

SUBCHAPTER 37G - RENEWAL, INACTIVE, RESTORATION AND REINSTATEMENT, DUPLICATE AND VERIFICATION OF LICENSE

SECTION .0100 - RENEWAL REQUIREMENTS

21 NCAC 37G .0101 RENEWAL

- (a) A license shall expire on the 30th day of September of the second year following its issuance.
- (b) The licensee shall biennially apply to the Board for a new certificate of registration to be displayed with the permanent license and report any facts requested by the Board on forms provided by the Board.
- (c) The form shall include the name of the licensee, address, the place of the applicant's practice, at least 30 hours of continuing education credits, any criminal convictions and administrative disciplinary action by any other licensing boards in the proceeding two years and any other information which the Board may feel it needs to act upon the application. Along with the form, such licensee shall provide documentation of the completion of 30 hours of continuing education approved by the Board during each biennial period.
- (d) As a courtesy, the Board shall send renewal notices to the last address on record; it is the individual licensee's responsibility to keep this information current with the Board office.
- (e) A licensee shall notify the Board in writing within 15 days of any change of address (home and work) or employment.

*History Note: Authority G.S. 90-285; 90-286;
Eff. February 1, 1976;
Readopted Eff. October 1, 1981; December 15, 1977;
Amended Eff. August 2, 1993; December 1, 1983;
Transferred and Recodified from 21 NCAC 37A .0903 Eff. April 1, 1996;
Amended Eff. April 1, 1996;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

21 NCAC 37G .0102 RENEWAL FEE

Upon making application for renewal, a licensee shall pay a biennial licensure fee of six hundred dollars (\$600.00).

*History Note: Authority G.S. 90-280; 90-285; 90-286;
Eff. February 1, 1976;
Amended Eff. August 1, 1977; April 8, 1977;
Readopted Eff. December 15, 1977;
Readopted w/change Eff. October 1, 1981;
Temporary Amendment Eff. July 13, 1982 for a period of 120 days to expire on November 9, 1982;
Amended Eff. February 1, 1991; May 1, 1989; December 1, 1983; October 1, 1982;
Transferred and Recodified from 21 NCAC 37A .0904 Eff. April 1, 1996;
Amended Eff. August 1, 1996;
Temporary Amendment Eff. August 15, 1996;
Amended Eff. July 1, 1998;
Temporary Amendment Eff. August 15, 1999;
Amended Eff. July 1, 2014; September 1, 2004; July 1, 2000;
Readopted Eff. October 1, 2015;
Amended Eff. January 1, 2021.*

SECTION .0200 - INACTIVE LICENSES

21 NCAC 37G .0201 INACTIVE REQUIREMENTS

- (a) An administrator who desires to be placed on the inactive list shall make a written request on the biennial renewal form provided by the Board and submit a non-refundable inactive fee of one hundred dollars (\$100.00) per year fee to the Board.
- (b) A request to be placed on the inactive list shall be submitted to the Board no later than 30 days after expiration of the license under Rule .0101(a) of this Subchapter. Failure to submit the request and payment of the fee within 30 days after expiration shall result in automatic expiration of the license retroactive to the expiration date.

(c) If an administrator makes a request to be placed on the inactive list pursuant to Paragraph (b) of this Rule, an administrator may remain on the inactive list for a period not to exceed four years provided the licensee pays an inactive fee of one hundred dollars (\$100.00) for each additional year prior to expiration of the inactive period.

*History Note: Authority G.S. 90-280; 90-285;
Eff. February 1, 1976;
Amended Eff. April 8, 1977;
Readopted Eff. December 15, 1977;
Readopted with Change Eff. October 1, 1981;
Amended Eff. February 1, 1991;
Transferred and Recodified from 21 NCAC 37A .0906 Eff. April 1, 1996;
Amended Eff. April 1, 1999;
Temporary Amendment Eff. August 15, 1999;
Amended Eff. July 1, 2014; July 1, 2000;
Readopted Eff. October 1, 2015.*

21 NCAC 37G .0202 ACTIVATION OF INACTIVE LICENSE

(a) A nursing home administrator whose license has been inactive for less than three years may activate the license by submitting an application to the Board, documentation of the applicant's completion of 30 hours of continuing education approved by the Board during the preceding 24 months, and payment of the current license renewal fee.

