Rules and Regulations of the State of Georgia

Department 393 RULES OF GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY ADMINISTRATORS

Current through Rules and Regulations filed through October 27, 2026

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ADMINISTRATIVE HISTORY

The **Administrative History** following each Rule gives the date on which the Rule was originally filed and its effective date as well as the date on which any amendment or repeal was filed and its effective date. Principal abbreviations used in the Administrative History are as follows:

f. -- filed

eff. -- effective

R. -- Rule (Abbreviated only at the beginning of the control number)

Ch. -- Chapter (Abbreviated only at the beginning of the control number)

ER. -- Emergency Rule

Rev. -- Revised

Note: Emergency Rules are listed in each Rule's Administrative History by Emergency Rule number, date filed and effective date. The Emergency Rule will be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule is adopted, as specified by the Agency.

Chapter 393-1 entitled "Organization", 393-2 entitled "Licensing Procedures and Qualifications", 393-3 entitled "Revocation of Licenses", 393-4 entitled "Reinstatement of Licenses", 393-5

entitled "Display of Licenses", 393-6 entitled "Duplicate License" have been adopted. Filed December 31, 1969; effective January 19, 1970.

Rules 393-1-.01, .03, .06, 393-2-.05, have been repealed and new Rules adopted. Rules 393-2-.02, .03, and 393-3-.01 have been amended. Rule 393-2-.06 has been repealed. Filed December 22, 1970; effective January 11, 1971.

Chapters 393-1 to 393-6 have been repealed and new Chapters adopted. Chapter 393-7 entitled "Display of Licenses", 393-8 entitled "Duplicate License", and 393-9 entitled "Reciprocity" have been adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-10 entitled "Procedural Rules" has been adopted. Filed November 17, 1977; effective December 7, 1977.

Rules 393-3-.01, .02, 393-4-.07, 393-5-.01 have been amended. Filed January 17, 1979; effective February 6, 1979.

Rule 393-3-.01 has been amended. Filed October 18, 1979; effective November 7, 1979.

Rule 393-1-.01 has been repealed and a new Rule adopted. Rule 393-3-.01 has been amended. Filed September 29, 1980; effective October 9, 1980.

Rule 393-4-.07 has been amended. Filed January 21, 1982; effective February 10, 1982.

Rules 393-3-.02, .03, 393-5-.01, and 393-9-.01 have been amended. Filed January 19, 1984; effective February 8, 1984.

Rule 393-5-.05 has been amended. Filed October 23, 1985; effective November 12, 1985.

Rules 393-5-.01 has been amended. Rule 393-5-.02 has been repealed and a new Rule adopted. Rule 393-5-.03 has been adopted. Chapter 393-11 entitled "Fees" has been adopted. Filed February 25, 1986; effective March 17, 1986.

Rules 393-1-.03 and .04 have been repealed and new Rules adopted. Rule 393-4-.03 has been amended. Filed August 8, 1986; effective August 28, 1986.

Rule 393-3-.01 has been repealed and a new Rule adopted. Rules 393-3-.02, .03, 393-4-.05, .10, 393-5-.01, and 393-9-.01 have been amended. Filed December 18, 1986; effective January 7, 1987.

Rule 393-2-.04 has been adopted. Filed January 30, 1987; effective February 19, 1987.

Rule 393-5-.01 has been amended. Filed July 28, 1987; effective August 17, 1987.

Rule 393-3-.02 has been amended. Rule 393-5-.02 has been repealed and a new Rule adopted. Rule 393-5-.03 has been repealed. Chapter 393-12 entitled "Change of Status" has been adopted. Filed November 2, 1987; effective November 22, 1987.

Rules 393-1-.05 and 393-9-.01 have been repealed and new Rules adopted. Filed April 11, 1988; effective May 1, 1988.

Rule 393-5-.01 has been amended. Filed May 5, 1989; effective May 25, 1989.

Chapter 393-13 entitled "Continuing Education" has been adopted. Filed April 27, 1990; effective May 17, 1990.

Rules 393-3-.02, .03 and 393-5-.02 have been repealed and new Rules adopted. Chapter 393-4 has been repealed and a new Chapter adopted. Rule 393-5-.01 has been amended. Filed February 12, 1991; effective March 4, 1991.

Rules 393-3-.01 and 393-13-.01 have been amended. Rules 393-12-.01 to .03 have been repealed and new Rules adopted. Filed July 30, 1992; effective August 19, 1992.

Chapter 393-3 has been repealed and a new Chapter adopted. Rule 393-13-.01 has been amended. Filed February 26, 1993; effective March 18, 1993.

Rules 393-3-.03, .04, 393-4-.02, 393-9-.01, 393-13-.01, .03 have been amended. Filed March 9, 1994; effective March 29, 1994.

Rules 393-3-.03, 393-4-.02, 393-12-.05, and 393-13-.01 have been amended. Filed June 10, 1994; effective June 30, 1994.

Rule 393-1-.01 has been amended. Filed September 9, 1994; effective September 29, 1994.

Rule 393-5-.01 has been amended. Filed December 6, 1994; effective December 26, 1994.

Rules 393-2-.01, .02, 393-3-.04, 393-5-.01, 393-12-.04, 393-13-.01, .03 have been amended. Filed September 25, 1995; effective October 15, 1995.

Rule 393-13-.01 has been amended. Filed October 20, 1995; effective November 9, 1995.

Rules 393-2-.01 to .04 have been amended. Filed December 29, 1995; effective January 18, 1996.

Rule 393-12-.04 has been amended. Filed June 19, 1996; effective July 9, 1996.

Rules 393-13-.01, .03(6) have been amended. Filed August 21, 1996; effective September 11, 1996.

Rules 393-3-.02, 393-4-.01, 393-13-.01(3) have been amended. Chapter 393-7 and Rule 393-5-.02 have been repealed. Filed January 9, 1997; effective January 29, 1997.

Rule 393-4-.01(12) has been amended. Rule 393-4-.05 has been adopted. Filed June 11, 1998; effective July 1, 1998.

Rule 393-12-.05 has been amended. Filed February 17, 1999; effective March 9, 1999.

Chapter 393-1 Preamble has been amended. Rule 393-10-.01 has been repealed and a new Rule adopted. Filed August 23, 2001; effective September 12, 2001.

Rules 393-3-.03, .04, and 393-9-.01 have been amended. Rule 393-9-.02 has been repealed. Filed June 10, 2002; effective June 30, 2002.

Rule 393-3-.03 has been amended. Filed December 18, 2002; effective January 7, 2003.

Rule 393-5-.02 has been adopted. Filed March 19, 2003; effective April 8, 2003.

Chapter 393-2 has been repealed and a new Chapter 393-2, entitled "Definitions," containing Rules 393-3-.01 through 393-3-.03, adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-3 has been repealed and a new Chapter 393-3, entitled "Qualifications for Licensure," containing Rules 393-3-.01 through 393-3-.03, adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-4 has been repealed and a new Chapter 393-4, entitled "Internship," containing Rules 393-4-.01 through 393-4-.10, adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-5 has been repealed and a new Chapter 393-5, entitled "Renewal," containing Rules 393-5-.01 and 393-5-.02, adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-6 has been repealed and a new Chapter 393-6, entitled "Disciplinary Action," containing Rules 393-6-.01 and 393-6-.02, adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-7, entitled "Display of Licenses," containing Rule 393-7-.01, has been adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-8, entitled "Duplicate License," containing Rule 393-8-.01, has been adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-9, entitled "Reciprocity," containing Rule 393-9-.01, has been adopted. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-10, entitled "Procedural Rules," containing Rule 393-10-.01, has been adopted. Filed November 17, 1977; effective December 7, 1977.

Rule 393-3-.01 has been amended by the repeal of subparagraphs (1)(e)2. and (1)(e)3., and by the adoption of new subparagraphs (1)(e)2., (1)(e)3. and paragraph (4). Filed January 17, 1979; effective February 6, 1979.

Rule 393-3-.02 has been amended by the repeal of subparagraphs (2)(a) and (2)(d) and paragraphs (3) and (6), and by the adoption of new subparagraphs (2)(a), (2)(d), and new paragraphs (3) and (6); and has been further amended by the adoption of paragraph (7). Filed January 17, 1979; effective February 6, 1979.

Rule 393-4-.07 has been amended by: the repeal of paragraphs (6) and (7) and by the adoption of new paragraphs (6) and (7); the renumbering of paragraphs (8), (9), (10), (11), and (12) as (9), (10), (11), (12) and (13), and by the adoption of a new paragraph (8). Filed January 17, 1979; effective February 6, 1979.

Rule 393-5-.01 has been amended by the adoption of paragraphs (7) through (13). Filed January 17, 1979; effective February 6, 1979.

Rule 393-3-.01 has been amended by the repeal of paragraph (3). Filed October 18, 1979; effective November 7, 1979.

Rule 393-1-.01 has been repealed and a new Rule 393-1-.01 adopted. Filed September 29, 1980; effective October 19, 1980.

Rule 393-3-.01 has been amended by: the repeal of subparagraph (1)(e)2., and by the adoption of a new subparagraph (1)(e)2.; the renumbering of subparagraph (1)(e)3. as (1)(e)4., and by the adoption of a new subparagraph (1)(e)3. Filed September 29, 1980; effective October 19, 1980.

Rule 393-4-.07 has been amended by the repeal of paragraph (1), and by the adoption of a new paragraph (1). Filed January 21, 1982; effective February 10, 1982.

Rule 393-3-.02 has been amended by the repeal of subparagraph (2)(a) and by the adoption of a new subparagraph (2)(a) and paragraph (6). Filed January 19, 1984; effective February 8, 1984.

Rule 393-3-.03 has been amended by the adoption of a paragraph (5). Filed January 19, 1984; effective February 8, 1984.

Rule 393-5-.01 has been amended by the repeal of paragraphs (1), (7) and (8) and by the adoption of new paragraphs (1) and (7) and by renumbering paragraphs (9) thru (13) as paragraphs (8) thru (12), respectively. Filed January 19, 1984; effective February 8, 1984.

Rule 393-9-.01 has been amended by the repeal of subparagraph (2)(a) and by the adoption of a new subparagraph (2)(a) and by the adoption of paragraphs (5) and (6). Filed January 19, 1984; effective February 8, 1984.

Rule 393-5-.05 has been amended by the repeal of paragraph (1) and by the adoption of a new paragraph (1). Filed October 23, 1985; effective November 12, 1985.

Rule 393-5-.01 has been amended by the repeal of paragraph (3) and by the adoption of a new paragraph (3). Filed February 25, 1986; effective March 17, 1986.

Rule 393-5-.02 has been repealed and a new Rule 393-5-.02 adopted. Filed February 25, 1986; effective March 17, 1986.

Rule 393-5-.03 has been adopted. Filed February 25, 1986; effective March 17, 1986.

Chapter 393-11, entitled "Fees," containing Rule 393-11-.01, was filed on February 25, 1986; effective March 17, 1986.

Rules 393-1-.03 and 393-1-.04 have been repealed and new Rules of the same numbers adopted. Filed August 8, 1986; effective August 28, 1986.

Rule 393-4-.03 has been amended by the repeal of subparagraph (d) and subparagraphs (e) through (h) renumbered as subparagraphs (d) through (g), respectively. Filed August 8, 1986; effective August 28, 1986.

Rule 393-3-.01 has been repealed and a new Rule 393-3-.01 adopted. Filed December 18, 1986; effective January 7, 1987.

Rule 393-3-.02 has been amended by the repeal of paragraphs (2), (4), (5), (6) and (7) and by the adoption of new paragraphs of the same numbers. Filed December 18, 1986; effective January 7, 1987.

Rule 393-3-.03 has been amended by the repeal of paragraphs (3), (4) and (5) and by the adoption of new paragraphs (3) and (4). Filed December 18, 1986; effective January 7, 1987.

Rule 393-4-.05 has been amended by the repeal of subparagraph (b) and by the adoption of a new subparagraph (b). Filed December 18, 1986; effective January 7, 1987.

Rule 393-4-.10 has been amended by the repeal of paragraph (2) and by the adoption of a new paragraph (2). Filed December 18, 1986; effective January 7, 1987.

Rule 393-5-.01 has been amended by the repeal of paragraph (2) and by the adoption of a new paragraph (2). Filed December 18, 1986; effective January 7, 1987.

Rule 393-9-.01 has been amended by the repeal of paragraphs (2) through (6) and by the adoption of new paragraphs of the same numbers. Filed December 18, 1986; effective January 7, 1987.

Rule 393-2-.04 has been adopted. Filed January 30, 1987; effective February 19, 1987.

Rule 393-5-.01 has been amended by the repeal of paragraph (3) and by the adoption of a new paragraph (3). Filed July 28, 1987; effective August 17, 1987.

Rule 393-3-.02 has been amended by the repeal of paragraph (7) and by the adoption of new paragraphs (7) and (8). Filed November 2, 1987; effective November 22, 1987.

Rule 393-5-.02 has been repealed and Rule 393-5-.03 has been renumbered as Rule 393-5-.02. Filed November 2, 1987; effective November 22, 1987.

Chapter 393-12, entitled "Change of Status," containing Rules 393-12-.01 through 393-12-.05, was filed on November 2, 1987, effective November 22, 1987.

Rule 393-1-.05 has been repealed and a new Rule 393-1-.05 adopted. Filed April 11, 1988; effective May 1, 1988.

Rule 393-9-.01 has been repealed and a new Rule 393-9-.01 adopted. Filed April 11, 1988; effective May 1, 1988.

Rule 393-5-.01 has been amended by the repeal of paragraph (4) and by the adoption of a new paragraph (4). Filed May 5, 1989; effective May 25, 1989.

Chapter 393-13, entitled "Continuing Education," containing Rules 393-13-.01 to 393-13-.05 adopted. Filed April 27, 1990; effective May 17, 1990.

Rule 393-3-.02 has been repealed and a new Rule entitled "Application Process" adopted. Filed February 12, 1991; effective March 4, 1991.

Rule 393-3-.03 has been repealed and a new Rule, same title, adopted. Filed February 12, 1991; effective March 4, 1991.

Chapter 393-4 has been repealed and a new Chapter entitled "Administrator-In-Training" containing Rules 393-4-.01 to 393-4-.04, adopted. Filed February 12, 1991; effective March 4, 1991.

Paragraphs (1), (2), (3) and (4) were amended and (5) to (12) repealed of Rule 393-5-.01. Filed February 12, 1991; effective March 4, 1991.

Rule 393-5-.02 has been repealed and a new Rule, same title, adopted. Filed February 12, 1991; effective March 4, 1991.

Subparagraph (c) of Rule 393-3-.01, Rules 393-12-.01, .02, .03, and subparagraph (a) of Rule 393-13-.01(4) have been repealed and readopted. Filed July 30, 1992; effective August 19, 1992.

Rules 393-3-.01 to .03 have been renumbered to 393-3-.02 to .04 and a new Rule 393-3-.01 entitled "Americans With Disabilities Act" has been adopted. Rule 393-13-.01(3) has been amended. Filed February 26, 1993; effective March 18, 1993.

Rules 393-3-.03(3), .04(2),(4), 393-4-.02(4)(k), 393-9-.01, 393-13-.01, .03 have been amended. Filed March 9, 1994; effective March 29, 1994.

Rules 393-3-.03(2)(c), 393-12-.05 and 393-13-.01(4)(b) have been amended; Subparagraph 5. of Rule 393-4-.02(e) has been repealed. Filed June 10, 1994; effective June 30, 1994.

Rule 393-1-.01 has been amended. Filed September 9, 1994; effective September 29, 1994.

Paragraph (2) of Rule 393-5-.01 has been adopted and (2) to (4) renumbered (3) to (5). Filed December 6, 1994; effective December 26, 1994.

Rules 393-2-.01, .02; 393-3-.04; 393-5-.01; 393-12-.04; 393-13-.01, .03 have been amended. Filed September 25, 1995; effective October 15, 1995.

Rule 393-13-.01 has been amended. Filed October 20, 1995; effective November 9, 1995.

Rules 393-2-.01 to .04 have been amended. Filed December 29, 1995; effective January 18, 1996.

Rule 393-12-.04 has been amended. Filed June 19, 1996; effective July 9, 1996.

Rules 393-13-.01, .03(6) have been amended. Filed August 21, 1996; effective September 11, 1996.

Rules 393-3-.02, 393-4-.01, 393-13-.01(3) have been amended;

Chapter 393-7 and Rule 393-5-.02 have been repealed; Chapter 393-9 has been repealed and a new chapter, same title adopted. Filed January 9, 1997; effective January 29, 1997.

Rule 393-4-.01(12) has been amended; Rule 393-4-.05 has been adopted. Filed June 11, 1998; effective July 1, 1998.

Rule 393-12-.05 has been amended. Filed February 17, 1999; effective March 9, 1999.

Chapter 393-1 Preamble has been amended. Rule 393-10-.01 has been repealed and a new Rule adopted. Filed August 23, 2001; effective September 12, 2001.

Rule 393-5-.01 has been repealed and a new Rule adopted. Filed January 2, 2004; effective January 22, 2004.

Rule 393-13-.01 has been repealed and a new Rule adopted. Filed January 6, 2004; effective January 26, 2004.

Rules 393-13-.02 and .03 have been amended. Filed September 17, 2004; effective October 7, 2004.

Rule 393-3-.04 has been repealed and a new Rule adopted. Filed June 8, 2007; effective June 28, 2007.

Chapter 393-1 Preamble has been repealed. Rules 393-1-.01, 393-2-.01, 393-3-.02, 393-4-.01, .02, .05, 393-5-.01, .02, 393-6-.01, .02, 393-9-.01, 393-12-.01, .02, 393-13-.01 to .03 have been repealed and new Rules adopted. Rules 393-1-.05, 393-2-.02 to .04, 393-3-.03, 393-4-.03, .04, 393-12-.03 to .05, 393-13-.04, and .05 have been repealed. Rules 393-5-.03, .04, 393-9-.02 have been adopted. Chapter 393-8 has been repealed. Filed December 11, 2007; effective December 31, 2007.

Rules 393-3-.02 and 393-4-.02 have been repealed and new Rules adopted. Filed December 11, 2008; effective December 31, 2008.

Rules 393-3-.02 and 393-5-.03 have been repealed and new Rules adopted. Rules 393-4-.02 and 393-13-.01 have been amended. Filed August 7, 2009; effective August 27, 2009.

Rules 393-3-.02 and 393-4-.02 have been repealed and new Rules adopted. Filed December 16, 2010; effective January 5, 2011.

Rule 393-12-.02 amended. F. Sep. 12, 2011; eff. Oct. 2, 2011.

Rule 393-2-.01 amended. F. Apr. 3, 2012; eff. Apr. 23, 2012.

Rules 393-13-.01, .02, .03 repealed and readopted. F. Apr. 3, 2012; eff. Apr. 23, 2012.

Rule 393-1-.02 repealed. Rules 393-4-.01, 393-4-.02, 393-5-.02, 393-5-.03 and 393-13-.01 repealed and new Rules adopted. F. Jul. 2, 2013; eff. Jul. 22, 2013.

Rules 393-3-.02, .04, 393-5-.01, .03 amended. Chapter 393-9 amended and title changed to "Reciprocity." F. Apr. 29, 2016; eff. May 19, 2016.

Rule 393-4-.02 amended and title changed to "Administrator In Training (AIT) Program Requirements. Amended." F. Nov. 28, 2016; eff. Dec. 18, 2016.

Rule 393-9-.03 adopted. F. May 31, 2017; eff. June 20, 2017.

Rule 393-9-.01 amended. F. Feb. 14, 2019; eff. Mar. 6, 2019.

Rules 393-4-.02, 393-9-.02 amended. F. Mar. 19, 2019; eff. Apr. 8, 2019.

Note: Rule 393-13-.02, correction of non-substantive typographical error in Rule History on SOS Rules and Regulations website. *"**Repealed**: New Rule entitled "Continuing Education Requirements. Amended." F. Apr. 3, 2012; eff. Apr. 23, 2012."* corrected to *"**Repealed:** New Rule entitled "Continuing Education Sources. Amended." F. Apr. 3, 2012; eff. Apr. 23, 2012."* Effective August 29, 2019.

Rules 393-13-.01, .02, .03 amended. F. Aug. 9, 2019; eff. Aug. 29, 2019.

Note: Rule 393-5-.01, correction of non-substantive typographical error in Rule History only, *"Amended: F. Apr. 29, 2016; eff. May 19, 2016."* corrected to *"Amended: New title "Renewal of License. Amended." F. Apr. 29, 2016; eff. May 19, 2016."* to cite title change omitted in 2016. Effective March 25, 2021.

Note: Correction of non-substantive typographical error in Rule History only, *"**Amended:** F. Apr. 29, 2016; eff. May 19, 2016."* corrected to *"**Amended:** New title "License Reinstatement. Amended." F. Apr. 29, 2016; eff. May 19, 2016."* to cite title change omitted in 2016. Effective March 25, 2021.

Department 393, "Georgia State Board of Nursing Home Administrators" title changed to "Georgia State Board of Long-Term Care Facility Administrators." The Department is amended in direct response to HB 987, Section 9, which amends O.C.G.A. Title 43, Chapter 27. Rules 393-1-.01, 393-2-.01, 393-3-.02, 393-5-.01 through .03, 393-6-.01, 393-6-.02, 393-9-.01 through .03, 393-10-.01, 393-12-.01, 393-12-.02, 393-13-.01 through .03 amended. Rules 393-3-.03, 393-9-.04, 393-13-.04 adopted. Rule 393-3-.04 repealed and new rules adopted. F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rules 393-9-.03, 393-13-.01, .02, .04 amended. F. Mar. 18, 2025; eff. Apr. 7, 2025.

