



Douglas A. Ducey
Governor

Allen Imig
Executive Director

***Arizona State Board of Examiners of Nursing Care Institution
Administrators and Assisted Living Facility Managers***

**INITIAL APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS
PLEASE REFER TO R4-33-602 through R4-33-604**

1. Provide evidence that each program instructor is qualified under R4-33-602(C)(1).
2. Provide evidence that each health-care professional who assists in providing training program instruction is qualified under R4-33-602(C)(2)(h).
3. A written description of the training program that includes
 - A. The length of the program (minimum of 40 hours) including:
 1. The number of hours of classroom instruction
 - B. Educational goals that demonstrate the training program is consistent with state requirements.
 - C. Implementation plan that includes timelines.
4. Description of classroom facilities, equipment and instructional tools available, consistent with R4-33-602(D).
5. Written curriculum, consistent with R4-33-603(B). (Provide copy of teaching material)
6. Skills checklist used to verify whether a student has acquired the necessary assisted living facility manager skills, consistent with R4-33-602(A)(7)(a).
7. Evaluation form required under R4-33-602(A)(7)(b).
8. Evidence of completion issued to a student under (R4-33-602(A)(5). (Only D&S certificate will be issued)
9. Name of text book used, author, publication date, and publisher
10. Copy of written policies and procedures required under R4-33-602(A)(3)
 - A. Attendance. Ensure that a student receives at least 40 hours of instruction.
 - B. Grading. Require a student attain at least 75% on each theoretical examination, or 75% on a comprehensive theoretical examination.
 - C. Reexamination. Inform students that a reexamination:
 1. Addresses the same competencies examined in the original examination
 2. Contains items different from those in the original examination, and
 3. Is documented in the student's record;
 - D. Student records. Include the following information
 1. Records maintained
 2. Retention period for each record
 3. Location of records
 4. Documents required under R4-33-602(E)(1) and (E)(2) and
 5. Procedure for accessing records and who is authorized to access records.
 - E. Student fees and financial aid, if any; (Provide a breakdown of what the tuition covers and what the student is responsible for)
 - F. Withdrawal and dismissal
 - G. Student grievances including a chain of command for disputing a grade
 - H. Admission requirements, including any criminal background or drug testing required

- I. Criteria for training program completion, and
 - J. Procedure for documenting before enrolling a student that the student has received noticed of the fingerprint clearance card requirement.
11. Signature of the owner of the training program
 12. The fee of \$1,000.00 as prescribed under R4-33-104(C)(1).

Following receipt of a completed application, you will be contacted to set up an appointment for a site visit. Completed applications should be mailed or delivered to:

NCIA Board
1740 W. Adams, Suite 2490
Phoenix, Arizona 85007