(b) A nursing home administrator whose license has been inactive for less than five years but more than three years may activate the license by providing the items in Paragraph (a) of this Rule and, in addition, by successfully completing the state examination.

(c) A previously licensed nursing home administrator whose license has been inactive for a period exceeding five years shall comply with all the requirements for licensure in this Chapter.

*History Note: Authority G.S. 90-280; 90-285; 90-286;
Eff. February 1, 1976;
Amended Eff. April 8, 1977;
Readopted Eff. December 15, 1977;
Readopted w/change Eff. October 1, 1981;
Amended Eff. May 1, 1989; February 1, 1986; December 1, 1983; December 30, 1981;
Transferred and Recodified from 21 NCAC 37A .0902 Eff. April 1, 1996;
Amended Eff. April 1, 1996;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

SECTION .0300 - REINSTATEMENT

21 NCAC 37G .0301 REINSTATEMENT OF LICENSE

Upon re-applying for a license as provided in 21 NCAC 37D .0201, .0202, .0203, .0204 and after a revocation period of two years, the Board may reinstate a license for good cause. Good cause means that the applicant is completely rehabilitated with respect to the conduct which was the basis of the discipline. Evidence of such rehabilitation shall include, but is not limited to, evidence that:

- (1) such person has not engaged in conduct during the discipline period which, if the person had been licensed during such period, would have constituted the basis for discipline under G.S. 90-285.1;
- (2) with respect to any criminal conviction which constituted any part of the previous discipline, the person has completed the sentence imposed, and is no longer on probation, whether supervised or unsupervised; and
- (3) restitution has been made to any aggrieved party.

*History Note: Authority G.S. 90-285;
Eff. February 1, 1976;
Readopted Eff. October 1, 1981; December 15, 1977;
Amended Eff. May 1, 1989;
Transferred and Recodified from 21 NCAC 37A .0913 Eff. April 1, 1996;*

*Amended Eff. July 1, 2004; April 1, 1996;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

21 NCAC 37G .0302 RESTORATION OF LAPSED LICENSE

(a) A nursing home administrator whose license has lapsed for a period of time less than two years shall submit an application to the Board in accordance with 21 NCAC 37D .0402. The application shall be on a form provided by the Board and shall include:

- (1) documentation of the applicant's completion of thirty hours of continuing education approved by the Board during the preceding twenty four months;
- (2) payment of the current license application fee; and
- (3) successfully completing the state examination.

(b) A previously licensed nursing home administrator whose license has lapsed for a period of time exceeding two years may activate the license by submitting an application and shall comply with all of the requirements for licensure as set out in Rule 37D .0102. The Board shall determine whether the applicant complies with the then current requirements of licensure.

*History Note: Authority G.S. 90-285; 90-286;
Eff. July 1, 2004;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

SECTION .0400 – DUPLICATE AND VERIFICATION OF LICENSE

21 NCAC 37G .0401 DUPLICATE LICENSE REQUIREMENTS

(a) When the Board has been notified by a licensee in a written statement that a license or certificate of registration has been lost, mutilated, or destroyed, the Board shall issue a duplicate license or certificate of registration upon payment of a fee of twenty five dollars (\$25.00).

(b) Licensees seeking a duplicate certificate following a legal name change from the name under which the individual was licensed shall furnish copies of the documents legally authorizing the name change, along with the twenty-five dollar (\$25.00) fee, when requesting a duplicate certificate.

*History Note: Authority G.S. 90-280(d);
Eff. February 1, 1976;
Readopted Eff. October 1, 1981; December 15, 1977;
Amended Eff. May 1, 1989;
Transferred and Recodified from 21 NCAC 37A .0914 Eff. April 1, 1996;
Amended Eff. April 1, 1996;
Readopted Eff. October 1, 2015.*

21 NCAC 37G .0402 VERIFICATION OF LICENSE

Any licensee requesting verification of a license shall submit to the Board the following:

- (1) A written request, including the contact information and jurisdiction that the Board is to send the verification; and
- (2) A non-refundable fee of fifty dollars (\$50.00)

*History Note: Authority G.S. 90-280(d);
Eff. January 1, 2021.*