Cite as Ga. Comp. R. & Regs. R. dept. 393, ADMINISTRATIVE HISTORY

Chapter 393-1. ORGANIZATION.

Rule 393-1-.01. Organization.

(a) The term "Board" shall mean the Georgia State Board of Long-Term Care Facility Administrators, which shall consist of nine members. The members of the Board shall be appointed by the Governor and confirmed by the Senate, as follows:

(1) Three members who are nursing home administrators in this state, at least one of whom shall represent nonproprietary nursing homes;

(2) Three members each of whom are either a personal care home administrator or an assisted living community administrator; provided, however, that on and after July 1, 2021, all successor members appointed pursuant to this paragraph shall be either a licensed personal care home administrator or a licensed assisted living community administrator;

(3) Two members of the public at large who are not personal care home administrators, assisted living community administrators, or nursing home administrators or pecuniarily interested in any personal care home, assisted living community, or nursing home, or have any connection with the personal care home, assisted living community, or nursing home industry whatsoever; and

(4) One member who is a health care professional with at least a bachelor's degree, experience in elder care, and knowledge in dementia care and who is not a personal care home administrator, an assisted living community administrator, or a nursing home administrator or pecuniarily interested in any personal care home, assisted living community, or nursing home, or has any connection with the personal care home, assisted living community, or nursing home industry whatsoever.

(b) The term for all members shall be three years from the date of appointment. A member may be removed as provided in Code Section 43-1-17, including removal for failing to attend three meetings in one calendar year. All vacancies shall be filled by the Governor for the unexpired terms in accordance with the requirements for appointment to the vacant position.

Cite as Ga. Comp. R. & Regs. R. 393-1-.01
Authority: O.C.G.A. §§ 43-1-17, 43-1-24, 43-1-25, 43-27-2, 43-27-5.
History. Original Rule entitled "Organization of Board" was filed on December 31, 1969; effective January 19, 1970.
Amended: Rule repealed and a new Rule of the same title adopted. Filed December 22, 1970; effective January 11, 1971.
Amended: Rule repealed and a new Rule entitled "Organization" adopted. Filed September 5, 1975; effective September 25, 1975.
Amended: Rule repealed and a new Rule of the same title adopted. Filed September 29, 1980; effective October 19, 1980.
Amended: F. Sept. 9, 1994; eff. Sept. 29, 1994.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-1-.02. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-1-.02
Authority: O.C.G.A. §§ 43-1-25, 43-27-5 and 50-13-3.
History. Original Rule entitled "Headquarters" was filed on December 31, 1969; effective January 19, 1970.
Amended: Rule repealed and a new Rule entitled "Quorum" adopted. Filed September 5, 1975; effective September 25, 1975.
Repealed: F. Jul. 2, 2013; eff. July 22, 2013.

Rule 393-1-.03. Chair and Vice-Chair.

The Board shall elect annually from among its members a chair and vice-chair. The chair shall preside at all meetings of the Board, appoint committees and perform the usual duties of his office. In the absence of the chair, the vice-chair shall preside at meetings and perform all duties usually performed by the chair.

Cite as Ga. Comp. R. & Regs. R. 393-1-.03
Authority: O.C.G.A. Secs. 43-1-25; 43-27-3.
History. Original Rule entitled "Quorum" was filed on December 31, 1969; effective January 19, 1970.
Amended: Rule repealed and a new Rule of the same title adopted. Filed December 22, 1970; effective January 11, 1971.
Amended: Rule repealed and a new Rule entitled "Chairman and Vice-Chairman" adopted. Filed September 5, 1975; effective September 25, 1975.
Amended: Rule repealed and a new Rule entitled "Chair and Vice-Chair" adopted. Filed August 8, 1985; effective August 28, 1986.

Rule 393-1-.04. Meetings.

The Board shall meet a minimum of four times a year. Additional meetings may be called by the chair.

Cite as Ga. Comp. R. & Regs. R. 393-1-.04
Authority: O.C.G.A. Secs. 43-1-25; 43-27-3.
History. Original Rule entitled "Chairman and Vice-Chairman" was filed on December 31, 1969; effective January 19, 1970.
Amended: Rule repealed and a new Rule entitled "Meetings" adopted. Filed September 5, 1975; effective September 25, 1975.
Amended: Rule repealed and a new Rule of the same title adopted. Filed August 8, 1986; effective August 28, 1986.

Rule 393-1-.05. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-1-.05
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-243-27-5.
History. Original Rule entitled "Secretary" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: New Rule entitled "Examination" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule of same title adopted. F. Apr. 11, 1988; eff. May 1, 1988.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-1-.06. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-1-.06
Authority: Ga. L. 1968, pp. 1143, 1146, as amended.
History. Original Rule entitled "Meetings" was filed on December 31, 1969; effective January 19, 1970.
Amended: Rule repealed. Filed September 5, 1975; effective September 25, 1975.

Chapter 393-2. DEFINITIONS.

Rule 393-2-.01. Definitions.

(a) The term "Administrator" shall mean a person who operates, manages, supervises, or is in charge of a long-term care facility. The Board does not recognize the title of "Assistant Administrator" and anyone performing the duties as an Administrator in a Long-Term Care Facility must be licensed by the Board.

(b) The term "Long-Term Care Facility" shall mean a personal care home with 25 beds or more, an assisted living community, or a nursing home licensed in this state.

Cite as Ga. Comp. R. & Regs. R. 393-2-.01
Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-1, 43-27-5, 43-27-6, 50-13-3.
History. Original Rule entitled "Examination" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: New Rule entitled "Administrator" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Sept. 25, 1995; eff. Oct. 15, 1995.
Amended: F. Dec. 29, 1995; eff. Jan. 18, 1996.
Repealed: New Rule entitled "Definitions" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended. F. Apr 3, 2012; eff. April 23, 2012.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-2-.02. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-2-.02
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4, 43-27-5, 50-13-3.
History. Original Rule entitled "Pre-Examination Requirements" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Amended: F. Dec. 22, 1970; eff. Jan. 11, 1971.
Repealed: New Rule entitled "Governing Body" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule entitled "Administrator of Record" adopted. F. Sept. 25, 1995; eff. Oct. 15, 1995.
Amended: F. Dec. 29, 1995; eff. Jan. 18, 1996.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-2-.03. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-2-.03
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4, 43-27-5, 50-13-3.
History. Original Rule entitled "Application for Examination" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Amended: F. Dec. 22, 1970; eff. Jan. 11, 1971.
Repealed: New Rule entitled "Board" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule entitled "Governing Body" adopted. F. Dec. 29, 1995; eff. Jan. 18, 1996.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-2-.04. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-2-.04
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4, 43-27-5, 50-13-3.
History. Original Rule entitled "Conditional Admission to Examination; Disqualification; Re-examination" adopted.

F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: New Rule entitled "Health Related Experience" adopted. F. Jan. 30, 1987; eff. Feb. 19, 1987.
Repealed: F. Sept. 25, 1995; eff. Oct. 15, 1995.
Amended: New Rule entitled "Board" adopted. F. Dec. 29, 1995; eff. Jan. 18, 1996.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-2-.05. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-2-.05
Authority: Ga. L. 1968, p. 1143 *et seq.*
History. Original Rule entitled "Variable Factors" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: New Rule entitled "Practical Training and Experience" adopted. F. Dec. 22, 1970; eff. Jan. 11, 1971.
Repealed: F. Sept. 5, 1975; eff. Sept. 25, 1975.

Rule 393-2-.06. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-2-.06
Authority: Ga. L. 1968, p. 1143 *et seq.*
History. Original Rule entitled "Practical Training and Experience" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: F. Sept. 5, 1975; eff. Sept. 25, 1975.

Rule 393-2-.07. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-2-.07
Authority: Ga. L. 1968, p. 1143 *et seq.*
History. Original Rule entitled "Reciprocity" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: F. Sept. 5, 1975; eff. Sept. 25, 1975.

Rule 393-2-.08. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-2-.08
Authority: Ga. L. 1968, p. 1143 *et seq.*
History. Original Rule entitled "Registration of Licenses" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: F. Sept. 5, 1975; eff. Sept. 25, 1975.

Chapter 393-3. LICENSURE BY EXAMINATION.

Rule 393-3-.01. Americans With Disabilities Act.

The Board will provide reasonable accommodation to a qualified applicant with a disability in accordance with the Americans With Disabilities Act. The request for an accommodation by an individual with a disability must be made in writing and received in the Board Office by the

application deadline along with appropriate documentation, as indicated in the Request for Disability Accommodation Guidelines.

Cite as Ga. Comp. R. & Regs. R. 393-3-.01
Authority: O.C.G.A. Secs. 43-1-2, 43-1-19, 43-27-6.
History. Original Rule entitled "Refusal, Suspension, and Revocation of Licenses" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Amended: F. Dec. 22, 1970; eff. Jan. 11, 1971.
Repealed: New Rule entitled "Pre-Examination Requirements" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Jan. 17, 1979; eff. Feb. 6, 1979.
Amended: F. Oct. 18, 1979; eff. Nov. 7, 1979.
Amended: F. Sept. 29, 1980; eff. Oct. 19, 1980.
Repealed: New Rule of same title adopted. F. Dec. 18, 1986; eff. Jan. 7, 1987.
Amended: F. July 30, 1992; eff. August 19, 1992.
Repealed: New Rule entitled "Americans With Disabilities Act" adopted. F. Feb. 26, 1993; eff. Mar. 18, 1993.

Rule 393-3-.02. Licensure Requirements for Nursing Home Administrators.

A person who seeks licensure by examination as a nursing home administrator must show the following:

(a) Be at least 21 years of age;

(b) Be of reputable and responsible character;

(c) Be a citizen of the United States or have a registration card indicating valid residency and work status in the United States; all applicants must submit a secure and verifiable document, as defined in Code Section 50-36-2;

(d) Be qualified to work in a skilled nursing home as outlined in state rules as promulgated by the Georgia Department of Community Health, federal regulations as promulgated by the Centers for Medicare and Medicaid Services, and Board rules. The following are the education requirements accepted by the Board:

1. A doctorate or master's degree in health administration, health services administration, health care administration, or nursing, or other related healthcare degrees, and a 500 hour Georgia AIT program; or

2. A baccalaureate degree in health administration, health services administration, health care administration, or nursing, or other healthcare related degree, and a 1000 hour Georgia AIT program, or

3. An associate degree in nursing or licensed practical nursing certification with four years of full-time work in any skilled nursing facility with the last two years being in management, and a 1500 hour Georgia AIT program; or

4. Six years of full-time work in any skilled nursing facility with the last three years being in management and no less than 48 semester units or 90 quarter units of college, plus a 2000 hour Georgia AIT program, or

5. Eight years full-time experience in a skilled nursing facility with the last five years being in management, a High School Diploma, and a 2000 hour Georgia AIT program.

(e) Management experience is defined as full-time employment as a department manager or licensed professional supervising a staff of two or more employees in a skilled nursing facility or skilled nursing hospital unit.

(f) Education is defined as one year of college with 45 quarter hours or 24 semester hours of course work at an educational institution accredited by a regional body recognized by the Council of Post-Secondary Accreditation (like SACS).

(g) If an applicant does not meet these requirements but does have a doctorate, masters or baccalaureate degree in a field outside of healthcare, the applicant would be required to complete a 2000 hour AIT program in Georgia to qualify for licensure.

Cite as Ga. Comp. R. & Regs. R. 393-3-.02
Authority: O.C.G.A. §§ 43-1-25, 43-27-4, 43-27-5, 43-27-6, 50-36-1, 50-36-2.
History. Original Rule entitled "Application for Examination" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Jan. 17, 1979; eff. Feb. 6, 1979.
Amended: F. Jan. 19, 1984; eff. Feb. 8, 1984.
Amended: F. Dec. 18, 1986; eff. Jan. 7, 1987.
Amended: F. Nov. 2, 1987; eff. Nov. 22, 1987.
Repealed: New Rule entitled "Application Process" adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Repealed: New Rule entitled "Pre-Examination Requirements" adopted. F. Feb. 26, 1993; eff. Mar. 18, 1993.
Amended: F. Jan. 9, 1997; eff. Jan. 29, 1997.
Repealed: New Rule entitled "Licensure Requirements" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Repealed: New Rule of same title adopted. F. Dec. 11, 2008; eff. Dec. 31, 2008.
Repealed: New Rule of same title adopted. F. Aug. 7, 2009; eff. Aug. 27, 2009.
Repealed: New Rule of the same title adopted. F. Dec. 16, 2010; eff. Jan. 5, 2011.
Amended: F. Apr. 29, 2016; eff. May 19, 2016.
Amended: New title "Licensure Requirements for Nursing Home Administrators." F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-3-.03. Examination for Nursing Home Administrators.

(1) Upon the Board's approval of the completion of an AIT program, an applicant shall be approved to take the national exam. No applicant shall be approved to register and sit for the national exam prior to the Board approval of the AIT program.

(2) Following the Board approval of the completion of the AIT program, an applicant shall complete all requirements for licensure as a Nursing Home Administrator within six (6) months of the date of Board approval of the AIT program's completion.

(3) If the applicant fails to complete all requirements for licensure as a Nursing Home Administrator within the six (6) month timeframe, the application will be withdrawn and the applicant must submit a new application, current documentation and fee.

Cite as Ga. Comp. R. & Regs. R. 393-3-.03
Authority: O.C.G.A. §§ 43-1-25, 43-27-4, 43-27-5, 43-27-6.
History. Original Rule entitled "Examination" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Jan. 19, 1984; eff. Feb. 8, 1984.
Amended: F. Dec. 18, 1986; eff. Jan. 7, 1987.
Repealed: New Rule of same title adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Repealed: New Rule entitled "Application Process" adopted. F. Feb. 26, 1993; eff. Mar. 18, 1993.
Amended: F. Mar. 9, 1994; eff. Mar. 29, 1994.
Amended: F. June 10, 1994; eff. June 30, 1994.
Amended: F. June 10, 2002; eff. June 30, 2002.
Amended: F. Dec. 18, 2002; eff. Jan. 7, 2003.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.
Adopted: New Rule entitled "Examination for Nursing Home Administrators." F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-3-.04. Licensure Requirements for Assisted Living Community Administrators and Personal Care Home Administrators.

A person who seeks licensure by examination as an Assisted Living Community Administrator or Personal Care Home Administrator must show the following:

(a) Be at least 21 years of age;

(b) Be of reputable and responsible character;

(c) Be a citizen of the United States or have a registration card indicating valid residency and work status in the United States; all applicants must submit a secure and verifiable document, as defined in Code Section 50-36-2;

(d) Be qualified to work in an assisted living community or personal care home as outlined in state rules, as promulgated by the Georgia Department of Community Health, and Board rules.

(e) Proof of completion of one of the following:

1. At least one year of full-time practical experience in a healthcare facility or managerial/supervisory experience outside of a healthcare facility prior to the date of the application AND certification from a nationally recognized program (e.g. Senior Living University), program accredited by the National Association of Long

Term Care Administrator Boards (NAB), or any other program approved by the Board, which teaches the responsibilities of Assisted Living Community Administration, is a minimum of 14 hours in length, and requires passage of a written exam; or

2. Health Services Executive (HSE) qualification from the National Association of Long Term Care Administrator Boards (NAB); or

3. Hold a master's degree in a health care related field that includes a minimum of 21 semester hours of coursework concentrated on the administration and management of health care services AND passage of the Resident Care/Assisted Living (RCAL) national examination administered by the National Association of Long Term Care Administrator Boards (NAB); or

4. Hold an active, unencumbered Georgia license as a Nursing Home Administrator.

Cite as Ga. Comp. R. & Regs. R. 393-3-.04
Authority: O.C.G.A. §§ 43-1-25, 43-27-4, 43-27-5, 43-27-6.
History. Original Rule entitled "Examination" adopted. F. Feb. 26, 1993; eff. Mar. 18, 1993.
Amended: F. Mar. 9, 1994; eff. Mar. 29, 1994.
Amended: F. Sept. 25, 1995; eff. Oct. 15, 1995.
Amended: F. June 10, 2002; eff. June 30, 2002.
Repealed: New Rule of same title adopted. F. June 8, 2007; eff. June 28, 2007.
Amended: F. Apr. 29, 2016; eff. May 19, 2016.
Repealed: New Rule entitled "Licensure Requirements for Assisted Living Community Administrators and Personal Care Home Administrators" adopted. F. Mar. 5, 2021; eff. Mar. 25, 2021.

Chapter 393-4. ADMINISTRATOR-IN-TRAINING.

Rule 393-4-.01. Definitions.

Administrator in Training is an individual completing a Board-approved traineeship in a Georgia nursing home facility which has been approved as an AIT Training Site with a Georgia Nursing Home Administrator active licensee who has been approved as a preceptor.

Cite as Ga. Comp. R. & Regs. R. 393-4-.01
Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6, and 50-13-3.
History. Original Rule entitled "Restoration" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: New Rule entitled "Preface" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule entitled "Definitions" adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Amended: F. Jan 9, 1997; eff. January 29, 1997.
Amended: F. June 11, 1998; eff. July 1, 1998.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Repealed: New Rule of same title adopted. F. Jul. 2, 2013; eff. July 22, 2013.

Rule 393-4-.02. Administrator In Training (AIT) Program Requirements. Amended.

(1) **ALL** applicants for initial licensure in Georgia as a Nursing Home Administrator must complete an Administrator in Training program as determined by the Board (excluding applicants by reciprocity).

(2) A person who intends to qualify for a **Nursing Home Administrators** license and admission to the licensure examination by use of an Administrator In Training (A.I.T.) program must first receive approval to begin the program by meeting the requirements of Rule Chapter 393-3 and successfully completing the AIT program in a Board approved Nursing Home Training Site facility under the coordination, supervision and teaching of a Georgia Nursing Home Administrator Preceptor who has obtained approval from the Board pursuant to and who continues to meet the qualifications of this rule.

(3) **Board Approved Nursing Home Training Site.**

(a) In order to be the site of an AIT program, the nursing home must have a minimum of sixty (60) licensed beds.

(b) The Board may limit the number of AITs the nursing home trains at one time as follows:

1. A nursing home with sixty (60) to one hundred (100) licensed beds may be approved for a maximum of one (1) AIT;

2. A nursing home with one hundred and one (101) or more licensed beds may be approved for a maximum of two (2) AITs;

(c) The licensed Georgia Nursing Home Administrator of record of the proposed AIT site must submit:

1. An application and non-refundable administrative fee for consideration as a Board approved Nursing Home Training Site;

2. Copies of all surveys received in the last eighteen (18) months.

(d) A nursing home which otherwise qualifies for approval, but is deficient in one or more of the above listed criteria, may seek approval based upon the establishment of affiliations with other nursing homes.

(e) Once approved, a Nursing Home Training Site term of approval shall coincide with the Nursing Home Administrators license expiration date of December 31st of every odd numbered year and will be subject to re-approval and a new administrative fee every two years.

(f) The Board may withdraw approval of an AIT training site based upon changes in the nursing home surveys, preceptor or for reasons stated in these rules including Rule Chapters 393-4 and 393-6.

(4) **Nursing Home Administrator Preceptor.**

(a) The preceptor is solely responsible for ensuring that the AIT complies with the laws and rules of the Board, and must attest to such compliance on monthly reports as well as upon a final completion report of the AIT program.

1. It is the responsibility of the preceptor to assure each monthly and final completion report is completed correctly, completely and accurately.

2. Each monthly report shall only contain AIT hours accrued within the calendar month, regardless of the dates or number of hours. Do not combine calendar months into one report.

(b) The preceptor must ensure that the AIT is not over-burdened with routine job responsibilities that may be detrimental to his or her training, and must ensure that the AIT is afforded a broad and comprehensive experience.

(c) To be approved as a Nursing Home Administrator Preceptor, the applicant must submit the application, non-refundable administrative fee and:

1. Be currently licensed in Georgia as a Nursing Home Administrator with no disciplinary actions taken against the applicant's license which the Board deems to be of such a nature as to prevent the applicant from providing services as a Preceptor;

2. Be currently employed as a licensed Nursing Home Administrator for five (5) years with the final year of practice being in Georgia;

3. Be employed and working full time at the Georgia Board approved AIT Training Site;

4. Have successfully completed the "Nursing Home Administrator Preceptor" course through the Georgia Health Care Association (GHCA).

(d) Once approved, a Nursing Home Administrator Preceptor term of approval shall coincide with the Nursing Home Administrators license expiration date of December 31st of every odd numbered year and will be subject to re-approval and a new administrative fee every two years.

(e) A nursing home administrator who becomes unable to continue to serve as a preceptor, or leaves the AIT site as the Administrator of Record for any reason must notify the Board of same by registered mail no later than ten (10) business

days after their last date of service as a preceptor. If the nursing home administrator fails to notify the Board as outlined in this rule in a timely manner, the Board reserves the right to sanction or discipline the Preceptor approval, and/or to withdraw or restrict the preceptor's approval.

(5) **Preceptor and Training Site Re-Approval Process.**

(a) Failure to obtain re-approval of a Preceptor or Training Site within three (3) months from its expiration date will require new applications, fees and all supporting documents to be submitted.

(b) After April 1st of every EVEN numbered year, in order to be considered for the re-approval of a Preceptor or Training Site approval, the Preceptor of Record for the Training Site must submit a completed Preceptor Re-Approval application, and a Training Site Re-Approval application, pay the required fees and provide any supporting documentation required on the application forms.

