

RENEWAL APPLICATION

License No

Check For New Name or Address.
Indicate any changes below.

Name

Address

City

State

Zip Code

Country

ACTIVE \$235.00

INACTIVE \$100.00

Your Montana Nursing Home Administrator license will expire on December 31

TO RENEW YOUR LICENSE ONLINE GO TO: www.ebiz.mt.gov/pol/ (Online transactions must be completed no later than 11:59 PM, MST on the renewal deadline date. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.)

OR

- 1) Complete and sign the renewal application.
- 2) Answer the disciplinary question at the bottom of the form.
- 3) Read the continuing education statement below.
- 4) Submit a check or money order for \$235.00 for an Active License, or \$100.00 for an Inactive License, made payable to the Board of Nursing Home Administrators. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 4) Renewals with a U.S. Postal Service postmark after December 31 will be assessed a penalty fee by state law of \$235.00, for a total amount of \$470.00 for Active Status and \$100.00 for a total amount of \$200.00 for Inactive Status. NO EXCEPTIONS!
- 5) Return the renewal application and fee to the Board office postmarked by December 31.
- 6) An application for reinstatement for an expired license may be filed within two (2) years of the expiration date, provided the applicant can establish that the continuing education requirement has been met. The application must be accompanied by all delinquent fees which shall not be refunded.
- 7) Incomplete or unsigned renewal applications will be returned and may be subject to a penalty fee if not received in the Board office completed and postmarked by December 31.

CONTINUING EDUCATION REQUIREMENT AND STATEMENT:

You are required to have 20 hours of continuing education (CE) completed within the last year in order to renew your license. Up to 10 hours earned in excess in a calendar year may be carried over into the succeeding year. Continuing education does not apply to new licensees until December 31 of the year following the year of original license. The Board will be conducting a random audit of licensees following the renewal cycle to ensure compliance.

By signing this application, I declare under penalty of perjury that I have completed the 20 hours of continuing education within the last year or earned in excess 10 hours in the succeeding year that may be carried over. I am aware that a false statement may lead to subsequent revocation of licensure on ethical grounds.

HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

YES If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

NO

Your signature: _____ Date: _____

DO NOT SEND CASH