



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

Douglas A. Ducey
Governor

1740 W. Adams, Suite 2490 Phoenix, Arizona 85007
(602)364-2374 phone (602)542-8316 fax
Email: allen.imig@aznciaboard.us Website: www.aznciaboard.us

Allen Imig
Executive Director

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*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 R4-33-702 through R4-33-704

Applications must be submitted through the eLicensing portal at <https://elicense.az.gov/>.
Below are submissions you will need to have PDF files to upload.

1. Provide evidence that each program instructor is qualified under R4-33-702(C).
2. Provide evidence that each health-care professional who assists in providing training program instruction is qualified under R4-33-702(D)(9).
3. A written description of the training program that includes
 - A. The length of the program (minimum of 62 hours) including:
 1. The number of hours of classroom instruction
 2. The number of hours of skills training
 3. The number of hours of distance learning.
 - 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 R4-33-702(F).
5. Written curriculum, consistent with R4-33-703(C).
6. Skills checklist used to verify whether a student has acquired the necessary assisted living facility caregiver skills, consistent with R4-33-702(A)(6)(a).
7. Evaluation form required under R4-33-702(A)(6)(c).
8. Evidence of completion issued to a student under (A)(4).
9. Name of text book used, author, publication date, and publisher
10. Name of any distance learning materials used, producer of the material, and date produced.
11. Copy of written policies and procedures required under R4-33-702(A)(2)
 - A. Attendance. Ensure that a student receives at least 104 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 R4-33-702 (G)(1) and (G)(2) and
 5. Procedure for accessing records and who is authorized to access records.
 - E. Student fees and financial aid, if any;
 - 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 notice of the fingerprint clearance card requirement.
12. The fee of \$1,500.00 as prescribed under R4-33-104(D)(1).

Following receipt of a completed application, you will be contacted to set up an appointment for a site visit.