

# The *What's* and *How's* of the BELTSS website

<https://mn.gov/boards/beltss/>

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**WEBSITE:**  
<https://mn.gov/boards/beltss/>

[Public](#) [Assisted Living Directors](#) [Health Service Executive](#) [Nursing Home Administrators](#) [Online Portal Login](#) [Online Licensee Search](#)



## Mission

The mission of the Board of Executives for Long Term Services and Supports is to promote the public's interest in quality care, effective services and supports for consumers of nursing homes and assisted communities by ensuring that licensed executives are qualified to perform their administrative duties.



### Applicants

- [Apply for Licensure](#)
- [Check Status of Application](#)
- [Criminal Background Check Process](#)
- [Exam Information - ALD](#)
- [Exam Information - NHA](#)



### Licensees

- [Director of Record Update](#)
- [Administrator of Record Update](#)
- [Verify Your License](#)
- [License Portal Login](#)
- [Assisted Living Rules and Regulations](#)
- [Nursing Homes Rules and](#)



### Public

- [Verify an Assisted Living Director License](#)
- [Verify a Nursing Home Administrator License](#)
- [File a Complaint](#)
- [Contact the Executive Director](#)



### Meeting Notices

- [July 26, 2023](#)
- [October 24, 2023](#)
- [January 24, 2024](#)

# ALD/NHA Dropdowns



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# Online Portal Login/Online Licensee Search



**Online Portal Login:**  
For Applicants and current Licensees

**Online Licensee Search:**  
(Licensee lookup by Name, License Number, City, County)  
Indicates Facility Name and Date of Employment for Director and/or Administrator of Record

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# Online Portal – Used for Applications & Licensure Updates

**mn** BOARD OF EXECUTIVES FOR LONG-TERM SERVICES AND SUPPORTS

## LOGIN

- All individuals must register for an account to submit an application to the Board. Please register via the **"Register to Access Site"** link below.
- If you have forgot your account information please utilize the **"Forgot Username/Password"** feature under the login button.
- If you can not utilize the **"Forgot Username/Password"** please fill out the [BELTSS Account Technical Support Request Form](#).

USERNAME

PASSWORD

Log In

NAVIGATE

[Register to Access Site](#)

[Forgot Username/Password](#)

[Search for a Licensee](#)

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# Online Portal - Profile View

Apply for a new license:

Shared License or New type

To Change Profile information

Click on More >

<p><b>GENERAL</b></p> <p>This General Card provides access to all non-item specific features and services. Look for features and services related to specific items within the cards that follow.</p> <p>Click the <b>More &gt;</b> button in card headers to access additional information and features for the item.</p> <p>NAVIGATE  <a href="#">License Verification</a>  <a href="#">Apply for a License</a>  <a href="#">Search for a Licensee</a>  <a href="#">Replacement Wall Certificate</a></p>	<p><b>LICENSE - HEALTH SERVICE EXECUTIVE (HSE)</b></p> <p>NAVIGATE  <a href="#">Continue Renewal</a></p> <p>NUMBER: 1081          STATUS: Active          ISSUED: 03/08/2021          EXPIRES: 06/30/2023          CE DUE: 06/30/2023          ADDRESS: 335 Randolph Avenue          St. Paul, MN 55102</p>	<p><b>LICENSE - NURSING HOME ADMIN (NHA)</b></p> <p>NAVIGATE  <a href="#">More &gt;</a></p> <p>NUMBER: 3398          STATUS: Expired          ISSUED: 11/15/1999          EXPIRES: 06/30/2021          CE DUE: 06/30/2021          ADDRESS: 335 Randolph Avenue          St. Paul, MN 55102</p>										
<p><b>APPLICATION - ASSISTED LIVING DIRECTOR (AL)</b></p> <p>NAVIGATE  <a href="#">Continue Application</a></p> <p>REFERENCE #: 13263          BASIS: ALD-Education          STATUS: Started (Not Paid)          RECEIVED: -          ADDRESS: 335 Randolph Avenue          St. Paul, MN 55102</p>	<p><b>PROFILE (INDIVIDUAL)</b></p> <p>NAVIGATE  <a href="#">More &gt;</a></p> <p>NAME: Rebecca Bollig          BIRTH: [REDACTED]          PHOENIX #: (612) 217-0026          ADDRESS: 335 Randolph Avenue          St. Paul, MN 55102          EMAIL: rebecca.bollig@state.mn.us</p>	<p><b>YOUR CART</b></p> <p>NAVIGATE  <a href="#">More &gt;</a></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>ALD Reinstatement</td> <td>\$308.25</td> </tr> <tr> <td>License Verification</td> <td>\$30.00</td> </tr> <tr> <td>HSE Renewal</td> <td>\$250.00</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>\$588.25</b></td> </tr> </tbody> </table>	Description	Amount	ALD Reinstatement	\$308.25	License Verification	\$30.00	HSE Renewal	\$250.00	<b>Grand Total</b>	<b>\$588.25</b>
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## Update Profile – Phone number Email Address Director of record (DOR)

