

Nursing Home Administrator

[Apply for a license](#) / [Renew License](#)

Nursing Home Administrator

The following outlines general license information. For specific information on filing an application, you will need to obtain the [application](#) which includes a detailed listing of the requirements.

A. Application Fee:

1. Application Fee - \$225.00
2. Temporary Permit - \$200.00
3. License by Endorsement - \$275.00

B. Requirements:

1. **Licenses by Examination** - Submit an application with 1200 points being the minimum documenting a combination of education, training and experience. Verification of the documentation must also be provided. Submit the required fee. Must pass both the written exam by the National Association of Boards and the Montana Jurisprudence Examination.

2. **Temporary Licenses** - Submit an application with 1200 points being the minimum documenting a combination of education, training and experience. Verification of the documentation must also be provided. Submit the required fee. Must pass the Montana Jurisprudence Examination. The temporary license is an interim license until the written exam by the National Association of Boards is taken and passed by the applicant.

3. **Licenses by Reciprocity** - Submit an application with 1200 points being the minimum documenting a combination of education, training and experience. Verification of the documentation must also be provided. Submit the required fee. Must pass both the written exam by the National Association of Boards and the Montana Jurisprudence Examination. Must hold a current valid unencumbered license in another state or jurisdiction and submit license verification.

C. Education Requirements: Training and/or college education may be counted toward points to meet the minimum application points of 1200.

D. Experience Requirements: Management, direct and/or indirect experience may be counted toward points to meet the minimum application points of 1200

E. Exam Information: Attain a passing scaled score, as determined by the National Association of Boards of Examiners for Nursing Home Administrators on an examination

administered by the Professional Examination Service or the National Association of Boards. Attain a score of at least 90% on the Montana Jurisprudence Examination.

F. [Renewal Period](#)

G. [Renewal Fee](#)

H. Continuing Education Requirements: 20 hours approved by the Board per year.
[Approved Continuing Education Providers](#)

I. Other Special License Requirements: 3 letters of character reference and a current resume.