(c) Any AIT training conducted on or after January 1st of every EVEN numbered year without the Board's re-approval of the current Preceptor and Training Site shall not be accepted by the Board towards the required hours of the AIT program being conducted.

(6) **Administrator In Training (AIT) Program**.

(a) An AIT program is approved for a specific Georgia Nursing Home as the Training Site, and, for an approved Georgia Nursing Home Administrator Preceptor at the approved Training Site.

(b) An AIT program occurs from a minimum of 500 clock hours to a maximum of 2000 clock hours, earned in consecutive months from three (3) months to twelve (12) months, with a an average per calendar week of twenty-four (24) hours worked for part time candidates to forty (40) hours worked for full time candidates as defined by Board rules.

(c) Schedules for the AIT must include, at a minimum, the following:

1. Allotted time for various functions of the nursing home such as nursing, dietary, housekeeping/laundry, business office, leadership, quality improvement, disaster preparedness and management techniques;

2. Allotted time for participation in professional meetings and staff meetings, but cannot dominate training hours each week;

(d) Monthly reports are to be submitted to the Board no later than thirty (30) days from the last day of the training month completed. This report must follow the individualized schedule and describe the activities of the month and should be

signed and notarized by both the Preceptor and AIT. Any denied hours/reports by the Board must be addressed by the Preceptor and the AIT in a timely manner and no additional monthly reports will be reviewed/approved until the denied hours/reports are resolved.

(e) The Board may request the Preceptor and/or AIT to meet with the Board to discuss the AIT's progress if monthly reports are denied or other concerns are raised.

(f) If the preceptor is no longer able to supervise the AIT, the AIT will be afforded up to 12 months' time to find another Preceptor to oversee his/her program at the current site or seek placement at another approved site. The new Preceptor and the AIT must notify the Board in writing (submit the "Change of Preceptor" Form) of the changes in circumstances prior to any training being provided by the new Preceptor. The Board will review the circumstances and determine if the AIT can proceed under the new Preceptor. Once approved by the Board, the AIT may continue his/her program.

(g) An individual shall receive no credit for training hours at an unapproved Nursing Home Training Site; for training hours under the supervision of a nursing home administrator who has not been approved as a preceptor for that particular AIT; or for training hours prior to the Board's approval of the AIT's application.

(h) An Administrator in Training program which has been discontinued by a period of military service (the AIT or affected immediate family member of an AIT) shall be allowed to be completed within a year after the completion of the military service. The Board must receive notice in the event of discontinuance of training for military service and for any other reason as well.

(i) The starting date of an AIT training program will be determined by the Board after the Board's receipt of a complete AIT program application, a non-refundable administration fee, and the Board's approval of the program Preceptor and AIT training site.

1. The AIT program application will not be approved by the Board until both the Preceptor and the Training Site for the program have been approved.

2. The AIT program application must be signed and attested by the program Preceptor. Before the Preceptor signs the AIT program application, the Preceptor is responsible for assuring that the application meets all board requirements prior to Board consideration and approval.

(j) When the AIT training program is completed, the AIT must submit evidence of completion to the Board. Once the Board receives evidence of completion and has approved it as being satisfactory, then upon notification by the Board of the completion and approval of the training program, the AIT must submit a completed application for a Nursing Home Administrator (NHA) licensure and the

required fee. This NHA application and fee must be submitted to the Board within thirty (30) days from the date of the Board approval notification (by e-mail or USPS mail).

(k) Failure to register, sit for, and pass the NAB licensing examination within six months from the Board's notification to the applicant of an approved application, as stated in paragraph (j), shall require submission of a new Nursing Home Administrator (NHA) licensure application, fee, and any supporting documents required by the Board.

(l) Failure to complete the AIT program and/or failure to pass the examination within the time period required by this rule will terminate the pending application for licensure before the Board.

Cite as Ga. Comp. R. & Regs. R. 393-4-.02
Authority: O.C.G.A. §§ 43-1-10, 43-1-11, 43-1-25, 43-27-4, 43-27-5, 43-27-6.
History. Original Rule entitled "Basic Guidelines to Nursing Homes Desiring an Internship Program" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule entitled "AIT Program at an Approved Nursing Home" adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Amended: F. Mar 9, 1994; eff. March 29, 1994.
Amended: F. June 10, 1994; eff. June 30, 1994.
Repealed: New Rule entitled "Georgia Board Approved AIT Program Requirements" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Repealed: New Rule of same title adopted. F. Dec. 11, 2008; eff. Dec. 31, 2008.
Amended: F. Aug. 7, 2009; eff. Aug. 27, 2009.
Repealed: New Rule of the same title adopted. F. Dec. 16, 2010; eff. Jan. 5, 2011.
Repealed: New Rule entitled "Administrator In Training (AIT) Program Requirements" adopted. F. Jul. 2, 2013; eff. July 22, 2013.
Amended: New title "Administrator In Training (AIT) Program Requirements. Amended." F. Nov. 28, 2016; eff. Dec. 18, 2016.
Amended: F. Mar. 19, 2019; eff. Apr. 8, 2019.

Rule 393-4-.03. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-4-.03
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4 to 43-27-6, 53-13-3.
History. Original Rule entitled "Definitions" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Aug. 8, 1986; eff. Aug. 28, 1986.
Repealed: New Rule entitled "AIT in an Internship Course in an Approved Health Care Educational Program" adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-4-.04. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-4-.04
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4 to 43-27-6, 53-13-3.

History. Original Rule entitled "Nursing Home Eligible for Board Approval" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule entitled "Master's Degree AIT Exception" adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-4-.05. AIT Program with Multiple Preceptors and Sites.

All preceptors and sites included in AIT training must be licensed by the Board, and adhere to the Georgia Laws and Rules in the training process.

Cite as Ga. Comp. R. & Regs. R. 393-4-.05
Authority: O.C.G.A. Secs. 31-7-2.1, 43-1-10, 43-1-19, 43-1-23 to 43-1-25, 43-27-4 to 43-27-6, 53-13-3.
History. Original Rule entitled "Preceptors Eligible for Approval" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Dec. 18, 1986; eff. Jan. 7, 1987.
Repealed: F. Feb. 12, 1991; eff. Mar. 4, 1991.
Amended: New Rule entitled "AIT Program at Multiple Sites" adopted. F. June 11, 1998; eff. July 1, 1998.
Repealed: New Rule entitled "AIT Program with Multiple Preceptors and Sites" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-4-.06. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-4-.06
Authority: O.C.G.A. Secs. 43-1-25, 43-27-6.
History. Original Rule entitled "Nursing Home Staff" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: F. Feb. 12, 1991; eff. Mar. 4, 1991.

Rule 393-4-.07. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-4-.07
Authority: O.C.G.A. Secs. 43-1-25, 43-27-6.
History. Original Rule entitled "Internship Program" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Jan 17, 1979; eff. February 6, 1979.
Amended: F. Jan. 21, 1982; eff. Feb. 10, 1982.
Repealed: F. Feb. 12, 1991; eff. Mar. 4, 1991.

Rule 393-4-.08. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-4-.08
Authority: O.C.G.A. Secs. 43-1-25, 43-27-6.
History. Original Rule entitled "Organization and Conduct of the Internship Program" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: F. Feb. 12, 1991; eff. Mar. 4, 1991.

Rule 393-4-.09. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-4-.09
Authority: O.C.G.A. Secs. 43-1-25, 43-27-6.
History. Original Rule entitled "Selection of Interns" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: F. Feb. 12, 1991; eff. Mar. 4, 1991.

Rule 393-4-.10. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-4-.10
Authority: O.C.G.A. Secs. 31-7-2.1, 43-1-25, 43-27-6.
History. Original Rule entitled "Miscellaneous" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Dec. 18, 1986; eff. Jan. 7, 1987.
Repealed: F. Feb. 12, 1991; eff. Mar. 4, 1991.

Chapter 393-5. RENEWAL AND REINSTATEMENT PROCESS.

Rule 393-5-.01. Renewal of License.

(1) Administrator licenses shall expire on December 31st of each odd-numbered year.

(2) Continuing Education

(a) Nursing Home Administrators - Forty (40) hours of CE must be obtained within the current two-year active licensure cycle (i.e. between January 1st of every even numbered year after the expiration date, through December 31st of the subsequent odd numbered year/next expiration date), except as indicated below.

(b) Assisted Living Community Administrators and Personal Care Home Administrators - Thirty (30) hours of CE must be obtained within the current two-year active licensure cycle (i.e. between January 1st of every even numbered year after the expiration date, through December 31st of the subsequent odd numbered year/next expiration date), except as indicated below.

(3) It is the responsibility of the licensee to maintain records of CE hours obtained per renewal for a period of three years.

(4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be half, or twenty (20) hours for Nursing Home Administrators and fifteen (15) hours for Assisted Living Community Administrators and Personal Care Home Administrators, in any combination of the categories set out in Rules 393-13-.01 and 393-13-.04.

(5) Licensees obtaining initial licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the

qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.

Cite as Ga. Comp. R. & Regs. R. 393-5-.01
Authority: O.C.G.A. §§ 43-1-4, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-8.
History. Original Rule entitled "Licenses and Registration Certificates" was filed on December 31, 1969; effective January 19, 1970.
Amended: Rule repealed and a new Rule entitled "Renewal of License" adopted. Filed September 5, 1975; effective September 25, 1975.
Amended: Filed January 17, 1979; effective February 6, 1979.
Amended: Filed January 19, 1984; effective February 8, 1984.
Amended: Filed October 23, 1985; effective November 12, 1985.
Amended: Filed February 25, 1986; effective March 17, 1986.
Amended: Filed December 18, 1986; effective January 7, 1987.
Amended: Filed July 28, 1987; effective August 17, 1987.
Amended: F. May 5, 1989; eff. May 25, 1989.
Repealed: New Rule, same title, adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Amended: F. Dec. 6, 1994; eff. Dec. 26, 1994.
Amended: F. Sept. 25, 1995; eff. Oct. 15, 1995.
Repealed: New Rule of same title adopted. F. Jan. 2, 2004; eff. Jan. 22, 2004.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: New title "Renewal of License. Amended." F. Apr. 29, 2016; eff. May 19, 2016.
Note: Correction of non-substantive typographical error in Rule History only, "**Amended:** F. Apr. 29, 2016; eff. May 19, 2016." corrected to "**Amended:** New title "Renewal of License. Amended." F. Apr. 29, 2016; eff. May 19, 2016." to cite title change omitted in 2016. Effective March 25, 2021.
Amended: New title "Renewal of License." F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-5-.02. Late Renewal and Late Re-Approvals.

(1) Each Administrator license will expire and must be renewed by December 31st of odd numbered years.