**PROFILE**

NAME: Rebecca M. Bollig  
 Birth Date: [REDACTED]  
 EMAIL: rebecca.bollig@state.mn.us  
 Active Military: No  
 Website: [REDACTED]

**PHONE NUMBERS**

TYPE	NUMBER	PUBLIC	PRIMARY
Business	(612) 317-3026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**ADDRESSES**

LOCATION	ADDRESS	PUBLIC	MAILING
Business	335 Randolph Avenue St. Paul, MN 55102	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**DIRECTOR OF RECORD**

FACILITY	CITY	START	END
THE HOMESTEAD AT ROCHESTER (24676)	ROCHESTER, MN	09/05/2006	11/25/2009
Good Samaritan Society- Waconia (HFID: 30417)	Waconia, MN	11/30/2009	03/31/2012
The Pillars Of Prospect Park (HFID: 36252)	Minneapolis, MN	12/03/2019	05/16/2021

**ADMINISTRATOR OF RECORD**

FACILITY	CITY	START	END
Good Samaritan Society -Waconia &	Waconia, MN	11/30/2009	03/31/2012

Click on the pencil (✎) to modify the information.

Click on the (+) to add an information. You must have a public and primary for the phone number and a public and mailing address. It can be the same or different.

DOR: You must do this anytime you change locations.

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Licensees

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## Now that I am Licensed – What do I Need to Know?



- Licensee Responsibilities
- License Renewals
- Continuing Education and Audits
- Shared Directorship/Administrators (multiple facilities)
- Standards of Practice

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## Licensee Responsibilities: 6400.6710 (NHA) and 6400.7050 (ALD)

Each licensee shall:

- comply with the laws of MN and the rules of the board and other MN state agencies regarding licensure as a nursing home administrator, health services executive or assisted living director and operation of a nursing facility in Minnesota;
- provide notice to the board within **five (5) working days of any change in mailing address or telephone**
- provide notice to the board within **five (5) working days of any change in employment**
- provide notice to the board within **five (5) working days of the occurrence** of any reprimand, restriction, limitation, condition, revocation, suspension, surrender, or other disciplinary action or the bringing of charges against any license the licensee holds
- cooperate with the board by providing data, reports, or **information requested by the board** and complying with requests to attend conferences, meetings, or hearings scheduled by the board concerning license renewal or complaint investigation and discipline
- Provide, when requested, a defined **delegation of authority**, in the case of assisted living director absences
- be responsible for the **general administration and management** and **oversee day to day operations**

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## Important Timeframes for Next License Renewals

- All Licenses must be renewed every year
  - Assisted Living Directors between September 1 and October 31 – regardless of when issued.
  - This includes:
    - Newly Licensed Assisted Living Directors
    - Shared Licenses – Secondary licenses if still the license holder for that facility
    - Dual Licensees (Nursing Home Administrator)
    - Any license with an expiration date of October 31, 2023
  - Nursing Home Administrators between May 1 – June 30
  - If you do not renew by those dates, you are working without a valid license.

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## Late Renewals and Reinstatements

- If you do not renew by last day of renewal your license is considered expired.
- If you are working with an expired license, you may be brought before the Standards of Practice.
- Late Renewals begin on the first of the month for 60 days. A late fee will be applied to your renewal.
- **How to avoid being late:** Verify your email is correct. Check your email from BELTSS for updates on the renewal.
- Read newsletters and emails sent by the board.
- Answer practice questions truthfully

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## Continuing Education (CE) Clock Hours and Audit of License

- Assisted Living Director Licensees will need 30 CE Clock hours every two years.
  - Must be completed by August 31 every two years
- Nursing Home Administrator Licensees will need 20 CE Clock hours every year
  - Must be completed by June 30 every year
- Don't wait to earn CE Clock hours – professional license requires professional development.
- Seek new CE courses to develop that growth
- Keep good records and documentation of CEs



