

**APPLICATION FOR ASSISTED LIVING ADMINISTRATOR LICENSE  
BY LICENSED NURSING HOME ADMINISTRATOR**

Act No. 2001-1057 passed by the Alabama Legislature on December 20, 2001 provides for a person “who has a license in good standing, and continuously maintains such license, as a licensed nursing home administrator shall be exempt from the licensure requirement herein if the person at the time of application has responsibility for administration of an assisted living facility...”. “If the person wishes to also be issued a license as an assisted living administrator, the person shall pay an administrative fee as determined by the board and documents initially and annually thereafter the good standing of the nursing home administrator license.”

*Please read carefully and thoroughly complete the following information:*

1. I, \_\_\_\_\_, a duly licensed Nursing Home Administrator in the State of Alabama, license number, \_\_\_\_\_, expiration date, \_\_\_\_\_, a copy of which license and renewal card is herein attached, wish to apply for an Assisted Living Administrator license.

2. I currently have responsibility for the administration of the following assisted living facility:

Name \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

3. This facility is licensed as: (check all that apply)

A traditional (regular) assisted living facility

A specialty care assisted living facility

(Please attach a copy of the State license from the Alabama Department of Public Health)

4. Please check the appropriate statement:

(a) I am the administrator of record for the above listed facility.  
**(Please proceed to item number 5.)**

(b) I am not the administrator of record, but I do have responsibility for administration of the above listed facility.  
**(Please have the following Statement of Verification completed and signed by the administrator of record, or an officer, partner, owner or Board member of the above listed facility. Then proceed to item 5.)**

Statement of Verification:

This certifies that I know \_\_\_\_\_  
(Name of applicant)

has requested to be issued an Assisted Living Administrator license, and hereby affirm that he/she has responsibility for administration of the assisted living facility listed in item two (2) above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

5. I understand that I will pay a non-refundable administrative fee of \$100.00 in order to receive an Assisted Living Administrator license from the Board of Examiners of Assisted Living Administrators. Each year on the anniversary date of my A.L.A. license, I will need to file with the Board of Examiners, evidence that I continue to be responsible for the administration of an assisted living facility and that my Nursing Home Administrator license remains in good standing. I also understand that 1) this A.L.A. license shall become void if ever my Nursing Home Administrator license becomes void and 2) that this A.L.A. license shall become "inactive" if I no longer have responsibility for administration of an assisted living facility.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Title/Position: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_

Home Phone: \_\_\_\_\_

6. (a) Have you ever been convicted of a felony?  YES  NO  
Ala. Admin. Code r. 135-X-5-.03(3). An applicant for examination who has been convicted of a felony by any court in this state, or by any court of the United States, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first *submit to and file with the Board*, a certificate of good conduct granted by the Board of Parole or, in the case of a conviction in any jurisdiction wherein the laws do not provide for the issuance of a certificate of good conduct, an equivalent written statement or document.
- (b) Have you ever been convicted of a misdemeanor?  YES  NO  
Ala. Admin. Code r. 135-X-5-.03(4). An applicant for examination who has been convicted of a misdemeanor, except a petty traffic offense, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to, and file with the Board a certificate or letter of good conduct from the proper parole, probation, court, or police authorities wherein such conviction was had, or submit an equivalent written statement or document. For the purpose of this paragraph, a petty traffic offense shall be any and every misdemeanor relating to the operation of motor vehicles except: Driving while under the influence of intoxicating liquors, narcotics, stimulating or hallucinating drugs; leaving the scene of an accident; and manslaughter resulting from the operation of a motor vehicle.

To receive your Assisted Living Administrator license, please return this form, together with:

- A Copy of Nursing Home Administrator's license
- A Copy of NHA license renewal card
- A Copy of State license of the assisted living facility for which you have administrative responsibility
- \$100.00 (administrative fee) MUST BE PAID ONLINE [www.boeala.alabama.gov](http://www.boeala.alabama.gov)
- Alabama Immigration Affidavit Form

Mail the application and exhibits to:

Alabama Board of Examiners of Assisted Living Administrators  
2740 Zelda Road, Suite 3B  
Montgomery, AL 36106

# AFFIDAVIT OF APPLICANT

\_\_\_\_\_, on oath, do promise and swear that,  
*Printed Name of Applicant*

In accordance with the Alabama Immigration Law ALL new applicants and ALL renewal applications received on or after October 1, 2011 must provide, with their online or mail-in application, a notarized affidavit with a notarized copy of one (1) of the documents stated in HB56, Section 29(k) or HB56, Section 3(10).

ALL applicants or renewal applicants who cannot provide the documentation as provided in HB56, Section 29(k) or HB56, Section 3(10) shall be denied a license. All applicants or renewal applicants who provide documentation of alien status, pursuant to HB 56, Section 3(10), shall be verified through the S.A.V.E. program or the Department of Homeland Security pursuant to 8 U.S.C. §1373. Any applicant not lawfully in the United States shall be denied a license.

It is understood that if I have provided any false documents or, documents not originally issued to me, that my license may be suspended or revoked by the Board at any time.

I hereby state that all the documents provided by me are true and correct copies of documents issued to me by a governmental agency or tribal authority.

I further state that I have been provided a list of the documents that are acceptable to verify my identity and that verify my ability to work and/or reside in the United States. Of the list of documents provided, I have attached a notarized copy of my\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Applicant*

## ATTESTATION

I, \_\_\_\_\_, a notary in the State of \_\_\_\_\_  
(printed name of notary)

hereby attest to the fact the above named individual signed the above affidavit in my presence on this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public*  
My commission expires: \_\_\_\_\_.

## **ACCEPTABLE DOCUMENTS**

### *HB56, Section 29(k):*

- 1) Driver's license or nondriver's identification card
- 2) Birth certificate
- 3) Pertinent Pages of a United States valid or expired passport (must show passport number)
- 4) United States naturalization documents or the number of the certificate of naturalization
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto;
- 6) Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number
- 7) Consular report of birth abroad of a citizen of the United States of America
- 8) Certificate of citizenship issued by the United States Citizenship and Immigration Services
- 9) Certification of report of birth issued by the United States Department of State
- 10) American Indian Card, with KIC Classification issued by the US Department of Homeland Security
- 11) Final adoption decree showing the applicant's name and United States birthplace
- 12) Official United States Military record of service showing the applicant's place of birth in the United States
- 13) Extract from a United States hospital record of birth created at the time of the applicant's birth indicating the applicant's place of birth in the United States

### *HB56, Section 3(10):*

- 1) Valid, unexpired driver's license
- 2) Valid, unexpired nondriver identification card
- 3) Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
- 4) Valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.
- 5) Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.
- 6) Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.



**State of Alabama Board of Examiners of Assisted Living Administrators**

2740 Zelda Road, Suite 3B  
Montgomery, Alabama 36106  
[www.boeala.alabama.gov](http://www.boeala.alabama.gov)

Amy Findley  
Executive Director  
[Amy.Findley@boeala.alabama.gov](mailto:Amy.Findley@boeala.alabama.gov)

Telephone: (334) 271-2418  
Fax: (334) 271-2420

**Credit Card Authorization Form**

Name of Applicant / Licensee: \_\_\_\_\_ Amount to Charge  
\$ \_\_\_\_\_

Please Charge my Visa\_\_\_\_ MasterCard\_\_\_\_ Discover\_\_\_\_ AMEX \_\_\_\_  
Name on Card: \_\_\_\_\_  
Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Billing Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please check the item you wish to charge:

- \_\_\_ Initial Application Cat. I \$100.00
- \_\_\_ Initial Application Cat. II \$125.00
- \_\_\_ Examination \$150.00 (Section A) \$150.00 (Section B)
- \_\_\_ Classroom Training\* \$450.00\*
- \_\_\_ Initial License Fee \$125.00
- \_\_\_ License Renewal \$150.00
- \_\_\_ Reciprocity Questionnaire \$100.00
- \_\_\_ Late Renewal Penalty \$275.00
- \_\_\_ Inactive Reactivation Fee \$325.00
- \_\_\_ Bad Check Fee \$30.00
- \_\_\_ Emergency Permit \$350.00
- \_\_\_ Administrative Fee \$100.00
- \_\_\_ Administrative Fines \$5,000.00
- \_\_\_ Copies (per page) \$.75 (per page 1-25) \$.25 (per page 26+)

**\*\*There will a 3.5% Convenience Fee added to your transaction effective 8/1/18, the current fee is 4%\*\***