An Administrator license not renewed by December 31st of odd numbered year will be considered a late renewal until January 31st of the following even numbered year by the payment of the current renewal fee, plus an additional 50% of the renewal fee. Late renewal applications must be accompanied by proof that all CE requirements have been met for the biennium.

(2) Each Preceptor and/or Training site Board approval will expire and must be reapproved by December 31 of odd numbered years. A Preceptor and/or Training Site not reapproved by December 31st of odd numbered years will be considered a late reapproval until January 31st of the following even numbered year by the payment of the current reapproval administrative fee, plus an additional 50% of the reapproval administrative fee.

(3) An individual may NOT practice as an administrator, or provide preceptor services and/or provide a training site for AITs, if the administrator license has not been renewed, or the preceptor and/or training site reapproved, by the expiration of the late renewal period.

Cite as Ga. Comp. R. & Regs. R. 393-5-.02
Authority: O.C.G.A. §§ 43-1-4, 43-1-24, 43-1-25, 43-27-5, 43-27-6, 43-27-8, 50-13-3.
History. Original Rule entitled "Delinquent Licenses" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule entitled "Inactive Status of License" adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986.
Repealed: New Rule entitled "Licensure Display" adopted. F. Nov. 2, 1987; eff. Nov. 22, 1987.
Repealed: New Rule of same title adopted. F. Feb. 12, 1991; eff. Mar. 4, 1991.
Repealed: F. Jan. 9, 1997; eff. Jan. 29, 1997.
Amended: New Rule entitled "Licensure by Reinstatement" adopted. F. Mar. 19, 2003; eff. Apr. 8, 2003.
Repealed: New Rule entitled "Late Renewal" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Repealed: New Rule entitled "Late Renewal and Late Re-Approvals" adopted. F. Jul. 2, 2013; eff. July 22, 2013.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-5-.03. License Reinstatement.

(1) Failure to renew a license within one (1) month of its expiration date shall have the same effect as a surrender or revocation.

(2) Reinstatement shall be at the discretion of the Board.

(3) In order to be considered for the reinstatement of a surrendered or revoked license, the applicant must submit a completed reinstatement application, pay the required fee and meet one of the following criteria:

(a) If an Administrator license has been lapsed for two (2) years or less from the date of expiration, the applicant for reinstatement must provide certificates of completion for the same amount of continuing education hours required for biennial license renewal as outlined in Rule Chapter 393-13. Hours must have been obtained within the two years preceding the date of the application.

(b) If the license has been lapsed for more than two (2) years, but less than five (5) years from the date of expiration, the applicant must provide certificates of completion for twice the amount of continuing education hours required for biennial license renewal as outlined in Rule Chapter 393-13. Hours must have been obtained within the two years preceding the date of the application.

(c) If the license has been lapsed for five (5) or more years from date of expiration, the applicant must provide verification of having retaken and passed the qualifying NAB exam, or another board recognized written or oral examination, within one year of the date of the application.

(d) If an applicant for reinstatement has been practicing as a Nursing Home Administrator in another state or jurisdiction, and holds a current unencumbered license, for a period of at least two (2) years preceding the date of the reinstatement application, the applicant must provide a current, official verification of licensure from the state or jurisdictions licensing authority, and certificates of completion of forty (40) contact hours or 4.0 CEUs directly related

to the practice of Nursing Home Administrator within two (2) years preceding the date of the application as outlined in Rule Chapter 393-13.

(e) If an applicant for reinstatement has been practicing as a Personal Care Home Administrator or Assisted Living Community Administrator in another state or jurisdiction, and holds a current unencumbered license, if that state requires licensure, for a period of at least two (2) years preceding the date of the reinstatement application, the applicant must provide a current, official verification of licensure from the state or jurisdictions licensing authority, and certificates of completion of thirty (30) contact hours or 3.0 CEUs directly related to the practice of Long-Term Care Facility Administration within two (2) years preceding the date of the application as outlined in Rule Chapter 393-13.

(4) The continuing education requirement for the first renewal of licenses which were reinstated in even numbered years shall be half the amount of continuing education hours required for biennial license renewal as outlined in Rule Chapter 393-13, in any combination of the categories set out in Rule Chapter 393-13.

(5) Reinstated licenses issued in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle.

(6) A surrendered or revoked license, due to other factors not related to allowing a license to expire, is subject to reinstatement at the discretion of the Board. The Board may restore or reissue a license and as a condition thereof may impose any disciplinary action.

Cite as Ga. Comp. R. & Regs. R. 393-5-.03
Authority: O.C.G.A. §§ 43-1-4, 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-8, 43-27-9.
History. Original Rule entitled "Licensure Display" adopted. F. Feb. 25, 1986; eff. Mar. 17, 1986.
Repealed: F. Nov. 2, 1987; eff. Nov. 22, 1987.
Amended: New Rule entitled "Reinstatement" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Repealed: New Rule of same title adopted. F. Aug. 7, 2009; eff. Aug. 27, 2009.
Repealed: New Rule entitled "License Reinstatement" adopted. F. Jul. 2, 2013; eff. July 22, 2013.
Amended: New title "License Reinstatement. Amended." F. Apr. 29, 2016; eff. May 19, 2016.
Note: Correction of non-substantive typographical error in Rule History only, "**Amended:** F. Apr. 29, 2016; eff. May 19, 2016." corrected to "**Amended:** New title "License Reinstatement. Amended. F. Apr. 29, 2016; eff. May 19, 2016." to cite title change omitted in 2016. Effective March 25, 2021.
Amended: New title "License Reinstatement." F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-5-.04. Revocation.

The Board shall have the authority to revoke a license of licensee pursuant to O.C.G.A. 43-1-19 and O.C.G.A. 43-25-5. The voluntary surrender of a license or the failure to renew a license in accordance with these rules shall have the same effect as a revocation of said license.

Cite as Ga. Comp. R. & Regs. R. 393-5-.04
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4 to 43-27-6, 43-27-8, 43-27-9, 50-13-3.

History. Original Rule entitled "Revocation" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.

Chapter 393-6. DISCIPLINARY ACTION.

Rule 393-6-.01. Grounds for Disciplinary Action.

After notice and a hearing in accordance with the Georgia Administrative Procedure Act, as amended, the Board may discipline a nursing home administrator, personal care home administrator, or assisted living community administrator upon evidence that the administrator has:

(a) violated any of the provisions of the law pertaining to the licensing of nursing home administrators, personal care home administrators, or assisted living community administrators or the rules and regulations of the Board pertaining thereto;

(b) been convicted of a crime involving moral turpitude;

(c) practiced fraud, deceit, or misrepresentation in securing or procuring a nursing home administrator license, a personal care home administrators license, or an assisted living community administrators license;

(d) is incompetent to engage in the practice of Long-Term Care Facility administration or to act as a nursing home administrator, personal care home administrator, or assisted living community administrator;

(e) committed acts of misconduct including fraud, deceit or misrepresentation in the operation of a Long-Term Care Facility under his/her jurisdiction;

(f) displayed an inability to practice a business or profession with reasonable skill and safety to the public or has become unable to practice the licensed business or profession with reasonable skill and safety to the public by reason of illness, use of alcohol, drugs, narcotics, chemicals, or any other type of material;

(g) practiced without a current valid license;

(h) wrongfully transferred or surrendered possession, either temporarily or permanently, his/her license or certificate to any other person;

(i) paid, given, has caused to be paid or given or offered to pay or to give to any person a commission or other valuable consideration for the solicitation or procurement, either directly or indirectly, of Long-Term Care Facility patronage;

(j) been guilty of fraudulent, misleading or deceptive advertising;

(k) falsely impersonated another licensee;

(l) failed to exercise a professional regard for the safety, health and life of the patient;

(m) willfully permitted unauthorized disclosure of information relating to a patient or his records; or

(n) discriminated in respect to patients, employees, or staff on account of race, religion, color, national origin or sex.

Cite as Ga. Comp. R. & Regs. R. 393-6-.01
Authority: O.C.G.A. §§ 43-1-19, 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-11, 50-13-3.
History. Original Rule entitled "Evidence" adopted. F. Dec. 31, 1969; eff. Jan. 19, 1970.
Repealed: New Rule entitled "Grounds for Disciplinary Action" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-6-.02. Disciplinary Actions.

(1) When the Board finds that any administrator should be disciplined in accordance with these rules and regulations, the Board may take any one or more of the following actions:

(a) administer a public or private reprimand which may include a fine, but a private reprimand shall not be disclosed to any person except the administrator; or

(b) suspend the administrator's license for an indefinite period; or

(c) revoke the administrator's license; or

(d) condition the penalty upon the administrator's submission to the care, counseling, or treatment of physicians or other professional persons, and the completion of such care, counseling, or treatment, as directed by the Board.

(2) In addition to and in conjunction with the foregoing actions, the Board may make a finding adverse to the administrator and impose judgment and penalty that may include a fine for each violation of a law, rule, or regulation relating to the licensed business or profession, but suspend enforcement thereof and place the administrator on probation, which probation may be vacated upon noncompliance with such reasonable terms as the Board may impose.

Cite as Ga. Comp. R. & Regs. R. 393-6-.02
Authority: O.C.G.A. §§ 43-1-19, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-11, 50-13-3.
History. Original Rule entitled "Disciplinary Actions" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Chapter 393-7. REPEALED (393-7-.01).

Cite as Ga. Comp. R. & Regs. R. dept. 393, ch. 393-7

Rule 393-7-.01. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-7-.01
Authority: Ga. L. 1968, pp. 1143, 1146, as amended.
History. Original Rule entitled "Display of Licenses" was filed on September 5, 1975; effective September 25, 1975.
Repealed: F. Jan. 9, 1997; eff. Jan. 29, 1997.

Chapter 393-8. REPEALED.

Cite as Ga. Comp. R. & Regs. R. dept. 393, ch. 393-8

Rule 393-8-.01. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-8-.01
Authority: O.C.G.A. Secs. 43-27-5.
History. Original Rule entitled "Duplicate License Certificate" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Chapter 393-9. RECIPROCITY.

Rule 393-9-.01. Application by Reciprocity.

(1) Licensure by reciprocity refers to licensure for applicants who hold a current Nursing Home Administrators, Personal Care Home Administrator, or Assisted Living Community Administrator license in other states and are applying for consideration of licensure in Georgia as a Nursing Home Administrator, Personal Care Home Administrator, or Assisted Living Community Administrator.

(2) The Reciprocity application and other Board forms are available on the Board web site.

(3) The Board may in its discretion deny licensure to an applicant who has had disciplinary action taken against him or her by any licensing authority or professional organization, or whose record reflects any other matter that puts in question his or her competency to be a Nursing Home Administrator, Personal Care Home Administrator, or Assisted Living Community Administrator.

