



# National Association of Long-Term Care Administrator Boards

## *NABVerify* User Guide

### Health Services Executive Application Process

(Updated May 2020)

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## 2 HEALTH SERVICES EXECUTIVE (HSE)

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### A. HEALTH SERVICES EXECUTIVE (HSE) QUALIFICATION

In response to the challenges and changing long-term care environment, the National Association of Long-Term Care Administrator Boards (NAB) ([www.nabweb.org](http://www.nabweb.org)) began a forward looking approach on how long-term care leaders are educated, trained, and licensed to practice along the continuum of care. At the same time, NAB committed to addressing the challenges of professional image, inconsistent practice standards, licensure portability, meeting the needs of employers and regulators, and supporting NAB's member regulatory boards and agencies in their role of public protection.

The first step was to validate the role of the contemporary long-term care leader to practice along the continuum of care and within lines of specialized service. This was accomplished through conducting a professional practice analysis (PPA) that examined both common and specialized tasks, as well as knowledge and skills (KSs) required along multiple lines of service. The results of the PPA validated the hypothesis that a significant common core of KSs cross multiple lines of service, supporting establishment of a broad-based approach to how LTC leaders are trained, educated, and licensed. The PPA supported the establishment of a new aspirational and voluntary qualification standard for the Health Services Executive (HSE) (<https://www.nabweb.org/health-services-executive>).

The approach is simple; the HSE qualification recognizes a common core and unique entry level competencies by line of service. Successful demonstration of this combination of competencies (education, experience, and examination) meets or exceeds the current requirements of licensure to practice as a nursing home administrator (NHA), an assisted living administrator (RCAL), and administrators practicing in the field of home and community based services (HCBS) in the majority of jurisdictions. Thus, the NAB has positioned this approach as "Licensure by Equivalency." It continues to support examination and licensure of NHA and RCAL while adding the option of licensure for HCBS professionals who choose to be licensed in a single line of service.

### B. PURPOSE OF THE HSE

The HSE will accomplish many goals within the field of long-term care. Below are some of the benefits the HSE will bring to the industry:

1. Protects the public by assuring highly trained Health Services Executives (<https://www.nabweb.org/health-services-executive>).
2. Recognizes the evolving long-term care services and supports continuum.
3. Recognizes the long standing LNHA licensure transfer challenge confronting LTC professionals and national providers and streamlines the regulatory interstate portability of license requirements.
4. Acknowledges the issue of licensure portability. Nationally, many occupations are faced with portability of license and the artificial unintended barriers established by each jurisdiction.
5. Additional recent drivers of this recommended change include the *White House report "Occupational Licensing: A Framework for Policy Makers"* which can be found at [https://www.whitehouse.gov/sites/default/files/docs/licensing\\_report\\_final\\_nonembargo.pdf](https://www.whitehouse.gov/sites/default/files/docs/licensing_report_final_nonembargo.pdf). Member organizations of the Federation of Associations of Regulatory Boards (*i.e. Nursing, Pharmacy, Medicine, Occupational Therapy, and Optometry*) are proactively accepting the challenge with interstate compacts and portability models. Not officially endorsing, but strongly encouraging success of this model is the Centers for Medicare and Medicaid Services (CMS). Meetings with Leading Age, American

Health Care Association (AHCA), and the American College of Health Care Administrators (ACHCA) have resulted in positive support of this approach to licensure.

6. Enhances the image of the profession while removing unnecessary barriers to initial licensure and portability. Offers expanded career opportunities which enhance recruitment and retention of a highly qualified leadership workforce.

### 3 HOW TO QUALIFY TO APPLY FOR THE HSE

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Currently, there are two unique ways in which administrators can apply for the HSE: The Career Pathway and the Education Pathway. Please review the two qualification options below. For questions regarding qualification, please email [hse@nabweb.org](mailto:hse@nabweb.org).

#### A. CAREER PATHWAY

The Career Pathway addresses those NHA licensed administrators seeking to apply for the HSE who have a minimum of three years of experience in the field of long-term care. In order to qualify to apply through the Career Pathway, the following criteria must be met:

- ✓ Online HSE application completed and submitted through NABVerify at <https://www.nabweb.org/apply-for-hse>.
- ✓ Official transcript verifying a bachelor's degree or higher from an accredited college or university.
- ✓ Passing exam score from time of initial licensure as an NHA.
- ✓ Successful passing of additional 50 item line of service exams (RCAL and/or HCBS\*), not already completed, within the two (2) years following application. **HSE application must be approved prior to applying for RCAL and/or HCBS exam.**  
\*Exams previously passed do not need to be taken again.
- ✓ Current query report (within the last 30 days) from the National Practitioner Data Bank (NPDB) (<https://www.npdb.hrsa.gov/>) and finding no disqualifying actions.
- ✓ Verification of active engagement in the long-term care field and/or long-term care administrator profession in a licensed capacity in the following categories noted below as meeting the state AIT/practice requirements.