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## Continuing Education and Audit of Licensure(Continued)

- CE Clock hours must be approved by NAB/NCERS – go to the [National Association of Long Term Care Administrator Boards](http://www.nabweb.org/continuing-education) ([www.nabweb.org/continuing-education](http://www.nabweb.org/continuing-education)) for approved courses.
- BELTSS approved CE Clock hours can be found on our website
- Mentors can earn 16 hours per year – Be a mentor
- CE Audits
  - Timely submission if audited
  - Provide documentation



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# Active Licensees

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Public Assisted Living Directors Health Service Executive Nursing Home Administrators Online Portal Login Online Licensee Search

Home > Assisted Living Directors > Active Licensees

**Active Licensees**

[Director of Record / License Certificate](#)  
Notification of changes in employment, displaying your license, and replace a lost license.

[Shared Director Assignment](#)  
Licensees who serve as directors for up to five (5) facilities must obtain a secondary (shared) license from the board so that they can display their license at each facility that they are the director.

[License Renewals](#)  
The Minnesota Board of Executives for Long-Term Services and Supports (BELTSS) issues Assisted Living Director (ALD) licenses annually for the year running from September 1 to October 31.

[License Verification](#)  
Specifies for verifying a license.

[Continuing Education](#)  
Requirements, attestation record form and activity list, approved continuing education list, and audits.

[Mentor/Employment Interest](#)  
The Mentor should ensure the ALDIR complies with the domains of practice, the NAB training manual and insure the ALDIR has experience with professional practice analysis.

[License Reinstatement](#)  
<https://mn.gov/boards/beltss/>

# Continuing Education Clock Hours

Public Assisted Living Directors Health Service Executive Nursing Home Administrators Online Portal Login Online Licensee Search

Home > Assisted Living Directors > Active Licensees > Continuing Education

**Continuing Education**

Requirements Attestation Record Form and Activity List **Approved Continuing Education List** Audit

[CE Attestation & Record Form](#)  
The Continuing Education attestation record form provides space to record the CE credits you earned since the last renewal cycle. Record the types of CE credits you have earned in the appropriate sections of the form.

[CE Activity List](#)  
This list contains the board rules for activities other than traditional workshops and programs.

**BELTSS Approved CE Activities**  
Check the listing of board approved CE programs and approval numbers on the approved continuing education list.

**NAB Approved CE Activities**  
BELTSS accepts continuing education activities that have received approval from NAB. Licensee can look up activities in the NAB Approved CE Database. The database is free and can be found in the *Continuing Ed.* section of NAB's website.

**Other State's Approved CE Activities**  
BELTSS will accept CE hours that have been approved by the licensing authority another state. Please review [Minnesota Administrative Rules 6400.6850.D](#) for specific guidelines.

**BELTSS Continuing Education Approval Application**  
Applicants can request BELTSS to approve an activity they have as long as falls within the guidelines set forth in [Minnesota Administrative Rules 6400.6800](#) and [Minnesota Administrative Rules 6400.6870](#)

**BELTSS Continuing Education Sponsor Approval Application**  
An organization which annually sponsors many educational seminars, institutes, workshops, or home study courses, may request designation by the board as a registered continuing education sponsor on an annual basis. Registered continuing education sponsors may assign CE credit clock hours to their own program offerings applying the provisions of this chapter.

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# Continuing Education CE Approval List



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335 RANDOLPH AVE., STE 210-B  
ST. PAUL, MN 55102  
PHONE: 651-201-2730 | FAX: 651-797-1376  
EMAIL: beltss.hib@state.mn.us  
WEB: <https://mn.gov/boards/nursing-home/>

## APPROVED CONTINUING EDUCATION COURSES -CLOCK HOURS FOR MAY 1, 2022 – APRIL 30, 2024

For programs overlapping renewal periods, you may use the sessions for only one renewal period. Programs that are not "open to the public" and limit attendance to a specific facility or organization will be placed on this web roster **after the event**. An approval # followed by a "P" signifies the program has been submitted and approved for an individual licensee. It is the CEU applicants' responsibility to keep your application materials and approval notices from the Board office. More information and the instructions on how to submit a CE application as a provider or individual is available on our website at <https://mn.gov/boards/nursing-home/>

