



**Katie Hobbs**  
Governor

**Arizona Board of Nursing Care Institution Administrators and  
Assisted Living Facility Managers**

**Jack Confer**  
Executive Director

1740 West Adams Street, Suite 2490, Phoenix, AZ 85007 | Email: Information@aznciboard.us | Phone: 602-364-2374 | Website: nciaboard.az.gov

**Letter of Intent for Temporary Administrator License**

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

Name of Owner/Person Hiring: \_\_\_\_\_

DHS License number of the Nursing Care Institution: \_\_\_\_\_

Name of the Nursing Care Institution: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Reason for requesting a temporary license:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, do hereby affirm that I intend to employ the above listed applicant as the Administrator, of the listed Nursing Care Institution, if the applicant is successful in obtaining a temporary license.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**R4-33-203. Requirements for Temporary License**

A. To be eligible for a temporary license as a nursing care institution administrator, an individual shall:

1. Meet the requirements specified in R4-33-201 or R4-33-202 except for the requirement at R4-33-201(2) or R4-33-202(2)(c);10
2. Have the owner of an a nursing care institution that intends to appoint the applicant as administrator if the applicant is successful in obtaining a temporary license submit to the Board a Letter of Intent to Appoint on a form that is available from the Board. The owner of the nursing care institution shall include the following in the Letter of Intent to Appoint:
  - a. Name of the owner of the nursing care institution;
  - b. Name and address of the nursing care institution;
  - c. Name of the applicant;
  - d. An affirmation of intent to appoint the applicant;
  - e. Reason for requesting a temporary license for the applicant;
  - f. License number of the nursing care institution; and
  - g. Signature of the owner of the nursing care institution affirming the information provided is true and complete;
3. Not have held an Arizona temporary license as a nursing care institution administrator within the past three years; and
4. Not have failed the Arizona or NAB examination before applying for a temporary license.

B. At the Board's request, an applicant for a temporary license shall appear or be available by telephone for an interview with the Board.

C. A temporary license is valid for 150 days and is not renewable. Before expiration of the temporary license, the temporary licensee shall become licensed under A.R.S. § 36-446.04 and

this Article or discontinue as administrator of the nursing care institution.

D. If a temporary licensee fails the Arizona or NAB examination during the term of the temporary license, the temporary license is automatically revoked and the former licensee shall discontinue as administrator of the nursing care institution.