



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, Washington 98504-5600

March 21, 2024

AL TSA: NH #2024-014
**CR-103P FILED (PERMANENT RULES) FOR CHAPTER 246-843 WAC
NURSING HOME ADMINISTRATORS LICENSING REQUIREMENTS
AND RETIRED-ACTIVE LICENSE**

Dear Nursing Facility/Home Administrator:

This message is to announce the filing of a CR-103P (Permanent Rule) amending Chapter 246-843 of the Washington administrative Code (WAC), Nursing Home Administrators. The Washington State Department of Health (DOH) – Board of Nursing Home Administrators (BNHA) adopted rule amendments and a new rule to expand and clarify nursing home administrator licensing requirement and retired-active licensure requirements.

- These requirements amend the temporary nursing home administrator license in the following ways:
 - Any individual that meets the Administrator-in-Training exemptions to obtain a temporary practice permit can do so (Individuals licensed in other states continue to meet the requirements);
 - An FBI background check is not required (the Department of Social and Health Services **still** requires this as a condition of employment in nursing homes);
 - The National Practitioner Data Bank (NPDB) form can be accepted as verification there is no disciplinary action in another state **IF** the other state cannot be checked online;
 - A written agreement for consultation with a Washington State licensed nursing home administrator is still required; and
 - The temporary nursing home administrator license is still good for six (6) consecutive months and can be used in different facilities during that timeframe.
- In addition to changes to the temporary license, individuals with an active license can place their credential on retired active status for a lower renewal fee and the retired active credential permits an individual to practice for up to 90 days in the calendar year – or in emergent situations.

Washington (WA) State DOH – Board of Nursing Home Administrators filed the CR-103P permanent rules ([WSR 24-03-147](#)) on January 23, 2024. The permanent rule went into effect on February 23, 2024.

If you have any questions, please contact Tiffany Meyers, Nursing Home Policy Program Manager, at (360) 464-0373 or tiffany.meyers@dshs.wa.gov or Kendra Pitzler, Program Manager, Office of Health Professions, WA State DOH, at (360) 236-4723 or Kendra.Pitzler@DOH.WA.GOV.

Sincerely,

Amy Abbott, Director
Residential Care Services

DSHS: “Transforming Lives”