<b>Current License:</b>	NHA	NHA and RCAL
<b>Education:</b>	Bachelor's or higher	Bachelor's or higher
<b>Additional 50 Item Examination(s):</b>	RCAL + HCBS	HCBS
<b># of Years of NHA Practice/Active Engagement**</b>	3 years	3 years

**\*\* Active engagement means continuous practice as the Administrator of Record (AOR) or a licensed administrator serving in a supervisory capacity over other AORs. Independent validation must verify the three years of active engagement.**

#### B. EDUCATION PATHWAY

The Education Pathway addresses those individuals seeking to apply for the HSE who have attended a NAB accredited HSE college/university. In order to qualify to apply through the Education Pathway, the following criteria must be met:

- ✓ Online HSE application completed and submitted through NABVerify at <https://www.nabweb.org/apply-for-hse>.
- ✓ Official transcript from a NAB-HSE Accredited college/university showing program completion. Visit <https://www.nabweb.org/nab-accredited-colleges-and-universities> to determine if your university is NAB-HSE accredited.
- ✓ Successful completion of NAB Examination(s) required of an HSE within the two (2) years following application. Required exams which must be passed for the HSE qualification include:
  - 100-item CORE exam\*
  - All three federal line of service exams (NHA, RCAL, & HCBS)\*
 \*Exams previously passed do not need to be taken again.
- ✓ Current query report (within the last 30 days) from the National Practitioner Data Bank (NPDB) (<https://www.npdb.hrsa.gov/>) and finding no disqualifying actions.

<b>Education</b>	Graduate of a NAB Accredited Program
<b>Administrator in Training (AIT)</b>	1,000 hours incorporated into the NAB-HSE Accredited Program
<b># of Years of NHA Practice/Active Engagement**</b>	HSE (core exam and three line of service exams)

**\*\* Active engagement means continuous practice as the Administrator of Record (AOR) or a licensed administrator serving in a supervisory capacity over other AORs. Independent validation must verify the three years of active engagement.**

Please note that current NAB accredited universities are in the process of converting their programs to HSE accredited programs. Once a university program has obtained HSE accreditation, graduates from this program up to three years prior to the date of the accreditation will be eligible to apply for the HSE through the Education Pathway. Candidates must:

- ✓ Present an official academic transcript (*as part of the application process*)
- ✓ Provide documentation of the completion of a 1,000-hour AIT experience as part of an academic program. If the applicant did not complete the requisite 1,000-hour AIT experience, he or she will need to provide evidence of an additional state approved AIT training program completed to meet a total of 1,000 hours completed post graduate. The majority of the AIT hours should be served in a Nursing Home facility.
- ✓ Passing exam score from time of initial licensure as an NHA. *Candidates can apply for the HSE prior to the successful completion of the NHA exam, but the qualification will not be awarded until the exam is successfully passed and scores released through their state jurisdiction.*
- ✓ Successful passing of additional 50-item line of service exam(s) not previously taken and passed successfully (RCAL, and/or HCBS).

## 4 STARTING AN HSE APPLICATION

Prior to beginning the HSE application, candidates must have created a NAB account to access the NABVerify system where the HSE application is housed. If you have an existing NAB account, please use your current username and password to avoid duplicate accounts.

If you have not created an account with NAB previously, go to [nabweb.org](http://nabweb.org) and click Member Login in the upper right hand corner.



Below the Login box, please click "Not a Member? Sign Up!"

### Login

Use the fields below to access our hidden section.

Username:

Password:

Login

[Forgot Password](#)

[Not a member? Sign Up!](#)

NOTE: This login will be different from your NAB exam application account and will require a unique account setup in order to use services within NABVerify.

### Manage My Account

Share/Print Page:

*If you are viewing this information on a mobile device you may find that the login process to access the "Members Only" section will work better if you use your desktop or laptop device instead.*

[HSE Application](#) [CE Registry](#) [Individual Profile](#) [Join NAB](#) [Pay Invoices/Renewal](#) [Log Out](#)

After activating your NAB account, please log into [nabweb.org](http://nabweb.org) and select "HSE Application" on the Manage My Account page.

If you have previously accessed NABVerify, you will likely begin on the CE Registry page. To go to your HSE application, please click “My Account” in the upper right hand corner of the homepage.



Once on the “My Account” page, choose the option to “Begin HSE Application” If this option is not found here, then an HSE application has already been started and you can begin the application process.



## 5 HSE APPLICATION PROCESS

The HSE application process has the following steps:

1. Complete the HSE application & submit with payment.
  - i. RCAL & HCBS exams do not need to be completed yet. If you have not already taken the federal RCAL & HCBS exam, please wait until you have been notified by NAB to apply for the exam.
2. NAB will attach supporting documentation (NHA score, transcript) and verify other items (NHA license, NPDB report, experience) and forward to the Credentialing Committee.
3. Credentialing Committee will review the HSE application and follow up with any questions.
4. Once the HSE application has been approved, an email will be sent with instructions on how to apply for the RCAL &/or HCBS exam.
5. Apply & take RCAL &/or HCBS exam.
6. Once the final exams are passed and reported to NAB, applicants will be notified of their HSE qualification.

The HSE application is divided into subsections. The pathway selected will determine the number of subsections you will complete. Not all sections of the application need to be completed at one time. You may work on your application over time.

Below is an outline of each subsection of the application, which type of applicant (*education and/or career*) will need to complete this part, and what information is needed. If any questions arise as you are completing the application, please feel free to contact NAB at [hse@nabweb.org](mailto:hse@nabweb.org) and we will be happy to assist.

## A. EDUCATION (EDUCATION PATHWAY ONLY)

Education Pathway candidates for the HSE must have attended a university that is currently HSE accredited. If your university was previously NAB accredited and has been approved for the HSE accreditation, graduates three years prior to the date of the HSE accreditation of the university may apply for the HSE through the Education Pathway. To determine if you are eligible, please visit NAB's academic accreditation page at <https://www.nabweb.org/nab-accredited-colleges-and-universities>.

Once identifying the HSE accredited university you attended, as well as your graduation date within the application, an original transcript must be sent to NAB. If sent by email the transcript must come directly from the university or via a transcript clearing house and be emailed to [hse@nabweb.org](mailto:hse@nabweb.org). If an original transcript is mailed, please address it to:

The National Association of Long-Term Care Administrator Boards  
Attn: HSE Applications  
1120 20<sup>th</sup> Street, NW, Suite 750  
Washington, DC 20036-3441

While applications should be submitted prior to transcripts being received, NAB's Credentialing Commission will not review the application until it has been completed.

The screenshot shows a web form titled "HSE Accredited School: Document Degree". The form includes the following fields and instructions:

- Instructions:** Please document all educational experience you have obtained from an HSE accredited college/university, beginning with the most current degree obtained.
- HSE Accredited School:** A dropdown menu with the placeholder text "Select HSE Accredited School".
- Degree\*:** A dropdown menu with the placeholder text "Select Degree".
- Major\*:** A text input field.
- Graduation Date\*:** A date input field with the placeholder text "MM/DD/YYYY".

At the bottom right of the form are three buttons: "Finish Later" (blue), "Cancel" (grey), and "Submit" (orange). The text "Screen shot of the Education section of HSE application" is overlaid on the right side of the form.

## B. EDUCATION HISTORY (CAREER PATHWAY ONLY)

Career Pathway candidates are required to document educational history in order to demonstrate they have met the HSE requirement that they hold a bachelor's degree or higher from an accredited college/university. An accredited college/university is defined as an academic institution of higher learning that includes general education courses as requisite to the institution's principal educational programs and that has received institutional accreditation from a national or regional accrediting agency by the US Department of Education. Please visit [The Database of Accredited Postsecondary Institutions and Programs](#) for a comprehensive list. (National and Regional Accredited Agencies only)

- \* Middle States Commission on Higher Education
- \* New England Association of Schools and Colleges
- \* The Higher Learning Commission
- \* Northwest Commission on Colleges and Universities



- \* Southern Association of College and Schools
- \* Western Association of Schools and Colleges (WASC), Senior College and University Commission
- \* Association of Advanced Rabbinical and Talmudic Schools

If a candidate holds additional degrees higher than a bachelor's degree, they may choose to document their full educational history. After identifying the HSE accredited university you attended, as well as your graduation date within the application, an original transcript must be sent to NAB. If sent by email the transcript must come directly from the university or via a transcript clearing house and be emailed to [hse@nabweb.org](mailto:hse@nabweb.org). If an original transcript is mailed, please address it to:

The National Association of Long-Term Care Administrator Boards  
Attn: HSE Applications  
1120 20<sup>th</sup> Street, NW, Suite 750  
Washington, DC 20036-3441

While applications should be submitted prior to transcripts being received, NAB's Credentialing Commission will not review it until the transcript is received and NAB staff has uploaded to your record.

**Education History - Document Degree**

Please document all educational experience you have obtained from an accredited college/university, beginning with the most current degree obtained.

An accredited college/university is an academic institution of higher learning that includes general education courses as requisite to the institution's principal educational programs and that has received institutional accreditation from a regional accrediting organization for higher education or at least one of the following organizations:

- \* Middle States Commission on Higher Education
- \* New England Association of Schools and Colleges
- \* The Higher Learning Commission
- \* Northeast Commission on Colleges and Universities
- \* Southern Association of College and Schools
- \* Western Association of Schools and Colleges (WASC)
- \* Senior College and University Commission

PLEASE NOTE: An official transcript will need to be emailed to [hse@nabweb.org](mailto:hse@nabweb.org) or by mail to the address below:  
The National Association of Long-Term Care Administrator Boards  
Attn: HSE Applications  
1120 20<sup>th</sup> Street, NW, Suite 750  
Washington, DC 20036

School Name:

Degree:

Major:

Graduation Date:

**Screen shot of the  
Education History section  
of HSE application**

## C. LICENSE HISTORY (CAREER AND EDUCATION PATHWAY)

Submission of license history information is mandatory for Career Pathway candidates and optional for Educational Pathway candidates.

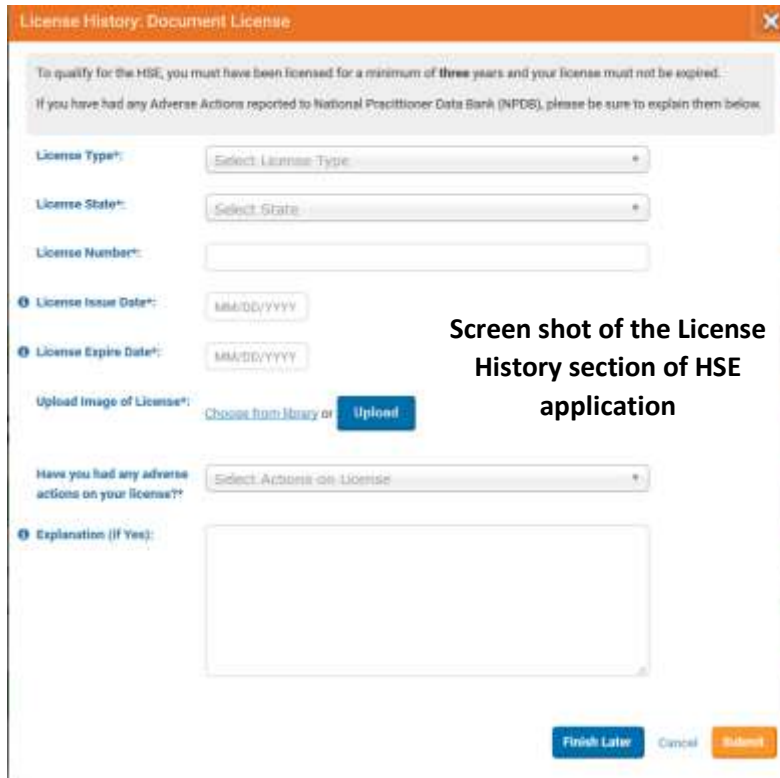
Candidates applying for the HSE through the Career Pathway must be currently licensed as a Nursing Home Administrator (NHA) and have held this license for a minimum of three (3) years from the date of submission of application. Below are additional questions that are part of the license history portion of the application:

- \* License Type (*can enter multiple long term care licenses as long as one is your NHA license*)
- \* License State
- \* License Number
- \* License Issue Date (*please list the date originally licensed*)
- \* License Expiration Date

\* Adverse actions on your license (As reported to the National Practitioner Data Bank which can be found at <https://www.npdb.hrsa.gov/>)

\* If adverse actions, please explain

In addition, a current copy of your NHA license will need to be uploaded. NAB verifies NHA licenses with the issuing state board.



The screenshot shows a web form titled "License History: Document License". It includes instructions: "To qualify for the HSE, you must have been licensed for a minimum of three years and your license must not be expired. If you have had any Adverse Actions reported to National Practitioner Data Bank (NPDB), please be sure to explain them below." The form fields are: "License Type\*" (dropdown), "License State\*" (dropdown), "License Number\*" (text), "License Issue Date\*" (date picker), "License Expire Date\*" (date picker), "Upload Image of License\*" (with "Choose from library or" and "Upload" buttons), "Have you had any adverse actions on your license?\*" (dropdown), and "Explanation (if Yes):" (text area). At the bottom are "Finish Later", "Cancel", and "Submit" buttons.

Screen shot of the License History section of HSE application

#### D. ADMINISTRATOR IN TRAINING (EDUCATION PATHWAY ONLY)

In order to apply for the HSE using the Education Pathway, applicants must have completed a minimum of a 1,000-hour AIT program. If the requisite 1,000-hour AIT experience was not completed as part of your educational program, an additional state approved AIT training program should be completed post graduate to meet a total of 1,000 hours. The majority of the AIT hours should be served in a Nursing Home facility. The following information will need to be provided for each AIT experience documented:

- \* Organization (Where AIT was completed)
- \* Address
- \* Hours
- \* Start Date
- \* Completion Date
- \* Preceptor Name
- \* Preceptor Email
- \* Preceptor Phone Number
- \* Upload of Documentation Confirming Completion

**Administrator in Training: Enter AIT Details**

Organization\*:

Address\*:

Hours\*:

Start Date\*:

Completion Date\*:

Preceptor Name\*:

Preceptor Email\*:

Preceptor Phone Number\*:

Upload\*: [Choose from library or](#)

**Screen shot of the  
Administrator in Training  
section of HSE application**

#### **E. ENGAGEMENT/WORK HISTORY (CAREER PATHWAY ONLY)**

Career Pathway candidates need to document a minimum of three years of experience as the Administrator of Record (AOR) or active engagement in the field of long-term care. Active engagement means continuous practice as the Administrator of Record (AOR) or a licensed administrator serving in a supervisory capacity over other AORs. The following information will need to be provided for each position:

- \* Employer Name
- \* Employer Address
- \* Your Position Title
- \* Number of Persons Directly Supervised
- \* Facility Budget (*Approximate*)
- \* Total Number of Employees at Facility
- \* Engagement Description (*Please be as specific as possible*)
- \* Engagement Start Date (*Employment date/Important as this is how the three years is calculated*)
- \* Engagement Completion Date (*List today's date if current employer. Date must be listed to calculate Experience.*)

NAB will also need to obtain independent validation to verify the three years of active engagement. The verifier must be another licensed nursing home administrator (LNHA), a supervisor, or an official of the organization's human resource department. In order to verify the experience, the applicant will need to provide this individual's name, email address, and phone number. After clicking on the orange "Send to Supervisor" button, the NABVerify system will send an automated email so the information can be verified.

Please double check the email address given as this can delay the processing of your application if this experience cannot be verified.

NAB is unable to verify work experience using employment verification phone lines, such as the Work Number, due to cost and the need for an employee's social security number. Please use someone in one of the roles listed above to verify your experience. If a past company is no longer in existence, you can list a subsequent employer to verify a previous job that they were able to confirm as a condition of your employment.