CE Approval Number	Sponsor of Program	Sponsor of Program Contact Information	"Physical Location (Place, City)" Digital location (linked if available)"	Program Title	Date	Clock Hours
EXAMPLE MN23-001	"Minnesota Home Care Association"	"Melissa Stenberg, Education Manager 651-635-0922"	"Webinar- Zoom"	"Home Care Seminars: Diversity, Equity & Inclusion"	"May 26, 2022"	"1.5"
"MN23-001"	"University of Minnesota Public Health"	"The University of Minnesota – Public Health 612-626-3500 gph-ask@umn.edu"	"420 Delaware St. S.E. Minneapolis, MN 55455"	"Caring For People with Memory Loss Conference"	"June 4, 2022"	"6.5"
"MN23-002"	"Upper Lakes Foods"	"-"	"DECC Duluth Classroom"	"Labor Saving Hacks for your Kitchen"	"May 3, 2022"	"1.0"
"MN23-003"	"Presbyterian Homes and Services"	"-" Adam Suomala 651-271-3116 adam@mnicoa.org"	"Roseville, MN"	"Leadership Approaches for Employee Engagement"	"May 1, 2022"	"7.75"
"MN23-004"	"Medi-sota"	"Jennifer Gearman 320-769-2269"	"Alexandria, MN"	"MN Rural Health Form"	"May 26, 2022"	"10.75"
"MN23-005"	"Medi-sota"	"Jennifer Gearman 320-769-2269"	"Perham" "Webinar"	"Exploring the Human Experience of Dementia"	"May 10, 2022"	"5.5"

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# Continuing Education Record Form and Activity Descriptions



## Licensed Assisted Living Director (LALD) Continuing Education Record Sheet

Licensee First Name: \_\_\_\_\_ Licensee Last Name: \_\_\_\_\_  
License # \_\_\_\_\_ License Type: LALD

Renewal Year: September 1 \_\_\_\_\_ (preceding year of renewal) August 31 \_\_\_\_\_  

- 30 Earned Clock Hours for the LALD earned every EVEN year from the prior date of renewal.
- See Approved list of Activities for CE Credit according to 6400.7091 (A-K)
- We RECOMMEND you register for the NAB CE Registry to insure meeting the requirements of licensure.

### Attestation Statement

I attest by this renewal of license, that I have completed in the preceding two year 30 approved Continuing Education clock hours that meet the requirement of competency and knowledge of the Assisted Living Director professional license. I will maintain proof of having completed the number of CE credits and the validity of clock hours earned as described in 6400.7091. I understand documentation and the continuing education record must be maintained for three years. If audited, I will provide the documentation to validate my completion. Further understanding any discrepancies from validating these requirements will be reviewed by the Board's Standard of Practice Committee.

Signature of Licensee \_\_\_\_\_ Date \_\_\_\_\_

Total Hours: \_\_\_\_\_

Board Approved #	# of CE Hours	Provider/Sponsor	Date	Activity Description
Continuing Education Credit	1	Example	10/2022	Example

<https://mn.gov/bc>

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335 RANDOLPH AVE., STE 210-B  
ST. PAUL, MN 55102  
PHONE: 651-201-2730 | FAX: 651-797-1376  
EMAIL: beltss.hib@state.mn.us  
WEB: <https://mn.gov/boards/nursing-home/>

Activity Description	Maximum Allowed
<b>A</b> Licensee attends a <b>BELTSS board approved</b> seminar, webinar, institute, or workshop on a clock hour basis. <b>Documentation Required:</b> Certificate/Documentation from the Sponsor with the BELTSS approval number.	Actual time spent rounded down – to nearest lower one-quarter hour.
<b>B</b> <b>BELTSS board-approved</b> home study course, including correspondence work, such as XXXXXX, televised courses and audio or video recordings. <b>Documentation Required:</b> Certificate/Documentation from the Sponsor with the BELTSS approval number.	Actual number of clock hours determined by the board.
<b>C</b> Licensee attends a seminar, webinar, institute, or workshop, or completes a home study course <b>approved by NAB</b> . <b>Documentation Required:</b> Certificate/Documentation from the Sponsor with the NAB approval number.	Actual clock hours assigned by NAB.
<b>D</b> Licensee attends, in another state, a seminar, webinar, institute, or workshop, or completes a home study course approved by the Assisted Living Director or Health Services Executive <b>Licensing authority of the other state</b> . <b>Documentation Required:</b> Certificate and verification by the state's licensing authority with clear evidence of the award of the hours.	Actual number of clock hours attended.
<b>E</b> A licensee who passes academic courses applicable to the domains of practice taken at an <b>accredited postsecondary institution</b> . <b>Documentation Required:</b> To verify passage of academic courses, the licensee must maintain a copy of an academic transcript showing the course grade and the date it was awarded.	Nine credits per quarter credit and 12 credits per semester credit.
<b>F</b> A licensee who writes an article on a topic related to long-term services and supports that is <b>published in a national periodical</b> shall receive two CE credits for an article of 500 to 1,000 words and one additional credit for each additional 500 words. <b>Documentation Required:</b> To verify, the licensee must maintain a copy of the periodical containing the published article.	10 clock hours per year
<b>G</b> A licensee who <b>presents a paper or lecture</b> on a topic related to long-term services and supports of at least one hour at a <b>national or statewide meeting</b> shall receive two CE credits per one hour of initially presented lectures and one CE credit per hour of lectures repeating previously presented material. <b>Documentation Required:</b> To verify the presentation, the licensee must maintain a copy of the text of the information delivered and a copy of the program for the conference or workshop at which the paper/lecture was delivered.	10 clock hours per year