Cite as Ga. Comp. R. & Regs. R. 393-9-.01
Authority: O.C.G.A. §§ 43-1-19, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-7.
History. Original Rule entitled "Application by Reciprocity" adopted. F. Sept. 5, 1975; eff. Sept. 25, 1975.
Amended: F. Jan. 19, 1984; eff. Feb. 8, 1984.
Amended: F. Dec. 18, 1986; eff. Jan. 7, 1987.
Repealed: New Rule of same title adopted. F. Apr. 11, 1988; eff. May 1, 1988.

Amended: F. Mar. 9, 1994; eff. Mar. 29, 1984.
Repealed: New Rule of same title adopted. F. Jan. 9, 1997. eff. Jan. 29, 1997.
Amended: F. June 10, 2002; eff. June 30, 2002.
Repealed: New Rule entitled "Application by Endorsement" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: New title "Application by Reciprocity. Amended." F. Apr. 29, 2016; eff. May 19, 2016.
Amended: F. Feb. 14, 2019; eff. Mar. 6, 2019.
Amended: New title "Application by Reciprocity." F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-9-.02. Qualifications of Nursing Home Administrator Applicants by Reciprocity.

(1) Licensure in Georgia by Reciprocity may be granted to a Nursing Home Administrator who is at least 21 years of age, of reputable and responsible character, and a citizen of the United States or a qualified alien under the Federal Immigration and Naturalization Act, and be lawfully present in the United States, and must satisfy the following requirements:

(a) Applicants must submit to the Board an Application by Reciprocity, the fee, Affidavit of Applicant and shall cause verification of a current, unencumbered, nursing home administrator's license be sent directly to the Georgia Board. In addition, include a verification of licensure from every other state or jurisdiction in which the licensee has ever held a license, whether active or not.

(b) Applicants must have taken and passed the Nursing Home Administration national examination administered by the National Association of Long Term Care Administrator Boards (NAB) or a board recognized predecessor examination.

(c) Applicants for licensure by reciprocity must submit evidence satisfactory to the Board that such other state maintains a system and standard of qualifications and examinations for a personal care home administrator license, an assisted living community administrator license, or a nursing home administrator license which are substantially equivalent to those required in this state. As part of their review, the Board may consider experience, education, and/or training to determine an applicant's eligibility for licensure.

(2) The Board may in its discretion deny licensure to an applicant who has had disciplinary action taken against him or her by any licensing authority or professional organization, or whose record reflects any other matter that puts in question his or her competency to be a Nursing Home Administrator.

Cite as Ga. Comp. R. & Regs. R. 393-9-.02
Authority: O.C.G.A. §§ 43-1-7, 43-1-10, 43-1-19, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-7, 50-36-1.
History. Original Rule entitled "Provisional License" adopted. F. Jan. 9, 1997; eff. Jan. 29, 1997.
Repealed: F. June 10, 2002; eff. June 30, 2002.
Amended: New Rule entitled "Qualifications of Applicants" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: New title "Qualifications of Applicants by Reciprocity. Amended." F. Apr. 29, 2016; eff. May 19, 2016.
Amended: F. Mar. 19, 2019; eff. Apr. 8, 2019.
Amended: New title "Qualifications of Nursing Home Administrator Applicants by Reciprocity." F. Mar. 5, 2021;

eff. Mar. 25, 2021.
Amended: F. Mar. 18, 2025; eff. Apr. 7, 2025.

Rule 393-9-.03. Military Spouses and Veterans Licensure by Reciprocity.

(1) **Definitions.** As used in this Rule:

(a) "AIT" means "administrator in training" as used in Chapter 393-4 of the Board Rules.

(b) "Long-Term Care Facility Administrator" means a person licensed to practice as a nursing home administrator, personal care home administrator, or assisted living community administrator under the provisions of O.C.G.A. Chapter 27 of Title 43.

(c) "Military" means the United States armed forces, including the National Guard.

(d) "Military spouse" means the spouse of a service member or transitioning service member.

(e) "Service member" means an active or reserve member of the United States armed forces, including the National Guard.

(f) "Transitioning service member" means a member of the military on active duty status or on separation leave who is within 24 months of retirement or 12 months of separation.

(2) Licensure by reciprocity. A service member, transitioning service member, or military spouse may qualify for a license by reciprocity where the applicant:

(a) holds a license in good standing from another state for which the training, experience, and testing substantially meet or exceed the requirements to obtain a license as a Long-Term Care Facility Administrator in Georgia; and

(b) has submitted to the Board a verification of licensure from the appropriate licensing agency of another state showing that the applicant's active license is in good standing in that state; and

(c) has submitted documentation satisfactory to the Board which verifies the applicant's status as a service member, transition service member, or military spouse as defined in O.C.G.A. § 43-1-34; and

(d) has submitted a completed application for licensure by reciprocity on a form approved by the Board, has paid the required fee, and has requested licensure by reciprocity.

(3) AIT training and experience. In connection with an application for licensure, an applicant who is a service member, transitioning service member, or military spouse may submit documentation reflecting the applicant's training and experience obtained while the applicant, or the applicant's spouse, was in the military as provided by O.C.G.A. § 43-1-34. To satisfy the requirements for licensure in Georgia, such military training and experience shall:

(a) substantially meet or exceed the training and experience requirements for licensure as provided in the Board's rules and statute; and

(b) have been obtained in an appropriately certified, registered, or licensed nursing home facility under the supervision of a licensed nursing home administrator; and

(c) be documented to the satisfaction of the Board for the purposes of licensure.

Cite as Ga. Comp. R. & Regs. R. 393-9-.03
Authority: O.C.G.A. §§ 43-1-34, 43-27-1, 43-27-5, 43-27-6, 43-27-7.
History. Original Rule entitled "Military Spouses and Veterans Licensure by Reciprocity" adopted. F. May 31, 2017; eff. June 20, 2017.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-9-.04. Qualifications of Personal Care Home Administrator and Assisted Living Community Administrator Applicants by Reciprocity.

(1) Licensure in Georgia by Reciprocity may be granted to a Personal Care Home Administrator or Assisted Living Community Administrator who is at least 21 years of age, of reputable and responsible character, and a citizen of the United States or a qualified alien under the Federal Immigration and Naturalization Act, and be lawfully present in the United States, and must satisfy the following requirements:

(a) Applicants must submit to the Board an Application by Reciprocity, the fee, Affidavit of Applicant and shall cause verification of a current, unencumbered, administrator's license be sent directly to the Georgia Board. In addition, applicants shall include a verification of licensure from every other state or jurisdiction in which the licensee has ever held a license, whether active or not.

(b) Applicants must have taken and passed the Nursing Home Administration national examination or Resident Care/Assisted Living national examination administered by the National Association of Long Term Care Administrator Boards (NAB), a board recognized predecessor examination, or another board recognized written or oral examination.

(c) Applicants for licensure by reciprocity must meet all licensure requirements that are substantially equivalent to those required in this state.

(d) Applicants coming from a state that does not require licensure are not eligible for reciprocity and are required to apply for initial licensure by exam.

(2) The Board may in its discretion deny licensure to an applicant who has had disciplinary action taken against him or her by any licensing authority or professional organization, or whose record reflects any other matter that puts in question his or her competency to be a Personal Care Home Administrator or Assisted Living Community Administrator.

Cite as Ga. Comp. R. & Regs. R. 393-9-.04
Authority: O.C.G.A. §§ 43-1-7, 43-1-10, 43-1-19, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-7, 50-36-1.
History. Original Rule entitled "Qualifications of Personal Care Home Administrator and Assisted Living Community Administrator Applicants by Reciprocity" adopted. F. Mar. 5, 2021; eff. Mar. 25, 2021.

Chapter 393-10. PROCEDURAL RULES.

Rule 393-10-.01. Procedural Rules.

The Georgia State Board of Long-Term Care Facility Administrators hereby adopts by reference as its permanent rules Chapters 295-3 through 295-13, and any future amendments thereto, Rules and Regulations of the Office of the Division Director, Professional Licensing Boards Division, relating to procedures for Hearings before the several Professional Licensing Boards.

Cite as Ga. Comp. R. & Regs. R. 393-10-.01
Authority: O.C.G.A. §§ 43-1-25, 43-27-5.
History. Original Rule entitled "Procedural Rules" adopted. F. Nov. 17, 1977; eff. Dec. 7, 1977.
Repealed: New Rule of same title adopted. F. Aug. 23, 2001; eff. Sept. 12, 2001.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Chapter 393-11. FEES.

Rule 393-11-.01. Fees.

Refer to fee schedule for appropriate fees payable to the Board. Fees may be reviewed and changed at the discretion of the Board. Any request for refund must be submitted in writing. An indebtedness to the Board caused by a returned check will be dealt with in accordance with Code Section 16-9-20 of the Criminal Code of Georgia.

Cite as Ga. Comp. R. & Regs. R. 393-11-.01
Authority: O.C.G.A. 43-27-5.
History. Original Rule entitled "Fees" was filed on February 15, 1986; effective March 17, 1986.

Chapter 393-12. CHANGE OF STATUS.

Rule 393-12-.01. Change from Active to Inactive.

Any licensee who holds a current license and who is not practicing as an administrator may request the Board to place that license into an "inactive status" upon written application to the Board and payment of a non-refundable inactive status application fee. See fee schedule. The Board, in its sole discretion, may grant or deny the request for inactive status. Any licensee whose license is on inactive status may not engage in the practice of Long-Term Care Facility Administration.

Cite as Ga. Comp. R. & Regs. R. 393-12-.01
Authority: O.C.G.A. §§ 43-1-10, 43-1-19, 43-1-22, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 50-13-3.
History. Original Rule entitled "Change of Name" adopted. F. Nov. 2, 1987; eff. Nov. 22, 1987.
Repealed: New Rule of same title adopted. F. July 30, 1992; eff. August 19, 1992.
Repealed: New Rule entitled "Change from Active to Inactive" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-12-.02. Change from Inactive to Active.

In order to reactivate an inactive license, submit the appropriate application, forms, and fee to the Board.

(a) If a license is inactive for twelve (12) months to twenty-four months (24), the applicant must submit certificates of completion for the same amount of continuing education hours required for biennial license renewal as outlined in Rule Chapter 393-13, obtained since the Board's last renewal period.

(b) If a license is inactive for twenty-five (25) months to thirty-six (36) months, the applicant must submit certificates of completion for twice the amount of continuing education hours required for biennial license renewal as outlined in Rule Chapter 393-13, obtained since the Board's last renewal period.

(c) If the license has been inactive more than 36 months, the applicant must meet current application requirements and either submit twice the amount of continuing education hours required for biennial license renewal as outlined in Rule Chapter 393-13, obtained since the Board's last renewal period, OR take and pass the qualifying NAB exam, or another board recognized written or oral examination.

(d) If the inactive licensee holds an active license in another state and has been employed for at least one year as an Administrator prior to the date of the application, the applicant must submit verification of an active, current license from the state or jurisdiction in which the license is held.