Please note other experiences/positions such as assistant administrator, administrator in training, director of nursing, or administrator of facilities without skilled care **CANNOT** be counted towards the three years' of experience. For more information regarding qualifying experience, please visit

<https://www.nabweb.org/health-services-executive>.

Engagement History: Document Engagement History

Please document ALL work history as it pertains to the HSE.

**Please Note:** You must have a minimum of three years of experience practicing as a licensed NHA or active engagement within the field of long term care. Active engagement means continuous practice as the Administrator of Record (AOR) or a licensed administrator serving in a supervisory capacity over other AORs. Independent validation must verify the three years of active engagement. The verifier must be another licensed nursing home administrator (LNHA), a supervisor, or an official of the organization's human resource department.

Employer Name\*

Employer Address\*

Position Title\*

Number of Person Directly Supervised\*

Facility Budget (in \$)\*

Total Employees in Facility\*

Engagement Description\*

Engagement Start Date\*

Engagement Completion Date\*

Employment Verifier Name\*

Employment Verifier Email\*

Employment Verifier Phone Number\*

Finish Later Cancel Send to Supervisor

Screen shot of the Engagement/Work History section of HSE application

## F. WORK EXPERIENCE (EDUCATION PATHWAY ONLY)

This field is optional for Education Pathway applicants to complete. Unlike the Career Pathway applicants, NAB will not verify this work experience with a supervisor. It is, however, beneficial for the NAB Credentialing Commissioners to be able to consider prior experience when reviewing your application.

## G. NATIONAL PRACTITIONER DATA BANK REPORT (EDUCATION AND CAREER PATHWAY)

It is mandatory for both Education and Career Pathway applicants to submit a self-query report from the NPDB. The National Practitioner Data Bank (NPDB) is an electronic information repository created by Congress. It contains information on medical malpractice payments and certain adverse actions related to health care practitioners, entities, providers, and suppliers.

In order for your HSE application to be reviewed, you must provide a self-query report from the NPDB databank that is dated **within the last 30 days** of your application submission date. Older reports will not be accepted. To order the self-query, please visit <https://www.npdb.hrsa.gov/>. Please note the date the report was pulled and upload a copy of the report directly to your application to complete this section.

A screenshot of a web form titled "NPDB Report: Provide NPDB Report". The form contains a text area with instructions: "The National Practitioner Data Bank (NPDB) is an electronic information repository created by Congress. It contains information on medical malpractice payments and certain adverse actions related to health care practitioners, entities, providers, and suppliers. In order for your HSE application to be reviewed, you must provide a dated self-query report from the NPDB that has been completed within the last 30 days. To order the self-query, please visit https://www.npdb.hrsa.gov/." Below the text area, there are two input fields: "Report Date:" with a date picker set to 08/01/2022, and "Upload Report Here:" with a "Choose from Storage" button and an "Upload" button.

Screen shot of the NPDB  
Report section of HSE  
application

## H. EXAM HISTORY (CAREER AND EDUCATION PATHWAY)

The exam history section has three parts: Nursing Home Administrator (NHA) Exam, Resident Care/Assisted Living (RCAL) Exam, and Home and Community Based Services (HCBS) Exam. HSE applicants will have to successfully complete all three lines of service (LOS) exams prior to being HSE qualified. Most applicants can complete the RCAL &/or HCBS, if needed, after their application has been approved. Please see additional information regarding each section of the exam history portion of the application.

**Nursing Home Administrator (NHA) Exam** – While it is mandatory for Career Pathway candidates to have successfully completed the NHA exam prior to applying, the Education Pathway candidates can apply BEFORE successful completion of this exam. NAB, however, will not approve any Education Pathway candidates to take this exam and it is strongly recommended for these applicants to have met all of the requirements with their state jurisdiction and applied with their state licensing boards to take the NHA exam **prior** to applying for the HSE. Please make sure to enter the date, or approximate date, the exam was taken and the status of your exam.

A screenshot of a web form titled "Nursing Home Administrator (NHA) Exam: Enter Exam". The form contains a text area with instructions: "In order for test scores to be obtained, please note the date the exam was completed. If your exam was taken before 2002, you must also fill out a Score Transfer Request Form found here and submit it to PSI. If your exam was taken after Jan 1, 2002, NAB is able to get an electronic version of your scores so no further action is required on your part for this exam." Below the text area, there are three input fields: "Exam Name:" with a dropdown menu showing "Nursing Home Administrator (NHA) Exam", "Exam Instructions:" with a text area containing instructions, and "Exam Date:" with a date picker set to 08/01/2022. At the bottom right, there are three buttons: "Cancel", "Next Take Exam", and "Previous Exam".

***Resident Care/Assisted Living (RCAL) Exam*** – Applicants who have previously taken the federal NAB RCAL exam will not need to take the RCAL LOS exam. If previously taken, please document the federal exam information in the same manner as with the NHA exam and note the exam has been passed. If this exam has not been taken, NAB will approve candidates to take this exam once their applications have been approved by the HSE Credentialing Commission. An approximate exam date is acceptable.

***Home and Community Based Services (HCBS)*** – Applicants who have previously taken the federal NAB HCBS exam will not need to take the HCBS LOS exam. If previously taken, please document the federal exam information in the same manner as with the NHA exam and note the exam has been passed. If this exam has not been taken, NAB will approve candidates to take this exam once their applications have been approved by the HSE Credentialing Commission. An approximate exam date is acceptable.

