



**BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND
ASSISTED LIVING FACILITY MANAGERS**

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Governor

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Issuing of Duplicate Certificates

On June 6, 2015, a manager is allowed to oversee no more than two assisted living facilities within 25 miles of each other (AAC R4-33-411). This change directly affects duplicate certificates and how the issuance and tracking will be accomplished. NCIA Board rules allow the Board to be specific in where the duplicate will be placed and the extent of its use.

Below is how the Board will issue and track duplicate certificates.

- The duplicate certificate will be for a specific location and list the name and address of the facility.
- The duplicate certificate will be valid only as long as the manager remains appointed at the location listed on the duplicate certificate and keep's their manager's certification current.
- The duplicate certificate cannot be used at any other location.
- If the manager appointment ends at the location listed on the duplicate, the duplicate certificate is no longer valid.
- When the manager appointment ends at the location on the certificate, the duplicate certificate must immediately be returned to the Board.
- If the manager is appointed at a new location, a new duplicate certificate needs to be obtained from the NCIA Board for that new location.
- If the manager's certificate is suspended, revoked, limited or expired, all duplicates have that same status.
- If the facility information and location is not filled out on the request form, a duplicate will not be issued.

This will allow the Board to receive the notice and or termination of appointment per AAC R4-33-410 and meet the display of certificate requirement per AAC R4-33-108.

Duplicate Manager Certificate Request

The duplicate will be issued to a single specific location under the Manager's name and certificate number and is valid as long as you are appointed as the manager of record at that location. This request will also serve as your Notice of Appointment pursuant to AAC R4-33-410. You must also have a valid fingerprint clearance card pursuant to AAC R4-33-109.

Complete and return this form with a \$75.00 money order or certified check payable to the "NCIA Board" at 1400 W. Washington, Suite B-8, Phoenix, AZ 85007

Manager information

Manager Name:		Certificate #:
Telephone:	Fax:	E-mail:
Start date duplicate will be posted at below listed facility:		

Facility where duplicate will be posted.

Facility Name:		DHS #	
Address:	City	St.:	Zip:
Telephone:	Fax:	E-mail:	
Owner's Name:			
Address:	City	St.:	Zip:
Telephone:	Fax:	E-mail:	

Affidavit of Applicant

I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge. I also understand that the duplicate when issued is for a single location that is listed above and is valid as long as I am appointed manager at that location and that this appointment and duplicate is NOT in violation of AAC R4-33-411 (manager of no more than two (2) assisted living facilities).

Signature of Applicant: _____ Date: _____

State: _____ County: _____

Subscribed and sworn to before me this ____ day of _____ 20 ____ by the affiant, who personally appeared before me.

NOTARY PUBLIC SIGNATURE

My Commission expires: _____
(OFFICIAL STAMP)

Office Use Only		
Date Requested:	Date Issued:	Duplicate #:
Receipt #	Amount	Check #