Long Term Care Regulatory (LTCR) Licensing and Credentialing Systems

Training Guide for NFA Licensing Applicants

Texas Health and Human

Services (HHS)

[July 13, 2022]

Table of Contents

Overview

Texas Health and Human Services Commission (HHSC) has developed Nursing Facility Administrator (NFA) applications, an online system for Long Term Care Regulatory (LTCR) licensing and credentialing applicants within the Texas Unified Licensure Information Portal (TULIP).

The portal will allow users to:

- Create and submit licensing and credentialing applications online.
- Address application deficiencies.
- Attach or upload documents related to applications.
- Submit application payments online (when applicable).
- Perform public searches for NFA license statuses.

This training guide is organized into the following major categories:

- Portal Login **-** Applicant registration, login, and password reset.
- Public Search **-** Public search to allow search for NFA license status.
- Applicant Actions **-** Create, edit and submit NFA applications.

Note: TULIP is optimized for the [Google Chrome browser](#) therefore it is recommended.

1. Registration and Logging into the TULIP

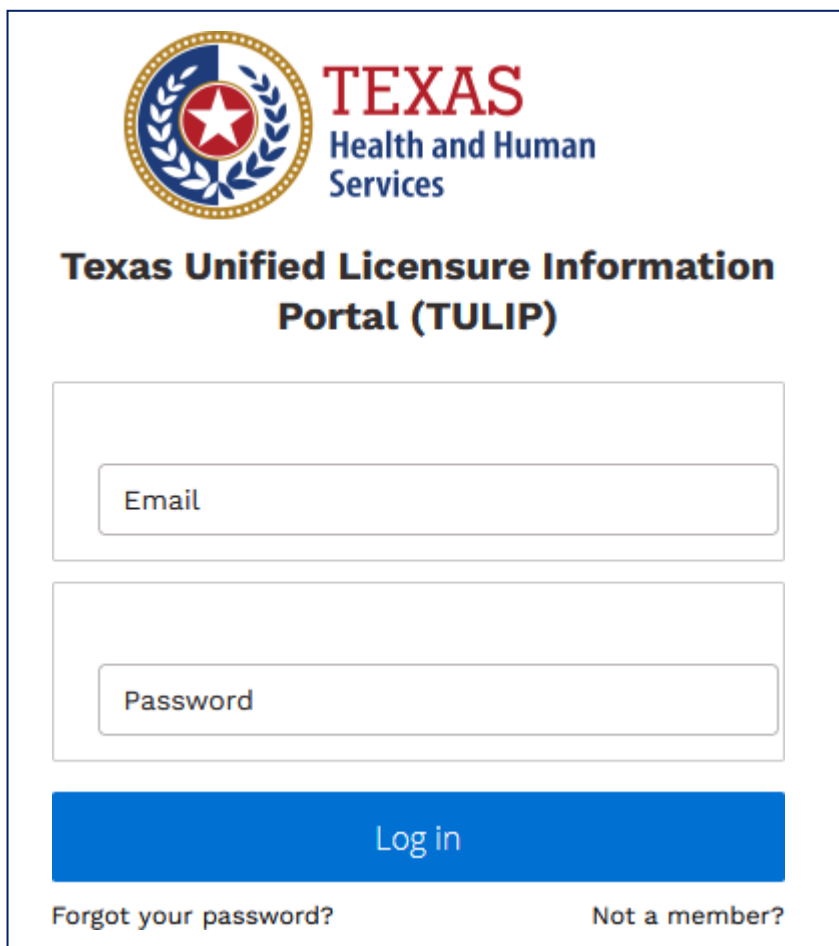It is highly recommended that you bookmark the login page (https://txhhs.force.com/TULIP/s/login/) for easy access to TULIP.

