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**COLORADO BOARD OF EXAMINERS OF
NURSING HOME ADMINISTRATORS**

CURRENT BOARD MEMBERS

The Colorado Board of Examiners of Nursing Home Administrators (Board) consists of seven members, including three licensed Nursing Home Administrators, three public members and one member from the long term care profession. Board members are appointed by the Governor to four year terms. We thank the Board members for their dedicated service to the Board's mission of public protection. The current Board members include: Dennis Ficklin, NHA, Chair, Grand Junction; Roger Harper, NHA, Vice-Chair, Aurora; Susie Frederick, RN, Professional Member, Parker; Judy Brandt, Public Member, Littleton; John Padilla, Public Member, Commerce City; and Elenora Crichlow, NHA, Denver.

Ms. Crichlow was newly appointed on December 11, 2009 to serve out the remaining term for the open NHA position vacated by Almaz Behre, NHA. The Board is currently working towards filling one open position for a public member. We would like to acknowledge the service to the citizens of Colorado and the NHA community provided by the two individuals who recently vacated their positions; Almaz Behre, NHA of Colorado Springs and Diana Singer, Public Member of Arvada for their volunteered time, active participation, and energetic commitment towards consumer protection in the state of Colorado.

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BOARD MEMBERS

Dennis Ficklin, NHA
Chair

Roger Harper, NHA
Vice - Chair

Susie Frederick, RN
Professional Member

Judith Brandt
Public Member

John Padilla
Public Member

BOARD STAFF

Leanne Clasen
Program Manager

Abigail Gaskins
Compliance Monitor

Contact us:

**COLORADO BOARD OF
EXAMINERS OF NURSING
HOME ADMINISTRATORS**

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**Consumer protection
is our mission**

SUNSET REVIEW

The Nursing Home Administrators Practice Act was recently reviewed as part of the sunset review process. This review is required periodically by law and its purpose is to assure that regulation of the profession remains necessary and also whether it is the least restrictive form of regulation necessary for public protection. The review process is conducted by the Office of Policy, Research and Regulatory Reform in the Department of Regulatory Agencies. The review criteria are: whether regulation is necessary to protect the public health, safety and welfare; does the agency operate efficiently and effectively; does the composition of the Board represent the public interest; does the agency encourage public participation in its decisions rather than participation only by the people it regulates; what is the economic impact of regulation and whether the agency restricts or stimulates competition; whether complaint, investigation and disciplinary procedures adequately protect the public; and whether final complaint dispositions are in the public interest or self-serving to the profession. Legislation was introduced during the 2009 legislative session as a result of this review process. [Senate Bill 09-169](#) was passed by the legislature and continued the Board of Examiners of Nursing Home Administrators until July 1, 2018 and made other changes to the Practice Act to improve the efficiency and effectiveness of the Board. The bill was signed by the Governor on May 4, 2009 and became effective July 1, 2009.

RENEWALS

Licenses are set to expire on February 28, 2010

Renew your license online using [Registrations Online Services](#). Renewals are generally made available 6 to 8 weeks prior to the license expiration date. Make sure you complete your renewal prior to February 28, 2010. There is a 60-day grace period after the February 28 deadline. Any licenses not renewed prior to April 30, 2010 will be considered expired. Once a license is in expired status, a reinstatement application must be filled out and additional fees must be paid.

This renewal period you will receive a yellow **RENEWAL NOTICE POSTCARD**. There is no personal information on this postcard (other than your name, address and license number). This is the only notice you will receive. Let other people in your household know that this yellow postcard is not junk mail!

You can pay your renewal fee using a credit card, debit card or a prepaid credit card.

AFFIDAVIT OF ELIGIBILITY REQUIREMENT

Effective January 1, 2007, all applicants requesting original licensure, renewal of an active license, or reinstatement of a expired license must complete and sign the Affidavit of Eligibility Form.

No license can or will be issued without this form.

The good news is that you can complete this form online when you use Registrations Online Services!

You must possess at least one secure and verifiable document and include information about that document on the Affidavit itself (or provide the information during online renewal).

The list of secure and verifiable documents is available to you when you renew online. We also have a web page where you can read the law, look at the Affidavit, and see the list of acceptable documents.

www.dora.state.co.us/registrations/Affidavit.htm



HAVE YOU MOVED LATELY?

It is imperative that all licensees keep their mailing address updated with the Division.

