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|  <p style="margin: 0;">Good Life. Great Mission.</p> <p style="margin: 0; font-size: small;">DEPT. OF HEALTH AND HUMAN SERVICES Licensure Unit PO Box 94986 Lincoln, NE 68509-4986 Phone #: 402-471- 2117 Email: DHHS.Licensure2117@nebraska.gov</p> | <h2 style="margin: 0;">NURSING HOME ADMINISTRATOR Renewal Notice</h2> <h3 style="margin: 10px 0 0 0;">License Expires 12.31.2022</h3> |
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Your renewal application and fee must be POSTMARKED ON OR BEFORE **12.31.2022** to avoid expiration of your license. If you practice as a nursing home administrator after the expiration date, an administrative penalty of \$10 per day up to \$1,000 will be assessed for each day of practice.

Online License Renewal: You may renew your license online at <https://nebraska.mylicense.com/>. To register on-line you will need your license number, your social security number and a credit or debit card with a MasterCard or Visa logo.

Fail to Submit Renewal by Expiration Date: If you fail to submit a completed renewal by the expiration date, your license expires. To practice after this date, your license must be reinstated. If you practice without an active license, an administrative penalty of \$10 per day up to \$1,000 will be assessed for each day of practice.

License Information:

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| License #: | | | |
| Name: <input type="checkbox"/> If this is a CHANGE in name, check the box | First: | Middle: | Last: |
| | Name Changes: If your name has changed, submit a photocopy of your marriage certificate, court order, etc., so we can change your name on our records. | | |
| Address: <input type="checkbox"/> If this is a NEW address, check the box | | | |
| | City/State/Zip: | City: | State: |
| Phone/E-mail: | Phone: _____ | | E-mail: _____ |
| | To renew your license, you must have a valid Social Security Number or Alien Registration Number. | | |
| Social Security Number: | | | |
| Alien Registration Number: | | | |
| SS#: Neb. Rev. Stat. §38-123 requires disclosure of your social security number to DHHS. Although your number is not public information, DHHS may disclose it for child support enforcement purposes as well as to the Nebraska Department of Revenue, Department of Labor and for other Administrative purposes. | | | |

Renewal Status (Select ONLY One):

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| <input type="checkbox"/> Yes | Active: I choose active status for my license. The renewal fee is (\$166) Make check/money order payable to: DHHS, Licensure Unit. We do not except electronic payments for paper renewals. |
| <input type="checkbox"/> Yes | Inactive Status (\$0): I choose inactive status for my license. I cannot practice my profession in Nebraska after 12.31.2022. There is no fee or continuing education requirement for inactive status. |
| <input type="checkbox"/> Yes | Active-Military (\$0): I choose Active-Military status. We encourage you to check with your employer before choosing active-military. I served for 30 consecutive days on full-time active duty or approved leave after 12.31.2020. Military service is defined as full-time duty in the active military of the United States, a National Guard call to active service for more than 30 consecutive days, or active service as a commissioned officer of the Public Health Service or the National Oceanic and Atmospheric Administration. I understand that I may be required to submit a copy of my military orders to the DHHS Licensure Unit. There is no fee or continuing education required. |

Renewal Questions:

| Continuing Education | |
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| <p>Governor Pete Ricketts issued Executive Order 22-05 which suspends the Continuing Education requirements for renewal and thus is NOT required for this renewal period for Nursing Home Administrators.</p> | |
| Conviction: | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>I was convicted of a misdemeanor or felony after 12.31.2020</p> <p>If you have a conviction, You must submit the following:</p> <ol style="list-style-type: none"> 1. A copy of the court record for each conviction (if they occurred in a State other than Nebraska); 2. Your explanation of the events leading to each of the convictions (what, when, where, why) and a summary of actions you have taken to address the behaviors/actions related to the convictions; 3. If currently on probation, a letter from your probation officer addressing the terms and current status of your probation. <p>NOTE: If you had an alcohol and drug evaluation and/or completed treatment, to assist the Board and Department in review of any drug and/or alcohol conviction(s), the treatment provider must submit all evaluations/discharge summaries directly to the Department.</p> |
| Other License(s): | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>I was licensed by another state(s) to provide health-related or environmental services after 12.31.2020</p> |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>If you are licensed in another state, has it been denied, refused renewal, or disciplined after 12.31.2020</p> <p>Disciplinary Action: If your license from a different state (NOT NEBRASKA) has been revoked, suspended, limited, placed on probation, or disciplined in any way in the last 2 years, and you haven't reported it yet, we need an official copy of the disciplinary action that includes charges and disposition.</p> <p>NOTE: ALL license disciplinary actions must be reported within 30 days of the conviction/action. Failure to report may result in disciplinary action against your Nebraska license.</p> |
| Citizenship/Lawful Presence (Answer yes to only ONE of the questions below): | |
| <input type="checkbox"/> Yes | <p>I am a citizen of the United States.</p> |
| <input type="checkbox"/> Yes | <p>I am not a citizen of the United States. I am a qualified alien under the federal Immigration and Nationality Act, or a non-immigrant lawfully present in the United States, with documentation such as a permanent resident card, I-94 document, asylum, etc.</p> |
| <input type="checkbox"/> Yes | <p>I am not a citizen of the United States. I have an unexpired Employment Authorization Document (EAD) and documentation listed under the Federal REAL ID act, such as DACA, pending asylum, pending refugee, etc</p> |
| <p>Not a Citizen: If you are NOT a citizen of the United States, submit a copy of your evidence of lawful presence, such as a permanent resident card, Form I-94, asylum document, etc. OR an unexpired Employment Authorization Document (EAD) and documentation listed under the Federal REAL ID act, such as DACA, pending asylum, pending refugee, etc.</p> | |

Attestation:

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| <p>I Attest that:</p> <ol style="list-style-type: none"> 1. I have read the renewal application or have had the renewal application read to me; and 2. I am of good character and all statements on this renewal application are true and complete. <p>Signature: _____ Date: _____</p> <p>We do not send paper renewed license cards; to PRINT YOUR RENEWED CARD go to: dhhs.ne.gov/lookup</p> | |
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We will process your renewal as quickly as possible, but it may take up to 5-10 working days to process. You can check your renewal status at dhhs.ne.gov/lookup. When your renewal date changes, that means your license has been renewed, and you can print your wallet card. We will contact you if additional documentation is needed. We cannot renew your license until we have ALL of the required documentation.