

# Education access



## Licensure Review Course for Nursing Home Administrators *Virtual Program*

### Dates

August 25 & 27, 2025

### Agenda & Overview

#### DAY 1

8:00 - 8:15 a.m.	Participants Log In
8:15 - 10:30 a.m.	Review
10:30 - 10:45 a.m.	Break
10:45 a.m. - 1:00 p.m.	Review
1:00 - 2:00 p.m.	Lunch Break
2:00 - 4:15 p.m.	Review
4:15 - 4:30 p.m.	Break
4:30 - 6:15 p.m.	Review

#### DAY 2

8:00 - 8:15 a.m.	Participants Log In
8:15 - 10:30 a.m.	Review
10:30 - 10:45 a.m.	Break
10:45 a.m. - 1:00 p.m.	Review
1:00 - 2:00 p.m.	Lunch Break
2:00 - 4:15 p.m.	Review
4:15 - 4:30 p.m.	Break
4:30 - 5:15 p.m.	Review

In order to obtain a Nursing Home Administrator License in the state of Illinois, candidates must pass both the national examination of the National Association of Boards of Examiners for Nursing Home Administrators (NAB Exam) and the Illinois Supplemental Jurisdictional Exam. This review course was specifically designed to help candidates prepare for and pass their examinations and is offered **each quarter** prior to the test dates for the Illinois Supplemental Jurisdictional Exam and the NAB Exams. This virtual program is conducted using the [Webex platform](#).

#### DAY 1

Day 1 of this course will focus solely on material covered on the NAB Exam. The session will cover federal laws and regulations, and present basic principles of leadership and management, human resources, finance, and physical environment, as well as resident care and quality of life.

#### DAY 2

Day 2 will focus on materials covered on the state supplemental exam, primarily the Illinois licensing rules for skilled nursing facilities.

Study materials for this course will be provided to you [via Dropbox](#). Several days prior to the event, registrants will receive an email from IHCA with information on how to join the virtual sessions and how to access their review materials. Registrants will only receive this information if their registration is complete and registration fees are paid. Registrants will also receive meeting invites via Webex and emails from Dropbox giving them access to the folders containing the review guides and other materials that will assist them in preparing for their examinations. These guides include the Illinois Department of Public Health Rules and Regulations for Skilled Nursing and Intermediate Care Facilities, information on the Medicare and Medicaid programs and federal survey protocols and guidance, federal employment laws and the Life Safety Code and more.

### Objectives

To prepare participants to pass the Illinois Licensure Examination for Nursing Home Administrators through:

- ♦ Intensive lectures on basic principles of nursing home administration;
- ♦ Spotlighting and explanation of the “testable” provisions of the Illinois Minimum Standards; and
- ♦ Concentrated review of state and federal regulations that govern licensed nursing facilities and other important guidance regarding the operation of a nursing home.

## Continuing Education

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Illinois nursing home administrators, social workers, and licensed nurses who attend this course will earn 8.5 CE's for Day 1 and 7.5 CE's for Day 2. The Illinois Health Care Association is an approved sponsor of continuing education by the Illinois Department of Financial and Professional Regulation.

### Presenter

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**Michelle Stuercke** is the Chief Clinical Officer for Transitional Care Management. She has more than 30 years of experience in long term and post-acute care and has served in a variety of roles during her career, including nurse, DON, Clinical Educator and Chief Nursing Officer. In her current role as Chief Clinical Officer, Michelle is responsible for the clinical programs and outcomes of the facilities as well as policy development, survey updates, education and training. She holds several degrees, including a BSN, MSN, MPH and DNP.

In addition to her extensive clinical background, Michelle is also a licensed nursing home administrator and an experienced presenter on long term care topics.

### Retake Policy\*

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**If you wish to retake the course for any reason, you may do so at a reduced rate within one year of the date of the original course.**

### Registration Policies

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- Fee includes session and study materials.
- Refunds will be honored if requested in writing five business days prior to the course for which you are registered. No refunds will be honored after that date; however, substitutions are accepted without prior notification to IHCA. No refunds will be given after participants have received access to the study materials and session information.
- No registrations will be accepted after registration has closed.
- Registration will not be guaranteed without payment.
- Registrations may be faxed (with credit card payment) to 217.528.0452. You may also register online.

### Exam Application

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The NHA licensing exam has two parts, a national exam and a state supplemental exam. Unless you have already passed the national exam in another state, you must register for and pass both of these exams in order to receive an Illinois license.

The national exam (the NAB exam) has two computer-based components, a 125-question CORE exam and a 75-question Line of Service (NHA) exam. Both components are usually taken together on a date scheduled by the candidate and at the candidate's choice of any one of 300 PSI Test Centers located throughout the nation, including nine sites in Illinois.

The State Supplemental exam is a 75-question pencil-and-paper exam that can only be taken on a certain date once each quarter (January, April, July or October). The exam site alternates between Springfield and the Chicago area.

Start your application process by visiting the Illinois Department of Financial and Professional Regulation's website ([www.idfpr.illinois.gov](http://www.idfpr.illinois.gov)). Click on "About IDFPR" then "Regulated Professions & Industries." Choose "G through N," then "Nursing Home Administrator." Here you will be able to access links to a candidate's study guide and both paper and online forms for the application for licensure and the exam. To see the candidate's handbook and other important information about the NAB exam, visit [www.nabweb.org](http://www.nabweb.org) and click on the Seeking Licensure tab.

The exam registration process has changed. Please view the IDFPR and NAB websites linked above to find out more about registering to take your exams.

### Registration Deadline

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***Registration for the August 2025 Licensure Review Course for Nursing Home Administrators closes on  
Thursday, August 21, 2025 at 4:00 p.m. (CDT)***

# Licensure Review Course—Virtual Program

## August 25 & 27, 2025

### **PARTICIPANT** (please type or print clearly)

Name \_\_\_\_\_

Facility \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone (     ) \_\_\_\_\_ Email Address: \_\_\_\_\_

### **REGISTRATION OPTIONS** (Choose one from each column below)

#### Attending:

- ☐ I will attend **BOTH** days
- ☐ I will attend **Day 1** only
- ☐ I will attend **Day 2** only

#### Membership Status:

- ☐ IHCA Member
- ☐ Non-Member
- ☐ Full-time student
- ☐ Retake

### **FEES**

	One Day	Two Days
Members	\$250	\$370
Non-members	\$350	\$625
Retake	\$160*	\$215*

*Full-time students qualify for the member rate.*

### **PAYMENT INFORMATION**

Registration fee \$ \_\_\_\_\_ (see above)

☐ Check enclosed (payable to IHCA)

☐ Charge to:    ☐ Visa    ☐ MasterCard    ☐ American Express    ☐ Discover

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature \_\_\_\_\_

#### Return with payment to:

Illinois Health Care Association  
1029 S. Fourth Street  
Springfield, IL 62703

OR

#### Fax to:

217.528.0452

#### Register Online:

[Click here](#)

AMOUNT	CK#/ CC	MEMBER STATUS	DATE