If exams were taken prior to applying for the HSE, these will be accepted with a valid score report. If an HSE candidate took their exams(s) prior to **January 1, 2002**, a score transfer request form will need to be completed and sent to NAB's testing company, PSI. Scores transfers can be ordered by visiting the NAB website at <https://www.nabweb.org/scoretransfer>. Please select HSE-NAB as your jurisdiction for transfer.

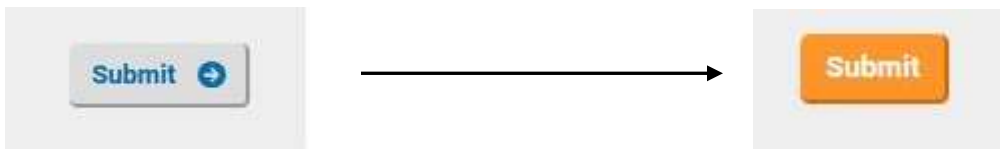
If exam(s) were taken after January 1, 2002, NAB will most likely be able to obtain these scores on your behalf. Include the (approximate) date and jurisdiction where you took the exam. If we are unable to secure your score, you will be contacted via email.

For questions regarding score transfers, please contact PSI at 1-833-892-5442.

## 6 HSE APPLICATION SUBMISSION

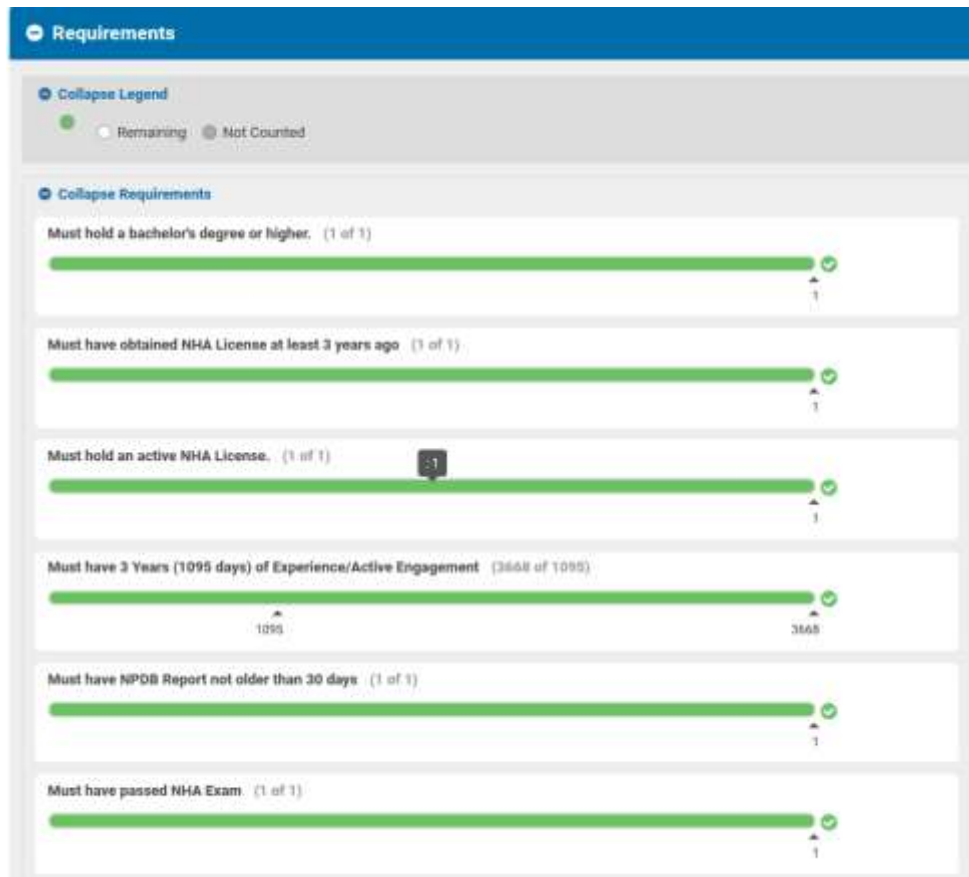
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Once all application requirements have been met, your application will be ready for submission. Applicants will be able to submit once the “Submit” button at the bottom of the page turns from gray to orange.

