1. As set forth in the Nursing Home Administrators Licensing and Disciplinary Act (“Act”), licensees shall notify the Division in writing, using this form, within sixty (60) days after any adverse final action taken against you by any of the following:
   - Another licensing jurisdiction (any other state or any territory of the United States or any foreign state or country)
   - Governmental agency
   - Law enforcement agency
   - Court for the acts or conduct similar to acts or conduct which would constitute grounds for action as defined in the Act, or
   - Conduct that would constitute grounds for disciplinary action under the Act.

   Failure to submit any required report may result in disciplinary action under the Act.

2. Surrender of a license or authorization to practice as a nursing home administrator in another state or jurisdiction for acts or conduct similar to acts or conduct which would constitute grounds for action as defined in the Act.

3. Adverse judgment, settlement, or award arising from a liability claim related to acts or conduct similar to acts or conduct which would constitute grounds for action as defined in the Act.

4. Email complete signed forms to FPR.DPREAU@illinois.gov within sixty (60) days.

**Nursing Home Administrator Mandatory Reporting Form**

<table>
<thead>
<tr>
<th>Nursing Home Administrator Name:</th>
<th>License No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Home Administrator Email:</td>
<td>Telephone No.:</td>
</tr>
<tr>
<td>Nursing Home Administrator Address, City, State, Zip Code:</td>
<td>□ check if address changed</td>
</tr>
</tbody>
</table>

**REPORT INFORMATION**

Date and Time of Occurrence:

Description:

*Please use additional pages if needed and attach all relevant documentation.*

**CERTIFICATION**

Under penalty of perjury, as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure, I herein certify that this Nursing Home Administrator Mandatory Reporting Form and the information herein are true and accurate. Failure to provide such a report to the Division shall be grounds for discipline as set forth in 225 ILCS 70/17.

Signature: Date: