

**TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING**  
**CHAPTER 13 NURSING HOME ADMINISTRATORS**  
**PART 8 LICENSE RENEWAL**

**16.13.8.1 ISSUING AGENCY:** New Mexico Nursing Home Administrators Board  
[10/31/1995; 16.13.8.1 NMAC - Rn, 16 NMAC 13.8.1, 1/25/2001; A, 4/15/2002]

**16.13.8.2 SCOPE:** The provisions in Part 8 of Chapter 13 apply to currently licensed nursing home administrators.  
[10/31/1995; 16.13.8.2 NMAC - Rn, 16 NMAC 13.8.2, 1/25/2001]

**16.13.8.3 STATUTORY AUTHORITY:** Part 8 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, Sections 61-13-6, 61-13-9, **B** and 61-13-12 NMSA 1978 (1993 Repl. Pamp.).  
[10/31/1995; 16.13.8.3 NMAC - Rn, 16 NMAC 13.8.3, 1/25/2001]

**16.13.8.4 DURATION:** Permanent.  
[10/31/1995; 16.13.8.4 NMAC - Rn, 16 NMAC 13.8.4, 1/25/2001]

**16.13.8.5 EFFECTIVE DATE:** October 31, 1995.  
[2/24/1988...10/31/1995; 16.13.8.5 NMAC - Rn, 16 NMAC 13.8.5, 1/25/2001]

**16.13.8.6 OBJECTIVE:** The objective of Part 8 of Chapter 13 is to establish the policies, procedures, and regulations for license renewal.  
[10/31/1995; 16.13.8.6 NMAC - Rn, 16 NMAC 13.8.6, 1/25/2001]

**16.13.8.7 DEFINITIONS: [RESERVED]**  
[10/31/1995; 16.13.8.7 NMAC - Rn, 16 NMAC 13.8.7, 1/25/2001]

**16.13.8.8 LICENSE RENEWAL REQUIREMENT:** Nursing home administrator licenses expire annually on the last day of March. All applicants for license renewal must complete and sign a board-approved renewal application, meet the continuing education requirements (**See Part 13 and 14 of 16.13 NMAC**), and pay the required renewal fee (See Subsection E. of 16.13.2.8 NMAC) before qualifying for license renewal.  
[2/24/1988; 3/20/1991; 2/13/1994; 10/31/1995; 16.13.8.8 NMAC - Rn, 16 NMAC 13.8.8, 1/25/2001; A, 4/15/2002]

**16.13.8.9 REQUIREMENTS FOR OUT OF STATE LICENSEES:** Individuals who reside out of state, but wish to maintain a current and valid New Mexico license, must meet the same requirements for license renewal as residents of New Mexico.  
[2/24/1988; 3/20/1991; 2/13/1994; 10/31/1995; 16.13.8.9 NMAC - Rn, 16 NMAC 13.8.9, 1/25/2001; A, xx/xx/xxxx]

~~[16.13.8.10 RENEWAL APPLICATION NOTICE: At least six weeks prior to the expiration date, the board will mail the license renewal application to the licensee's last known address on file.  
[2/24/1988; 3/20/1991; 2/13/1994; 10/31/1995; 16.13.8.10 NMAC - Rn, 16 NMAC 13.8.10, 1/25/2001; A, xx-xx-xxxx]~~

**16.13.8.~~14~~10 LICENSEE RESPONSIBILITY:** The board assumes no responsibility for renewal applications not received by the licensee for any reason. It is the licensee's responsibility to make timely request for the renewal form if one has not been received thirty days prior to license expiration date.  
[2/24/1988; 3/20/1991; 2/13/1994; 10/31/1995; 16.13.8.11 NMAC - Rn, 16 NMAC 13.8.11, 1/25/2001]

**16.13.8.~~12~~11 RENEWAL DEADLINE:**

**A.** The completed license renewal application, verifications of continuing education, and applicable renewal fee must be received by the board on or before March 31.

**B.** The licensee does not hold a valid license and shall not hold a nursing home administrator position in New Mexico until the expired license has been reactivated.  
[2/24/1988; 3/20/1991; 2/13/1994; 10/31/1995; 16.13.8.12 NMAC - Rn, 16 NMAC 13.8.12, 1/25/2001; A,

5/26/2016; A, xx/xx/xxxx]

**16.13.8.~~13~~12 INCOMPLETE APPLICATIONS:**

**A.** Unsigned, incorrect, or otherwise incomplete renewal applications will be rejected and returned to the licensee for correction or completion.

**B.** Any renewal application corrected or otherwise, returned to the board after March 31, must be accompanied by an additional late penalty fee (See Subsection G. of 16.13.2.8 NMAC).

[10/31/1995; 16.13.8.13 NMAC - Rn, 16 NMAC 13.8.13, 1/25/2001; A, 5/26/2016; A, xx/xx/xxxx]

**16.13.8.~~14~~13 RENEWAL APPLICATION APPROVED:** If a license renewal application receives approval, a renewal license will be mailed to the licensee.

[10/31/1995; 16.13.8.14 NMAC - Rn, 16 NMAC 13.8.14, 1/25/2001]

**16.13.8.~~15~~14 RENEWAL LICENSE DISPLAY:** The renewal license must be displayed with the initial wall certificate at the nursing home where the licensee is employed.

[10/31/1995; 16.13.8.15 NMAC - Rn, 16 NMAC 13.8.15, 1/25/2001; A, xx/xx/xxxx]

**HISTORY of 16.13.8 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 13.8, License Renewal, filed 10/13/1995 replaced that relevant portion of NHA Manual #88-1, filed 1/25/1988.

16 NMAC 13.8, License Renewal, filed 10/13/1995, renumbered and reformatted to 16.13.8 NMAC, License Renewal, effective 1/25/2001.