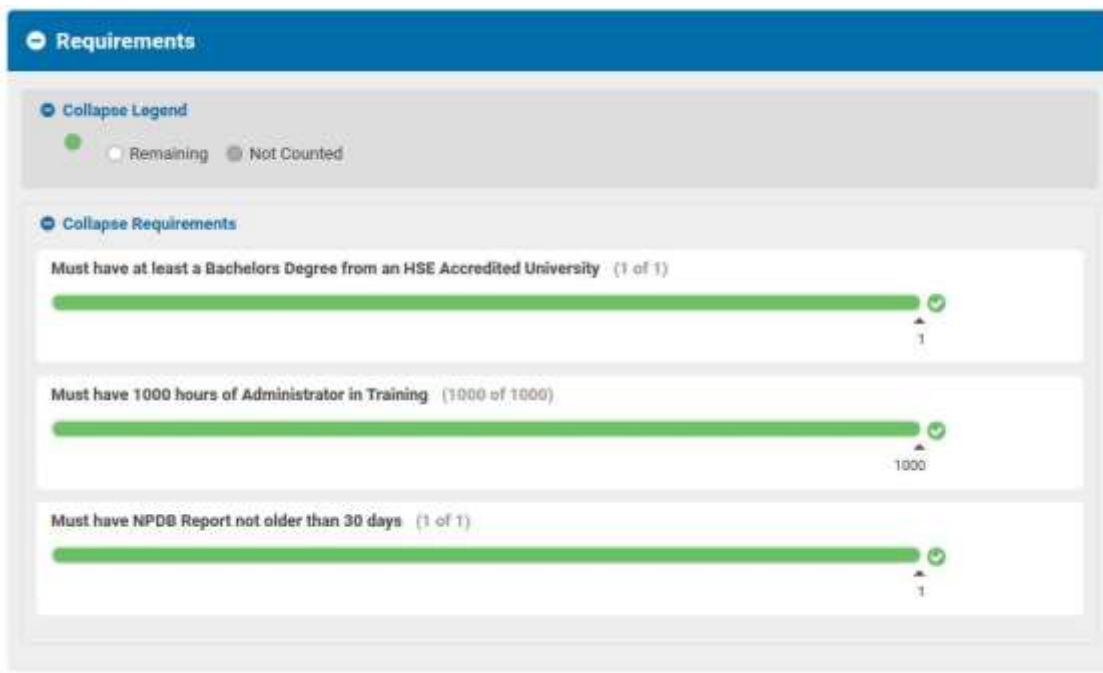


In order to determine if you have met needed requirements, please check at the top of your application. Once a requirement has been met, the completion bar will turn green. Once all the completion bars are green, your application is ready for submission and you will see the orange submission button.

## Career Pathway Completion Requirements



## Education Pathway Completion Requirements



## 7 HSE APPLICATION FEES

Below is a list of fees that could be incurred during the HSE application process.

Fee Type	Amount	Description
<b>HSE Application Fee</b>	\$70.00	This will be charged upon submission of HSE application.
<b>HSE Application Transfer Fee</b>	\$70.00	The initial application fee includes one complimentary application transfer to a state licensing board of your choice. This is for additional transfers above one.
<b>National Practitioner Data Bank Report (NPDB Report)</b>	\$4.00	This is a mandatory report that must be uploaded as part of your application submission. NPDB reports may not be older than 30 days upon upload. A new report will need to be uploaded if application is transferred and this report is expired.
<b>RCAL Exam Fee</b>	\$175.00	
<b>HCBS Exam Fee</b>	\$175.00	
<b>NHA &amp; CORE Exams Fee</b>	\$425 (\$475 if separate)	Only applicable if following the Education Pathway and exams have not been completed yet.
<b>State Rules and Regulations Exam Fee</b>	varies	Only applicable if following the Education Pathway and exams have not been completed yet.
<b>Score Transfer Fee</b>	\$70.00	If exam was taken prior to 01/01/2002 and NAB cannot secure NHA exam score through Clarus. Please visit <a href="https://www.nabweb.org/scoretransfer">https://www.nabweb.org/scoretransfer</a> for more information.

Fees are subject to change without notice.

### A. HSE APPLICATION REVIEW PROCESS

Applications submitted to NAB are considered pending until all documentation is received. Below is a list of items needed prior to a final application review completed by NAB's Credentialing Commission:

- ✓ Official College/University Transcript (*only one transcript bachelor's or higher is mandatory*)
- ✓ Verification of Engagement History (*a minimum of three (3) years of qualifying experience must be verified*)
- ✓ NPDB Report
- ✓ NHA Score Report

Once all documentation is received, applicants will receive an email that their application has been sent for review to the NAB Credentialing Commission. An automated notification will be sent with approval to take additional exams. Once the final exams are completed successfully and reported to NAB, applicants will be notified that they are officially HSE qualified and how to use this credential.



## 8 GLOSSARY OF HSE TERMS

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Below is a listing of HSE terms and definitions that will assist all those interested in the HSE qualification. This list will be updated as needed. For suggested additions or revisions, please email [hse@nabweb.org](mailto:hse@nabweb.org).

