



Long-Term Care Regulatory Provider Letter

Number: PL 2023-18
Title: NFA Provisional Licenses and Licenses through Reciprocity
Provider Types: Nursing Facilities (NF)
Occupational License Types: Nursing Facility Administrators (NFA)
Date Issued: November 1, 2023

1.0 Subject and Purpose

Individuals with current NFA licenses in other states may become NFAs in Texas through reciprocity¹ or by obtaining a provisional license.²

2.0 Policy Details & Provider Responsibilities

2.1 Reciprocity

In order for an NFA currently licensed in another state to obtain a license in Texas through reciprocity, the requirements in that state must be substantially equivalent to the NFA requirements in Texas, which include the following:

- (a) a baccalaureate degree in any subject from a college or university accredited by an agency recognized by the Texas Higher Education Coordinating Board;
- (b) a minimum of 15 semester credit hours in long-term care administration, or its equivalent, that includes courses in the five domains of the National Association of Long Term Care Administrator Boards (NAB);
- (c) completed a 1,000-hour internship; and

¹ [26 TAC §555.11](#)

² [26 TAC §555.32](#)

(d) passed the state and NAB examinations.

As described in rule, there are some waivers that can reduce the number of hours of the internship. If the applicant meets those requirements, the internship hours can be reduced to 500.

In order to request reciprocity, the applicant must submit a reciprocity application in the [Texas Unified Licensure Information Portal \(TULIP\)](#), pay the application fee, submit fingerprints for an FBI-based background check, and submit proof of a license in good standing in another state.

2.2 Provisional License

In order for an NFA currently licensed in another state to obtain a license in Texas by obtaining a provisional license, the applicant must submit the following through TULIP:

- provisional license application;
- application fee;
- provisional license fee;
- fingerprints for an FBI-based background check;
- proof of a license in good standing in another state;
- proof of employment for at least one year as an administrator of record of a nursing facility in the applicant's state;
- proof of a passing score on the NAB examination; and
- sponsorship by an NFA licensed by HHSC who is in good standing.

A provisional license expires 180 days from the date of issue. An applicant might not meet the full Texas licensure requirements upon application and issuance of a provisional license. However, the provisionally licensed NFA must meet all Texas licensure requirements upon the 180th day.

If the applicant does not meet the required AIT hours and plans on obtaining those hours during the provisional licensure period, the sponsorship of the NFA must be by an approved preceptor.

3.0 Background/History

The current NFA rule allows an NFA licensed in another state to obtain a Texas NFA license.

4.0 Resources

- [TULIP](#)
- [26 TAC Chapter 555](#)

5.0 Contact Information

If you have any questions about this letter, please contact the Policy and Rules Section by email at LTCRPolicy@hhs.texas.gov or call (512) 438-3161.

If you have any questions about your license, please contact the Licensing and Credentialing Section by email at nfa_licensing_program@hhs.texas.gov or call (512) 438-2015.