

# Preceptor Certification



**Board of Nursing Home Administrators  
P.O. Box 6330**

**Tallahassee, FL 32314-6330**

**Website: [www.floridasnursinghomeadmin.gov](http://www.floridasnursinghomeadmin.gov)**

**Email: [info@floridasnursinghomeadmin.gov](mailto:info@floridasnursinghomeadmin.gov)**

**Phone: (850) 245-4355**

**FAX: (850) 922-8876**





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Do Not Write in this Space  
For Revenue Receiving Only

## Preceptor Certification (3010) \$100.00

Fees must be paid in the form of a cashier's check or money order, made payable to the Department of Health. The application fee is nonrefundable.

### 1. PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last/Surname First Middle MM/DD/YYYY

Mailing Address: (The address where mail and your license should be sent)

Street/P.O. Box Apt. No. City

State ZIP Country Home/Cell Telephone (Input without dashes)

Physical Location: (Required if mailing address is a P.O. Box- This address will be posted on the Department of Health's website)

Street Apt. No. City

State ZIP Country Work/Cell Telephone (Input without dashes)

#### EQUAL OPPORTUNITY DATA:

We are required to ask that you furnish the following information as part of your voluntary compliance with Section 60-3, Uniform Guidelines on Employee Selection Procedure (1978) 43 CFR 38295 and 38296 (August 25, 1978). This information is gathered for statistical and reporting purposes only and does not in any way affect your candidacy for licensure.

Gender:  Male  Female  
Race:  Native Hawaiian or Pacific Islander  American Indian or Alaska Native  Two or More Races  
 Hispanic or Latino  Black or African American  White  Asian

Email Notification: To be notified of the status of your application by email, check the "Yes" box and fill in your email address on the line provided. If you choose to be notified via email you will be responsible for checking your email regularly and updating your email address with the board office.

Yes  No Email Address: \_\_\_\_\_

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not provide an email address or send electronic mail to our office. Instead contact the office by phone or in writing.

## 2. SOCIAL SECURITY DISCLOSURE

**This information is exempt from public records disclosure.**

Pursuant to Title 42 United States Code § 666(a)(13), the department is required and authorized to collect Social Security numbers relating to applications for professional licensure. Additionally, section 456.013(1)(a), F.S., authorizes the collection of Social Security numbers as part of the general licensing provisions.

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_  
(Input without dashes)

**Social Security Information-** \* Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Section 653 and 654; and Sections 456.013(1), 409.2577, and 409.2598, F.S. Social Security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to ensure compliance with child support obligations. Social Security numbers must also be recorded on all professional and occupational license applications and will be used for license identification pursuant to Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act. 104 Pub. L. Section 317). Clarification of the SSA process may be reviewed at [www.ssa.gov](http://www.ssa.gov) or by calling 1-800-772-1213.

Name: \_\_\_\_\_

**3. APPLICANT BACKGROUND**

A. List any other name(s) by which you have been known in the past. Attach additional sheets if necessary.

\_\_\_\_\_

B. Do you hold, or have you ever held a license to practice any health-related license(s)?  
 Yes     No

C. List all health-related licenses (active, inactive or lapsed). Attach additional sheets if necessary.

License Type	License #	State/Country	Original Date Issued	Expiration Date	Status of License

D. List your Florida Nursing Home Administrator license number: \_\_\_\_\_.

E. List in chronological order any employment you have had in skilled nursing facilities in the last five years. Attach additional sheets if necessary.

Name of Business and Address	Employment Dates (From-To) MM/DD/YYYY	Facility Rating

**4. CRIMINAL AND MEDICAID/MEDICARE FRAUD QUESTIONS**

**IMPORTANT NOTICE:** Applicants for licensure, certification, or registration and candidates for examination may be excluded from licensure, certification, or registration if their felony convictions fall into certain timeframes as established in Section 456.0635(2), F.S.

1. Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, to a felony under Chapter 409, F.S. (relating to social and economic assistance), Chapter 817, F.S. (relating to fraudulent practices), Chapter 893, F.S. (relating to drug abuse prevention and control), or a similar felony offense(s) in another state or jurisdiction?  Yes  No

**If you responded "No" to the question above, skip to question 2.**

- a. If "Yes" to 1, for the felonies of the first or second degree, has it been more than 15 years from the date of the plea, sentence, and completion of any subsequent probation?  Yes  No
- b. If "Yes" to 1, for the felonies of the third degree, has it been more than ten years from the date of the plea, sentence, and completion of subsequent probation (this question does not apply to felonies of the third degree under Section 893.13(6)(a), F.S.)?  Yes  No
- c. If "Yes" to 1, for the felonies of the third degree under Section 893.13(6)(a), F.S., has it been more than five years from the date of the plea, sentence, and completion of any subsequent probation?  
 Yes  No
- d. If "Yes" to 1, have you successfully completed a drug court program that resulted in the plea for the felony offense being withdrawn or the charges dismissed? (If "Yes," please provide supporting documentation).  
 Yes  No

2. Have you been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, to a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)?  Yes  No

**If you responded "No" to the question above, skip to question 3.**

- a. If "Yes" to 2, has it been more than 15 years before the date of application since the sentence and any subsequent period of probation for such conviction or plea ended?  Yes  No
3. Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, F.S.?  Yes  No

**If you responded "No" to the question above, skip to question 4.**

- a. If you have been terminated but reinstated, have you been in good standing with the Florida Medicaid Program for the most recent five years?  Yes  No

Name: \_\_\_\_\_

4. Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program?  Yes  No

**If you responded "No" to the question above, skip to question 5.**

- a. Have you been in good standing with a state Medicaid program for the most recent five years?

Yes  No

- b. Did termination occur at least 20 years before the date of this application?  Yes  No

5. Are you currently listed on the United States Department of Health and Human Services' Office of the Inspector General's List of Excluded Individuals and Entities?  Yes  No

**If you responded "Yes" to any of the questions in this section, you must provide the following:**

**A written self-explanation** for each question including the county and state of each termination or conviction, date of each termination or conviction, and copies of supporting documentation to the address listed on the first page of the application.

**Supporting documentation** including court dispositions or agency orders where applicable.

## 5. APPLICANT SIGNATURE

I, the undersigned, state that I am the person referred to in this application for licensure in the state of Florida.

I recognize that providing false information may result in disciplinary action against my license or criminal penalties pursuant to Sections 456.067, 456.072, 468.1745 and 468.1755, Florida Statutes.

I understand that Florida law requires me to immediately inform the board of any material change in any circumstances or condition stated in the application which takes place between the initial filing and the final granting or denial of the license and to supplement the information on this application as needed. Failure to do so may result in action by the board including denial of licensure.

Section 456.013(1)(a), Florida Statutes, provides that an incomplete application shall expire one year after the initial filing with the department.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
*You may print this application and sign it or sign digitally.* MM/DD/YYYY

Complete verifications must be mailed to:

Board of Nursing Home Administrators  
4052 Bald Cypress Way Bin C-07  
Tallahassee, FL 32399-3257



**Board of Nursing Home  
Administrators  
Preceptor Training Seminar**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I have completed the six hour preceptor training seminar in compliance with Rule 64B10-16.0025, Florida Administrative Code. **Attached is a copy of the certificate of completion.**

Course Completion Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Have you previously been approved as a Florida Preceptor?     Yes     No

I declare that these statements are true and correct and recognize that providing false information may result in a fine, suspension, or revocation of my license as provided in Florida Statutes 456.067, 456.072, 468.1745, 468.1755.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY