

**TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**CHAPTER 13 NURSING HOME ADMINISTRATORS**  
**PART 4 RESERVED [EXAMINATION OF APPROVED APPLICANTS]**

~~16.13.4.1~~ ~~ISSUING AGENCY:~~ New Mexico Nursing Home Administrators Board  
[1/10/2000; 16.13.4.1 NMAC ~~Rn, 16 NMAC 13.4.1, 1/25/2001, A, 4/15/2002~~]

~~16.13.4.2~~ ~~SCOPE:~~ The provisions in Part 4 of Chapter 13 apply to all license applicants who have met the New Mexico application requirements and have been approved by the Board to sit for the national licensing exam.  
[10/31/1995; 16.13.4.2 NMAC ~~Rn, 16 NMAC 13.4.2, 1/25/2001~~]

~~16.13.4.3~~ ~~STATUTORY AUTHORITY:~~ Part 4 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Section 61-13-8 and 61-13-10 (1993 Repl. Pam.).  
[10/31/1995; 16.13.4.3 NMAC ~~Rn, 16 NMAC 13.4.3, 1/25/2001~~]

~~16.13.4.4~~ ~~DURATION:~~ Permanent.  
[10/31/1995; 16.13.4.4 NMAC ~~Rn, 16 NMAC 13.4.4, 1/25/2001~~]

~~16.13.4.5~~ ~~EFFECTIVE DATE:~~ October 31, 1995.  
[2/24/1988...10/31/1995; 16.13.4.5 NMAC ~~Rn, 16 NMAC 13.4.5, 1/25/2001~~]

~~16.13.4.6~~ ~~OBJECTIVE:~~ The objective of Part 4 of Chapter 13 is to set forth regulations regarding examination policies and procedures.  
[10/31/1995; 16.13.4.6 NMAC ~~Rn, 16 NMAC 13.4.6, 1/25/2001~~]

~~16.13.4.7~~ ~~DEFINITIONS:~~

~~A.~~ ~~“Service”~~ refers to Professional Examination Service, the National Boards of Examiners for Long Term Care Administrators’ contractor for preparing the examination in computer-based format and for facilitating the administration of the exam to eligible candidates.

~~B.~~ ~~“Score Transfer Fee”~~ means a fee in an amount set by the Service and payable by the candidate to the Service for score transfer requests.

~~C.~~ ~~“Examination”~~ means the national licensing examination for licensure as provided by the National Association of Boards of Examiners for Long Term Care Administrators (NAB), or its successor.  
[1/10/2000; 16.13.4.7 NMAC ~~Rn, 16 NMAC 13.4.7, 1/25/2001~~]

~~16.13.4.8~~ ~~TEST DATES:~~ The national licensing exam, available as of January 1, 2000 in computer-based format, may be scheduled by the candidate at the candidate’s convenience during the Eligibility Period assigned to each eligible candidate on his or her Authorization Letter from the Examination Service (see Part 3 of 16.13 NMAC).

~~A.~~ ~~Time Alloted For Examination:~~ Candidates shall have three (3) hours to take the NAB examination.

~~B.~~ ~~Examination Tutorial:~~ Prior to an examination beginning, a tutorial will be presented to familiarize the candidate with the examination format. During the examination, candidates can move forward or backward between items on the exam. If they choose, they may mark items for later review.  
[2/24/1988, 9/18/1992, 10/31/1995, 1/10/2000; 16.13.4.8 NMAC ~~Rn, 16 NMAC 13.4.8, 1/25/2001; A, 4/15/2002~~]

~~16.13.4.9~~ ~~SCORE REQUIRED:~~ The minimum ~~scale~~ score of one hundred thirteen (113) accepted nationally since June 1990 for successful completion of the national licensing exam shall be accepted for licensure in New Mexico.  
[2/24/1988, 9/18/1992, 2/13/1994, 10/31/1995; 16.13.4.9 NMAC ~~Rn, 16 NMAC 13.4.9, 1/25/2001; A, 2/15/2004~~]

~~16.13.4.10~~ ~~EXAM IRREGULARITIES:~~ Exam candidates observed giving and/or receiving unauthorized assistance while sitting for an examination must leave upon request of the CBT vendor or they shall be physically removed from the examination center. The individual(s) shall be referred to the Board by sworn complaint filed by the CBT vendor.  
[2/24/1988; 9/18/1992; 10/31/1995; 1/10/2000; 16.13.4.10 NMAC ~~Rn, 16 NMAC 13.4.10, 1/25/2001~~]

~~16.13.4.11~~ ~~TEST RESULTS:~~ Candidates' *pass/fail status* will be available to candidates from the CBT vendor. The CBT vendor will only release *score reports* to the examination service, which will then forward the results to the board. Within a reasonable time after the board receives the test results from the examination service, the board will inform each examination candidate, in writing, of individual test results. Exam results will not be given over the phone.

~~A.~~ A candidate may request that the service transfer his or her examination score to multiple jurisdictions.

~~B.~~ The candidate shall pay the service a score transfer fee as set forth by the service for each score transfer requested.

~~[9/18/1992; 10/31/1995; 1/10/2000; 16.13.4.11 NMAC—Rn, 16 NMAC 13.4.11, 1/25/2001; A, 4/15/2002; A, 2/15/2004]~~

~~16.13.4.12~~ ~~REEXAMINATION POLICY:~~ Candidates failing or not completing an examination for reasons other than those set forth in Section 10 of Part 4 (this rule), may retake the same examination up to four (4) times in any twelve (12) month period.

~~A.~~ However, candidates who wish to retake the examination will be required to reapply to the board for the examination in writing and to submit the applicable reexamination processing fee payable to the board for each exam retake (see 16.13.2.8.D NMAC). The same procedures outlined in 16.13.3.10 NMAC through 16.13.3.14 NMAC will pertain.

~~B.~~ The entire examination must be completed on all subsequent attempts.

~~[2/24/1988; 9/18/1992; 10/31/1995; 1/10/2000; 16.13.4.12 NMAC—Rn, 16 NMAC 13.4.12, 1/25/2001; A, 4/15/2002; A, 2/15/2004]~~

~~16.13.4.13~~ ~~REAPPLICATION POLICY:~~ Candidates who do not successfully complete the examination have three more attempts within the twelve months after their first exam to try to pass the exam. If they do not pass the exam within the twelve month, four times limit, they must reapply for licensure entirely if they wish to be scheduled for the examination again. Reapplication for licensure involves going through the entire application for licensure process and requires re-submitting all the documents and meeting all other requirements listed in 16.13.3.9 NMAC.

~~[10/31/1995; 1/10/2000; 16.13.4.13 NMAC—Rn, 16 NMAC 13.4.13, 1/25/2001; A, 4/15/2002]~~

#### **HISTORY of 16.13.4 NMAC:**

##### **Pre-NMAC History:**

Material in the part was derived from that previously filed with the commission of public records—state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 1/25/1988.

##### **History of Repealed Material:** [Reserved]

##### **Other History:**

16 NMAC 13.4, Examination of Approved Applicants, filed 10/13/1995 replaced that relevant portion of NHA Manual #88-1, filed 1/25/1988.

16 NMAC 13.4, Examination of Approved Applicants, filed 10/13/1995, renumbered and reformatted to 16.13.4 NMAC, Examination of Approved Applicants, effective 1/25/2001.]