

WSR 26-01-031

PERMANENT RULES

DEPARTMENT OF HEALTH

(Board of Nursing Home Administrators)

[Filed December 8, 2025, 9:38 a.m., effective January 8, 2026]

Effective Date of Rule: Thirty-one days after filing.

Purpose: Nursing home administrators—Administrator-in-training programs and endorsement requirements. The board of nursing home administrators (board) is adopting amendments to WAC 246-843-090 Administrator-in-training program, by updating the program to allow participants to visit other facilities during their program, which will expand their training experience, allowing them to see how a different facility with different services is managed. Amendments also change the preceptor reporting frequency to monthly from quarterly to more accurately track program requirements. The board is also adopting amendments to WAC 246-843-095 Preceptors for administrator-in-training programs, by adding in the requirement to complete the national association's leadership course. The board is also adopting amendments to WAC 246-843-230 Endorsement, to remove barriers for applicants coming from out of state.

Citation of Rules Affected by this Order: Amending WAC 246-843-090, 246-843-095, and 246-843-230.

Statutory Authority for Adoption: RCW 18.52.061, 18.52.071, and 18.130.077.

Adopted under notice filed as WSR 25-15-075 on July 15, 2025.

A final cost-benefit analysis is available by contacting Shelbee Scrimo, P.O. Box 47852, Olympia, WA 98504-7852, phone 360-236-4723, TTY 711, email shelbee.scrimo@doh.wa.gov.

Number of Sections Adopted in Order to Comply with Federal Statute: New 0, Amended 0, Repealed 0; Federal Rules or Standards: New 0, Amended 0, Repealed 0; or Recently Enacted State Statutes: New 0, Amended 0, Repealed 0.

Number of Sections Adopted at the Request of a Nongovernmental Entity: New 0, Amended 0, Repealed 0.

Number of Sections Adopted on the Agency's own Initiative: New 0, Amended 0, Repealed 0.

Number of Sections Adopted in Order to Clarify, Streamline, or Reform Agency Procedures: New 0, Amended 3, Repealed 0.

Number of Sections Adopted using Negotiated Rule Making: New 0, Amended 0, Repealed 0; Pilot Rule Making: New 0, Amended 0, Repealed 0; or Other Alternative Rule Making: New 0, Amended 3, Repealed 0.

Date Adopted: December 8, 2025.

Rosalie M. Romano, Ph.D., Chair
Board of Nursing Home Administrators

RDS-6384.2

AMENDATORY SECTION (Amending WSR 24-03-147, filed 1/23/24, effective 2/23/24)

WAC 246-843-090 Administrator-in-training program. Unless exempt by WAC 246-843-093, an applicant for the original license must

complete an administrator-in-training (AIT) program according to this section as part of the original licensure process. The board must approve the AIT program before the applicant may begin the training.

(1) To participate in an AIT program, the applicant must submit to the department of health:

(a) In addition to the original license fee, the AIT program fee required in WAC 246-843-990; and

(b) (i) Information on forms provided by the department showing how the AIT program meets the requirements of subsection (2) of this section.

(ii) If the AIT program is less than 1,500 hours, the applicant must also include a resume and explanation of how the applicant meets the relevant requirements in WAC 246-843-091; and

(c) A statement sent directly by the preceptor on a form provided by the department that describes how the preceptor meets the requirements of WAC 246-843-095.

(2) The AIT program must consist of the following:

(a) Be under the guidance and supervision of a qualified preceptor as described in WAC 246-843-095;

(b) Be designed to provide for individual learning experiences and instruction based upon the person's academic background, training, and experience;

(c) Provide for a broad range of experience with a close working relationship between preceptor and AIT. A sponsoring facility of less than 50 beds will be considered for an AIT program only if there is a board approved plan to broaden the AIT experience with an equal percentage of experience in a larger facility under the guidance and supervision of a qualified preceptor as described in WAC 246-843-095;

(d) Be described in a prospectus signed by the preceptor. The prospectus must include a description of the rotation through departments. The board must approve the prospectus before the AIT program start date.

The prospectus shall include the following components:

(i) A minimum of 90 percent of the required AIT program hours are spent in a rotation through each department of a resident occupied nursing home licensed under chapter 18.51 RCW or a Washington state veterans home established under chapter 72.36 RCW. Up to 10 percent of the hours may be at an alternative facility with a licensed nursing home administrator who meets the requirements in WAC 246-843-095; and

(ii) The remaining 10 percent of the AIT program will include:

(A) A written project assignment including at least one problem-solving assignment to improve the nursing home or nursing home procedures. A description of the project must be submitted in writing to the board and approved before the AIT program start date. The description of the project should indicate the definition of the project and method of approach such as data gathering. A project report that includes possible alternatives, conclusions, and final recommendations to improve the facility or procedure is to be submitted to the board for approval at least 10 days before the scheduled end date of the AIT program;

(B) Planned reading and writing assignments as designated by the preceptor; and

(C) Other planned learning experiences including learning about other health and social services agencies in the community.

(3) Preceptors of approved AIT programs shall submit (~~quarterly~~) monthly reports to the department as follows:

- (a) If the approved AIT program has more than one preceptor, each preceptor shall submit a (~~quarterly~~) monthly report.
- (b) The preceptor shall submit the final report to the department at least 10 days before the scheduled end date of the AIT program.
- (c) Each (~~quarterly~~) monthly report must:
- (i) Be on forms provided by the department;
 - (ii) Describe a detailed outline of AIT activities during the reporting period which includes:
 - (A) A document completed by the AIT and signed by the preceptor; and
 - (B) A document completed and signed by the preceptor.
- (4) Changes in the AIT program, including a change of preceptor, facility or topic, must be immediately reported in writing to the board. A request for change must be in writing and explain why the change is needed.
- (5) A site visit by a board member will take place before the program plan is considered complete.
- (6) The AIT program must be completed to the board's satisfaction as a condition of licensure. The board may withdraw approval or alter conditions under which approval was given if the board finds that the approved program has not been or is not being followed.

AMENDATORY SECTION (Amending WSR 19-19-050, filed 9/13/19, effective 10/14/19)

WAC 246-843-095 Preceptors for administrator-in-training programs. The preceptor shall submit a statement to the board describing his or her qualifications and an agreement to perform the duties of a preceptor.

- (1) Qualifications of preceptor:
- (a) The preceptor must be actively practicing as a nursing home administrator for a duration of no less than three years prior to the submission of the AIT applicant's initial application for an AIT credential.
 - (b) The preceptor must be employed full time as the nursing home administrator in the facility where the AIT is trained.
 - (c) The preceptor shall have an unrestricted license.
 - (d) The preceptor shall submit proof that they have completed the National Association of Long Term Care Administrators Board (NAB) preceptor leadership course.
- (2) Duties of the preceptor:
- (a) The preceptor shall take the time necessary and have at least a weekly face-to-face conference with the AIT about the activities of the AIT relative to the training program and the nursing home.
 - (b) The preceptor shall evaluate the AIT and submit (~~quarterly~~) monthly reports to the board on the progress of the AIT program.
 - (c) The preceptor shall provide learning opportunities that support the AIT's preparation to succeed on the licensure examination and competently assume the responsibilities of a nursing home administrator.
- (3) A preceptor is limited to the supervision of only one AIT unless the preceptor has prior approval from the board.
- (4) The board may periodically review and evaluate the quality of AIT programs and preceptor performance.

AMENDATORY SECTION (Amending WSR 19-19-050, filed 9/13/19, effective 10/14/19)

WAC 246-843-230 Endorsement. (1) The board may issue a license on the basis of licensure in good standing from another state to a nursing home administrator if that state requires qualifications substantially equivalent to qualifications required by RCW 18.52.071 and WAC 246-843-090. To obtain a license by endorsement the applicant shall:

(a) (~~Satisfy requirements listed in WAC 246-831-071~~
~~{246-843-071}~~) Submit to the department a completed application for licensure on forms provided by the department that includes all information requested and payment of fees as required in WAC 246-12-020 through 246-12-051 and 246-843-990.

(b) Submit verification forms from all states in which currently or previously licensed that verifies the applicant was or is currently licensed and confirms licensure status.

(2) Applicants who are currently certified by the American College of Health Care Administrators (ACHCA) are exempt from taking the current NAB national examination.