The Division mails renewal information to the licensee at the last address furnished to us. Failure to receive such a renewal notice does not relieve the licensee of the obligation to timely pay the renewal fee and submit appropriate documentation in support of the renewal application. If a licensee participates at an event without an active license, he or she is in violation of the Practice Act!

The Registrations Online Services makes it easier for all licensed professionals to renew and update their mailing information at: <https://www.doradls.state.co.us/>

RULEMAKING

The Board has since engaged in rulemaking in order to align the Board Rules with the statutory changes made as a result of the sunset legislation. Amended Board rules went into effect on August 30, 2009. The Board is planning to conduct another rulemaking hearing on January 27, 2010 in order to further clarify Board Rules unrelated to the sunset revisions.

NEW RENEWAL DATE

In our continuing effort to reduce costs and increase efficiency, please note that the Nursing Home Administrators (NHA) license expiration date has been changed from June 30th each year to February 28th (February 29th during the leap years). Since your license renewal this past year was for a 7 month period due to the shifting of the renewal date, the fee had been reduced accordingly. As you may know, the renewal fee is evaluated each year and set to meet the budgetary needs of the program and since subsequent renewals, starting with March 1, 2010, will show a license that is valid from March 1st through February 28th, that fee will be different from the one you paid to renew your license on June 30, 2009.

WALL CERTIFICATES

For those of you that may be interested, the Division of Registrations is pleased to announce that it has outsourced the production of wall certificates for Nursing Home Administrators to Wall Certificate Service (WCS) a division of Professional Credential Services, Inc. (PCS), effective July 1, 2009. The outsourcing of the certificates provides enhancements to the certificates that both new and existing licensees will find beneficial. Specifically, the certificate demonstrating Colorado licensure provided by WCS is a larger, higher quality certificate than that previously provided by the Division.

For more information regarding wall certificates and how to obtain one, please visit our new web page at <http://www.dora.state.co.us/registrations/wallcert.html>. Licensees will be able to order and pay the fee online. The fee for U.S. residents is \$25 and for international residents there is an additional international shipping fee.

DISCIPLINARY ACTIONS

The following is provided for your information regarding Board Actions on the following licensees from February 1, 2009 - November 30, 2009

The city is derived from the designated address on file with the Board and may not reflect the current city of practice.

Beverly Shamley, NHA

Broomfield, CO

License #2116

On September 30, 2009, the Board voted to terminate probation and mark the Stipulation and Final Agency Order as closed because all of the terms and conditions have been met. Ms. Shamley's license has been restored to an active without conditions status.

To view all Board Actions (including current) [Click Here](#) – in PDF format only

Adobe Acrobat Reader is required in order to view and print these materials. If you do not have Adobe Acrobat Reader, [download the latest free version](#) directly from the Adobe website or [convert a document to text](#).

REGISTRATIONS ONLINE DOCUMENTS

The Department of Regulatory Agencies' **Registrations Online Documents (ROD)**, found at:

www.dora.state.co.us/registrations/ROD.htm

ROD is a website that allows the consumer to view images of scanned disciplinary documents through the Internet. In reviewing a licensee's information, it is important to know what is and is not available from the agency about Colorado licensees.

The following information WOULD appear on a record under Board or Program Actions if applicable to the licensee:

1. If a licensee had been disciplined or formally accused of wrongdoing by the Board or Program.
2. If the Board or Program has taken some other non-disciplinary action against the licensee that restricts or limits the individual's license.

Board/Program Action Documents available via Registrations Online Documents (ROD)

- All **Stipulations, Final Agency Orders**, and **Suspensions** that were in effect in February 2000 plus any that became effective since that date. Child support suspensions are not available online but may be obtained by contacting the appropriate Board.
- Any document **Revoking** or agreeing to a **Voluntary Relinquishment/Surrender** of license or registration, **Cease and Desist Orders** and **Letters of Admonition** from January 1, 1999 to the present.
- All **Injunctions**.
- All **Notice of Charges** or **Formal Complaints**, if the information is a public record, for cases that were pending hearing as of February 2000.
- **Jury verdicts** against a physician or physician assistant in a civil medical liability trial that occurred after August 3, 2004.

If you are interested in viewing the disciplinary action documents, please visit Registrations Online Documents (ROD), found at: www.dora.state.co.us/registrations/ROD.htm.

FUTURE CORRESPONDENCE FROM THE BOARD

Please be advised that further updates regarding upcoming legislation and other items of interest from the Board of Examiners of Nursing Home Administrators will be provided on the Board's website only and if the timing is right, through our online newsletter at <http://www.dora.state.co.us/nursing-home-administrators/index.htm>.