2) and (4), Florida Statutes and Chapter 64B10-16, Florida Administrative Code)

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

You must COMPLETE your AIT program and have your last report approved BEFORE you submit your application for the exam.

APPLICANT'S QUESTIONS REGARDING APPLICATION STATUS: Within thirty (30) days after the board office receives your application and fee, we will send an acknowledgment letter informing you of any deficiencies and the specific items required to complete your application. If you do not receive notice that we have received your application within forty-five (45) days of the date mailed, please contact this office. As a reminder to all applicants, Section 456.013(1)(a), Florida Statutes, provides that an incomplete application shall expire one year after initial filing with the department.

Florida Laws and Rules: A copy of Section 468, Part II, Florida Statutes and Rule Chapter 64B10, Florida Administrative Code are enclosed or you may download them at http://floridasnursinghomeadmin.gov/resources/. This information is also available over the internet via our web site. It is important to read this in order to determine your eligibility prior to applying, and to familiarize yourself with the statutes and board rules regarding your application for licensure as a nursing home administrator within the State of Florida.

Fee Schedule: A certified check or money order in the appropriate amount, made payable to the Department of Health, must be attached to your application. Please staple the certified check or money order to page 1 of the application on the upper left part of the form. Your application will not be processed without these fees. These fees are required by law and include the following:

1,000 Hour AIT Program:

Application Fee	$ 250.00
Unlicensed Activity Fee	$ 5.00
Total Fee	$ 255.00

2,000 Hour AIT Program:

Application Fee	$ 350.00
Unlicensed Activity Fee	$ 5.00
Total Fee	$ 355.00

Final Official Undergraduate Transcript: A final official transcript must be sent directly from the educational institution/college to this office. Transcripts submitted by the applicant or indicating "issued to student" are not acceptable; a copy of your diploma will not be accepted in lieu of an official transcript. Please note that it is your responsibility to follow-up with your educational institutions to ensure that they have received and complied with your requests. The board office will notify you as items are received.

AIT REVIEW AND STUDY TRAINING MANUALS: Please be advised the Board of Nursing Home Administrators is not requiring these manuals, but simply suggesting them for your use. To receive additional information on these manuals, go to the board's web site at http://floridasnursinghomeadmin.gov/forms/nha-cib.pdf