Nursing Home Administrator
P.O. Box 47877
Olympia, WA 98504-7877
360-236-4700

Checklist for Nursing Home Administrator Licensure Eastern Washington University Graduate

Step	Action	Reminders	Checkbox
1	Earn your degree: Bachelor of Arts in Health Services Administration: Long Term Care Option (BA)	You will need transcript showing you have earned this degree to qualify for licensure.	☐
2	Complete the Washington State Nursing Home Administrator License Application Packet. https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/nursing-home-administrator/licensing-information	For the online application, check the box for nursing home administrator but do not state that you have had a Washington approved AIT program. Your preceptorship is different. For the paper application, check the box for AIT exemption.	☐
3	Work with the Washington State Department of Health to assure all documents and fees are received and you are approved to take the NAB examination.	You must provide all documentation and have state approval before you can take the NAB examination.	☐
4	Apply for the NAB examination. https://www.nabweb.org/examinations	NAB will contact you with the procedure to set a time and date for the examination.	☐
5	If you do not receive your license within three weeks of passing the NAB examination, contact Department of Health Staff at NHAapplication@doh.wa.gov	You will receive your score the date of your NAB exam. However, credentialing staff may not receive it for up to a week. They strive to issue the license within 14 days of receipt.	☐

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.