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## Overseeing Multiple Facilities-Shared Licensed

When you oversee more than one Assisted Living Facility as the LALD/Director of Record:

- 🏠 You should refer to [Minn. Rules 6400.7085](#) to be sure you meet the criteria of shared ALD license
- 🏠 Must obtain within 15 days of designation
- 🏠 No more than 5 locations
- 🏠 Within 60-mile Radius from two farthest locations (licensee residence not a factor)
- 🏠 Same ownership and/or management (BELTSS will request a management agreement)
- 🏠 Be in good standing – facility and licensee
- 🏠 Requires a separate application, shared license agreement and fee \$125 for each additional location
- 🏠 Update Director of Record – Begin/End dates
  - \*Residency Permit Director – requires a separate application/fee
  - \*\*Nursing Home Administrators have the ability to oversee one additional facility. A Shared license is required

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## LALD/DOR/Permit Director Vacancies

### 144G.10 Subd. 1a. Assisted living director license required.

Each assisted living facility must employ an assisted living director licensed or permitted by the Board of Executives for Long Term Services and Supports (BELTSS)

- When vacancies do occur:
  - Plan ahead - Succession Planning – more than one licensee employed in organization or at facility.
  - ALDIR – May request a permit, obtain permit within 30 days of date of designation
  - Hire a Temporary LALD/Consultant
  - Shared License/Permit – must secure within 15 days of designation
  - Delegation of authority policy

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## Residency Permits for ALD - 6400.7080

- Controlling individuals may designate an ALDIR when no LALD
- Applicant must obtain permit within 30 days of date of designation
- Must have a mentor (ALD licensed for two years)
- Permits are only good for one year and issued to applicant for a specific facility (non-transferable)
- Must meet licensee responsibilities set forth in 6400.7050

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You Earned Your License – Best Practices

<https://mn.gov/boards/beltss/>

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## Common

- Update your online portal when you leave a job with in 5 working days
- Regular On-site presence– not just “hanging the license on the wall”
- Review documents for accuracy before submission (i.e. spelling of name)
- Attesting and understanding requirements
- Present accurate information or provide honesty with residents or families
- Respond timely to letters/emails from surveyors, BELTSS, families, residents
- Shared license/permit obtain within 15 days, no photocopying licenses
- Renew license timely
- Respond to regulators that require outside consultants to guide care delivery
- Continuing Education and recordkeeping

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## Additional Reminders

- Owner versus LALD - Responsibility to advocate for the care of the residents and while staying in compliance.
- Advocate for the resident with your LALD hat blended with keeping the ownership content.
- Be visible and present to residents, families, and staff – success comes from being engaged and part of the solution (Quality Improvement processes).
- Listen to others.
- YOU are the LALD/LNHA!

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## Update Contact Information – BELTSS Communicates through Email

License portal/ Application portal should have most updated email address. If not change, within 5 working days.

- Recommended – strong consideration to personal email vs. business email
- BELTSS will send letters requested by the board [beltss.hlb@state.mn.us](mailto:beltss.hlb@state.mn.us)
- Audit Letters for Continuing Education
- Newsletters are sent from [MNBELTSS@public.govdelivery.com](mailto:MNBELTSS@public.govdelivery.com)
- CBC Background Checks from [criminal.background.check@state.mn.us](mailto:criminal.background.check@state.mn.us)
- Make sure to check your spam/junk folders (companies may block)

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