

## Minnesota BENHA Online Application Instructions

### PRINT THIS DOCUMENT

Review this document as well as the information posted under the “Applicants” tab. Gather the needed information prior to proceeding to the online application process. Any processing fees incurred are your responsibility.

To be eligible for a Minnesota license, five minimum requirements exist:

- Bachelor’s Degree,
- Eight specific core knowledge courses related to long term care administration,
- 400 hour practicum,
- State examination,
- National examination (NAB).

Before beginning the online application process, you will need detailed information to expedite the online process, including:

1. Driver’s license,
2. Social Security number or Alien Card number or Tax ID number,
3. Degree dates (estimated date of graduation /course completion of courses may be entered for END dates),
4. Current and former license numbers, dates issued and expired from Minnesota and/or any other jurisdictions, *if applicable*,
5. Administrator of Record dates of service, *if applicable*,
6. Visa, MasterCard, or Discover credit card to pay the \$150 application fee.

**There are four different tracks or possible routes to achieve the five minimum elements required for a Minnesota license.**

#### **A. Education track: New Graduate from a Minnesota or NAB Accredited School**

This option is typically for traditional new graduates recently awarded a bachelor's degree from a NAB or Minnesota accredited college. The approved colleges are listed on the website, with the accredited course listed for each requirement. Graduates of an approved college LTC Administration program meet the academic and practicum requirement.

*These documents are to be sent directly to the board office.*

1. Complete the application and submit with \$150 payment online,
2. Request an official transcript upon completion of your courses or graduation. If you are applying prior to the end of your academic experience, the board will accept a student transcript or unofficial confirmation from the program advisor. An official transcript will be required prior to your first license renewal,
3. *Upon receipt of the application, information to arrange for the state and national examinations will be provided.*

#### **B. Experience track: BA/BS/waived courses/course completion, practicum with examinations**

This option is typically for an individual with experience who possesses a bachelor’s degree in a related or ancillary field and requires a portion of the Minnesota courses combined with prior academic education. Those courses not currently approved must be reviewed and approved by the board through the Course Review Request

Forms process as found under Quick Forms and Links on the home web page. Practicum reduction requests are also found at this link - [http://www.benha.state.mn.us/Portals/8/REQFORM\\_all.pdf](http://www.benha.state.mn.us/Portals/8/REQFORM_all.pdf).

***These documents are to be sent directly to the board office.***

1. Complete the application and submit with \$150 payment online,
2. Request an official transcript demonstrating the Bachelors' Degree and course requirements sent directly or unopened to the board office,
3. Submit evidence/requests for waiver of any of the eight academic courses and practicum completing using the Course Review Request Forms from the website,
4. *Upon receipt of the application, information to arrange for the state and national examinations will be provided.*

### **C. Waiver of academic and practicum requirements or Endorsement Candidacy**

This option is typically for candidates transferring from another state who can demonstrate they have actively and effectively served full time for a minimum of two continuous years within the immediate past five years as a licensed nursing home administrator.

***These documents are to be sent directly to the board office.***

1. Complete the application and submit with \$150 payment online,
2. Request an official transcript showing award of the Bachelors' Degree requirement sent directly or unopened to the board office,
3. Validation on company letterhead, by the current administrator or Human Resources, confirming service at each facility served showing evidence of administrative dates of service, budget and number of staff employed for two of the previous five years,
4. Copies of the two most recent CMS 2567's or surveys of the facility/ies,
5. License verification from each state where applicant has held a NHA license,
6. License verification must include NAB scores from original state of licensure,
7. Completion of the Minnesota state examination. *Upon receipt of the application, information to arrange for the state examination will be provided.*

### **D. ACHCA - American College of Health Care Administrators Certification**

This option is available for candidates who are certified by ACHCA.

***These documents are to be sent directly to the board office.***

1. Complete the application and submit with \$150 payment online,
2. Request an official transcript showing award of the Bachelors' Degree requirement sent directly or unopened to the board office,
3. Request ACHCA verification be provided directly by the American College of Health Care Administrators
4. License verification from each state where applicant has held a NHA license,
5. License verification must include NAB scores from original state of licensure,
6. Completion of the Minnesota state examination. *Upon receipt of the application, information to arrange for the state examination will be provided.*