Cite as Ga. Comp. R. & Regs. R. 393-12-.02
Authority: O.C.G.A. §§ 43-1-10, 43-1-19, 43-1-22, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-8, 50-13-3.
History. Original Rule entitled "Change of Address" adopted. F. Nov. 2, 1987; eff. Nov. 22, 1987.
Repealed: New Rule of same title adopted. F. July 30, 1992; eff. August 19, 1992.

Repealed: New Rule entitled "Change from Inactive to Active" adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: F. Sept. 12, 2011; eff. Oct. 2, 2011.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-12-.03. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-12-.03
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4 to 43-27-6, 50-13-3.
History. Original Rule entitled "Change of Employment" adopted. F. Nov. 2, 1987; eff. Nov. 22, 1987.
Repealed: New Rule of same title adopted. F. July 30, 1992; eff. August 19, 1992.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-12-.04. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-12-.04
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4 to 43-27-6, 50-13-3.
History. Original Rule entitled "Change from Active to Inactive" adopted. F. Nov. 2, 1987; eff. Nov. 22, 1987.
Amended: F. Sept. 25, 1995; eff. Oct. 15, 1995.
Amended: F. June 19, 1996; eff. July 9, 1996.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Rule 393-12-.05. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-12-.05
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4 to 43-27-6, 50-13-3.
History. Original Rule entitled "Change from Inactive to Active" adopted. F. Nov. 2, 1987; eff. Nov. 22, 1987.
Amended: F. June 10, 1994; eff. June 30, 1994.
Amended: F. Feb. 17, 1999; eff. Mar. 9, 1999.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.

Chapter 393-13. CONTINUING EDUCATION.

Rule 393-13-.01. Continuing Education Requirements for Nursing Home Administrators.

(1) Forty (40) clock hours of continuing education are required biennially to renew a license.

(2) The hours shall be in any or all of the following health care subject areas:

(a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;

(b) Gerontology and Special Populations;

(c) Human Resources;

(d) Finance/Financial Practice/Financial Integrity;

(e) Leadership Skills and Management;

(f) Ancillary Services Management/Development;

(g) Regulatory Compliance;

(h) Quality Assurance;

(i) Emergency Preparedness training;

(j) Infection Control;

(k) Alzheimers and Dementia Care.

(3) No more than thirty-two (32) clock hours of the total 40 clock hours may be obtained online. At least 8 clock hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.

(4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be twenty (20) hours in any combination of the categories set out above. Licensees obtaining licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.

(5) Continuing education hours must be obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).

Cite as Ga. Comp. R. & Regs. R. 393-13-.01
Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-8.
History. Original Rule entitled "Requirements" adopted. F. Apr. 27, 1990; eff. May 17, 1990.
Amended: F. Jul. 30, 1992; eff. Aug. 19, 1992.
Amended: F. Feb. 26, 1993; eff. Mar. 18, 1993.
Amended: F. Mar. 9, 1994; eff. Mar. 29, 1994.
Amended: F. Jun. 10, 1994; eff. Jun. 30, 1994.
Amended: F. Sept. 25, 1995; eff. Oct. 15, 1995.
Amended: Oct. 20, 1995; eff. Nov. 9, 1995.
Amended: F. Aug. 21, 1996; eff. Sept. 11, 1996.
Amended: F. Jan. 9, 1997; eff Jan. 29, 1997.
Repealed: New Rule of same title adopted. F. Jan. 6, 2004; eff. Jan. 26, 2004.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Amended: F. Aug. 7, 2009; eff. Aug. 27, 2009.
Repealed: New Rule entitled "Continuing Education Requirements. Amended." adopted. F. Apr. 3, 2012; eff. Apr. 23, 2012.

Amended: F. July 2, 2013; eff. July 22, 2013.
Amended: F. Aug. 9, 2019; eff. Aug. 29, 2019.
Amended: New title "Continuing Education Requirements for Nursing Home Administrators." F. Mar. 5, 2021; eff. Mar. 25, 2021.
Amended: F. Mar. 18, 2025; eff. Apr. 7, 2025.

Rule 393-13-.02. Continuing Education Sources.

(1) Continuing education hours may be obtained by participation in activities sponsored, co-sponsored or approved by any of the below listed sources. The licensee's certificate of attendance must document the number of clock hours of educational content in each activity and indicate the source of education (NAB, N.C.E.R.S, etc.) or it may not be accepted as proof of completion. Continuing education hours must be obtained within the two (2) year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).

(a) Professional trade associations in long-term care, out of State Long-Term Care Facility Administrator Licensing Boards, courses approved by those boards, or courses that are required to work in a Long-Term Care Facility in this or any other state, OR,

(b) Educational institutions accredited by a regional body recognized by the Council on Post Secondary Accreditation. The educational institution shall certify the number of clock hours of educational content in each activity. One semester hour of course credit shall be equivalent to fifteen (15) clock hours of continuing education, and one (1) academic quarter hour of course credit shall be equivalent to ten (10) clock hours of continuing education, OR,

(c) National Continuing Education Review Services (N.C.E.R.S.) of the National Association of Long Term Care Administrator Boards (NAB). Continuing education hours may be obtained by participating in programs approved by N.C.E.R.S., OR,

(d) Government Agencies, Educational Institutions and Hospitals. Continuing education hours may be obtained by participating in "in-service" training, courses or workshops pertaining to long term care sponsored by federal, state or local government agencies, educational institutions and licensed hospitals.

(2) Educational hours earned from an unapproved source shall NOT be counted toward the required continuing education hours for any two year biennium renewal cycle.

Cite as Ga. Comp. R. & Regs. R. 393-13-.02
Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-8.
History. Original Rule entitled "Sources" adopted. F. Apr. 27, 1990; eff. May 17, 1990.
Amended: F. Mar. 9, 1994; eff. Mar. 29, 1994.
Amended: F. Sept. 17, 2004; eff. Oct. 7, 2004.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.

Repealed: New Rule entitled "Continuing Education Sources. Amended." F. Apr. 3, 2012; eff. Apr. 23, 2012.
Note: Correction of non-substantive typographical error in Rule History on SOS Rules and Regulations website, "**Repealed**: New Rule entitled "Continuing Education Requirements. Amended." F. Apr. 3, 2012; eff. Apr. 23, 2012." corrected to "**Repealed**: New Rule entitled "Continuing Education Sources. Amended." F. Apr. 3, 2012; eff. Apr. 23, 2012." Effective August 29, 2019.
Amended: F. Aug. 9, 2019; eff. Aug. 29, 2019.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.
Amended: F. Mar. 18, 2025; eff. Apr. 7, 2025.

Rule 393-13-.03. Continuing Education Documentation.

(1) Each licensee shall maintain for three (3) years documentation of the continuing education activities they complete. The Board will not maintain continuing education files for licensees. Do NOT request providers submit your certificates of attendance directly to the Board. It is the licensee's responsibility to maintain the documents.

(2) Each licensee shall attest to having met the continuing education requirement on their biennial license renewal. Documentation of these activities should be retained by the licensee and not sent to the Board unless the licensee is selected by the Board for a continuing education audit.

(3) The Board shall randomly audit licenses during each renewal period. If a licensee is audited, the licensee shall submit a Board approved CE Report or the transcript to the Board for approval no later than December 31st of the odd numbered renewal year (expiration date). All continuing education certificates of attendance or listings must have been obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years) or it may not be accepted as proof of completion.

(4) If the audited licensee fails to submit the required CE documentation to the Board for review, licensee may be subject to Board discipline and the license will not be renewed until the Board has received and approved the required CE documentation.

(5) In the event the Board determines that any or all of the clock hours which the licensee obtained failed to meet the subject area requirements set out in the Rules of the Georgia State Board of Long-Term Care Facility Administrators, Chapter 393-13-.01, the Board shall notify the licensee, by e-mail or in writing, of the failure. The license will then be placed in "Renewal Pending" status.

(6) The licensee may correct any identified deficient continuing education hours by the end of the license late renewal period referenced in Rule 393-5-.02. Failure to correct the deficiency within this period shall result in disciplinary action in accordance with Board rules, Chapter 393-5.

Cite as Ga. Comp. R. & Regs. R. 393-13-.03
Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-8.
History. Original Rule entitled "Documentation" adopted. F. Apr. 27, 1990; eff. May 17, 1990.

Amended: F. Sept. 25, 1995; eff. Oct. 15, 1995.
Amended: F. Aug. 21, 1996; eff. Sept. 11, 1996.
Amended: F. Sept. 17, 2004; eff. Oct. 7, 2004.
Repealed: New Rule of same title adopted. F. Dec. 11, 2007; eff. Dec. 31, 2007.
Repealed: New Rule entitled "Continuing Education Documentation. Amended." adopted. F. Apr. 3, 2012; eff. Apr. 23, 2012.
Amended: F. Aug. 9, 2019; eff. Aug. 29, 2019.
Amended: F. Mar. 5, 2021; eff. Mar. 25, 2021.

Rule 393-13-.04. Continuing Education Requirements for Personal Care Home Administrators and Assisted Living Community Administrators.

(1) Thirty (30) clock hours of continuing education are required biennially to renew a license.

(2) Clock hours shall be in any or all of the following health care subject areas:

(a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;

(b) Gerontology and Special Populations;

(c) Human Resources;

(d) Finance/Financial Practice/Financial Integrity;

(e) Leadership Skills and Management;

(f) Ancillary Services Management/Development;

(g) Regulatory Compliance;

(h) Quality Assurance;

(i) Emergency Preparedness training;

(j) Infection Control;

(k) Proxy Caregiver/Medication Management;

(l) Alzheimers and Dementia Care.

(3) No more than twenty-two (22) clock hours of the total thirty (30) clock hours may be obtained online. At least eight (8) of the required thirty (30) clock hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.

(4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be fifteen (15) hours in any combination of the categories set out above. Licensees obtaining licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.

(5) Continuing education hours must be obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).

(6) If an individual holds more than one license issued by this Board they are required to complete the highest number of continuing education hours which are required to renew any one license. A maximum of 40 clock hours total may be required.

Cite as Ga. Comp. R. & Regs. R. 393-13-.04
Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6, 43-27-8.
History. Original Rule entitled "Certificate of Attendance" adopted. F. Apr. 27, 1990; eff. May 17, 1990.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.
Adopted: New Rule entitled "Continuing Education Requirements for Personal Care Home Administrators and Assisted Living Community Administrators." F. Mar. 5, 2021; eff. Mar. 25, 2021.
Amended: F. Mar. 18, 2025; eff. Apr. 7, 2025.

Rule 393-13-.05. Repealed.

Cite as Ga. Comp. R. & Regs. R. 393-13-.05
Authority: O.C.G.A. Secs. 43-1-10, 43-1-19, 43-1-24, 43-1-25, 43-27-4 to 43-27-6, 53-13-3.
History. Original Rule entitled "Publicizing Activities" adopted. F. Apr. 27, 1990; eff. May 17, 1990.
Repealed: F. Dec. 11, 2007; eff. Dec. 31, 2007.