1. **Accredited College or University:** "Accreditation" is an academic institution of higher learning that includes general education courses as requisite to the institution's principal educational programs and that has received institutional accreditation from a regional accrediting organization for higher education or at least one of the following organizations: Middle States Commission on Higher Education, New England Association of Schools and Colleges, the Higher Learning Commission, Northwest Commission on Colleges and Universities, Southern Association of College and Schools, Western Association of Schools and Colleges (WASC) Senior College and University Commission, or Association of Advanced Rabbinical and Talmudic Schools.
2. **Accredited NAB Approved College or University:** "Accredited NAB Approved College or University" means an accreditation that is granted by the NAB Board of Governors to institutions that meet NAB's criteria for top quality education and training of long-term care administrators.
3. **Active Engagement:** Active engagement means continuous practice as the Administrator of Record (AOR) or a licensed administrator serving in a supervisory capacity over other AORs. Independent validation must verify the three years of active engagement.
4. **Administrator of Record:** The person charged to operate a nursing home and licensed by the state.
5. **Assistant administrator:** "Assistant administrator" means an individual (*licensed or unlicensed depending on state requirements*) who reports to the nursing home administrator, assumes charge of the facility in the administrator's absence, and has ongoing managerial and supervisory authority over administrative and resident care functions, operations, and staff in a nursing facility.
6. **Board:** "Board" means the state licensing boards, members of NAB.
7. **CE credit:** "CE credit" means a unit of measurement of continuing education activity.
8. **Clock hour:** "Clock hour" means an instructional session of 60 consecutive minutes, excluding breaks, registration, meals, and social activities.
9. **CMS NHA licensure standards:** The Federal Mandate to license Nursing Home Administrators delegated authority to establish NHA licensure criteria to state boards and agencies responsible for licensure of NHAs. Thus, if a state adopts the HSE Qualification as meeting the state's NHA licensure requirements, the Federal standard has been met.
10. **Domains of Practice:** "Domains of Practice" means the tasks performed by nursing home administrators and the knowledge, skills, and abilities identified as necessary to perform those tasks by NAB as outlined within the professional practice analysis. The NAB domains of practice for nursing home administrators are found in the Final Report of the Professional Practice Analysis of the Practice of Nursing Home Administrators prepared for the National Association of Long-Term Care Administrator Boards. This document is incorporated by reference. It is available on the NAB website and is subject to change every five years.
11. **Health Services Executive (HSE):** "Health Services Executive" is a **state** licensed individual who has **national** entry level leadership competencies established for a nursing facility, assisted living community or home and community based service provider. The Health Services Executive has met NAB's minimum application standards and the state may grant a license for Health Services Executive, nursing home, assisted living, or for the home and community based services administrator.
12. **License:** "License" means a written document issued by the state board to indicate that the bearer has been found by the state board to meet all requirements for practice as a licensed nursing home administrator within its jurisdiction.

13. **Licensee:** "Licensee" means an individual who holds a valid license to practice as a nursing home administrator granted by the state board.
14. **Licensure by Equivalency:** "Licensure by Equivalency" means the state board may license any person qualified as a Health Services Executive (HSE) by the National Association of Long-Term Care Administrator Boards (NAB) through licensure by equivalency as meeting the minimum qualifications of a nursing home, assisted living, or home and community based service administrator (*as applicable to state licensure requirements*). The state may require a state jurisprudence examination. All final licensure decisions are made by the state board.
15. **NAB:** "NAB" means the National Association of Long-Term Care Administrator Boards.
16. **NABVerify:** "NABVerify" is the national application and review system used to qualify the candidate for an HSE. While states receive reports of successful completion of the HSE requirements, licenses are issued by the state.
17. **National Practitioner Data Bank (NPDB):** National Practitioner Data Bank (NPDB) is an electronic information repository created by Congress. It contains information on medical malpractice payments and certain adverse actions related to health care practitioners, entities, providers, and suppliers. Federal law specifies the types of actions reported to the NPDB, who submits the reports, and who queries to obtain copies of the reports. Organizations must be authorized according to federal law to submit reports and/or query the NPDB. Organizations authorized to access these reports use them to make licensing, credentialing, privileging, or employment decisions. Individuals and organizations who are subjects of these reports have access to their own information. The reports are confidential and not available to the public. (*Information obtained from <https://www.npdb.hrsa.gov/>*)
18. **Nursing facility:** "Nursing facility" means a facility licensed as a nursing home to provide nursing care and meets the requirements set forth by the Centers for Medicare and Medicaid Services.
19. **Nursing home administrator:** "Nursing home administrator" means an individual who is responsible for supervision of clinical and administrative affairs of nursing homes and related facilities as required by Medicare. This individual is licensed by the licensing authority of the jurisdiction responsible for the Title 18/19 facility.
20. **Practice as Health Services Executive:** "Practice as Health Services Executive" is a qualification that is developed to recognize and promote a quality entry-level education, continued competency, and accountability of leadership that ultimately provides quality services and support in a home-like setting with a commitment to choice, dignity, independence, individuality, and privacy based on client/resident needs and preference in skilled nursing facilities, assisted living communities, and home and community-based services. The Health Services Executive has broad knowledge competencies across the continuum and may be granted licensure as a Health Services Executive, nursing home, assisted living, or a home and community based services administrator in this jurisdiction.
21. **Preceptor:** "Preceptor" means a licensed administrator who provides oversight, direction, and supervision of an applicant for licensure during the practicum course.
22. **Resident Care/Assisted Living (RCAL)/Housing Manager:** An individual who manages, supervises, and is in general administrative charge of a residential facility.
23. **Scope:** The terms used in this scope have the meanings given them in this part.
24. **Three Years "active engagement":** Three-years' active engagement means that an individual has been active as the administrator of record or is in a leadership role that has direct reports from the AOR. The individual is engaged in long-term care supports and services and must validate the three years by independent validation, which clearly verifies the three years of 'active engagement'. For each organization the applicant performed the essential knowledge, skills, and abilities of the Health Services Executive, as identified in the Professional Practice Analysis, verified documentation is required. Applicants will document their duties related to the administrator of

record or other long-term care experience, which will be verified by a supervisor or an official of the agency's human resources department. The employment verification must include:

- start and end dates of employment with the community/ facility/agency.
- the title(s) of any position(s) held within the organization.
- the number of persons directly supervised.
- the number of total employees within the individual facility managed.
- budget size of individual facility managed.