Figure 1. TULIP log in page.
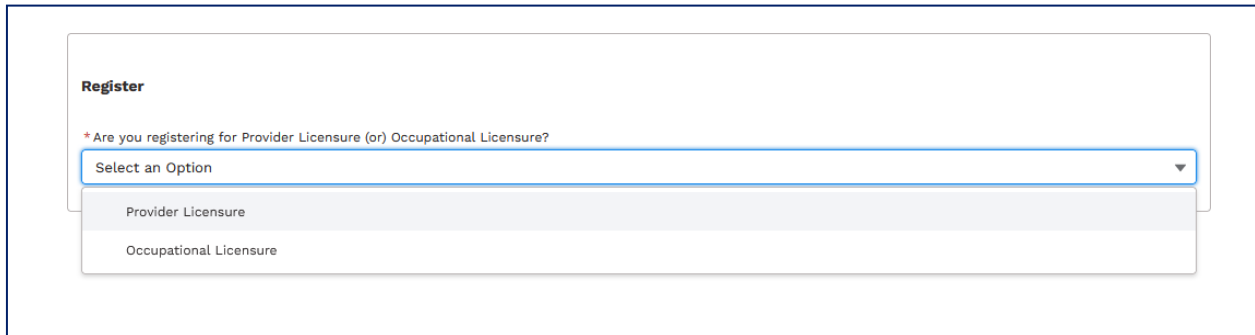
1.1.   New Registration

You must have a registered account for accessing TULIP.

To register, select 'Not a member?' (see Figure 1).

After clicking 'Not a member?' two license types are available for selection (see Figure 2):

- Provider Licensure – LTC providers who want to submit applications for facility/agency licenses.
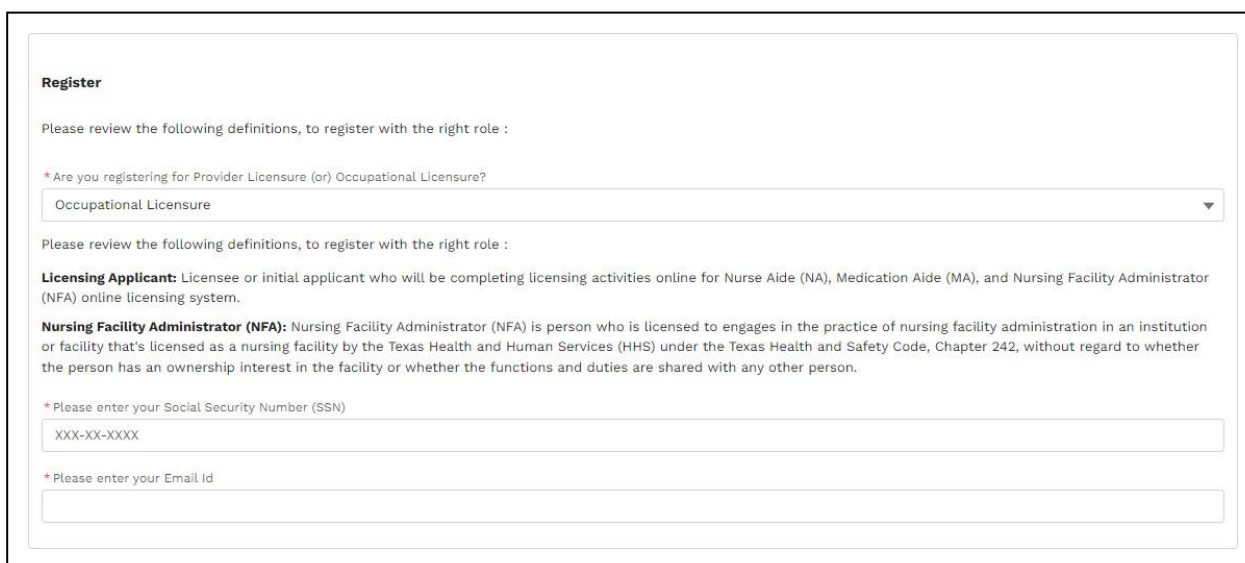
- Occupational Licensure – NFA applicants.

Figure 2. TULIP registration page.

*Note: Fields marked with * are required.*

Select 'Occupational Licensure' to register for the following role:

- Licensing Applicant: Licensee or initial applicant who will be completing licensing activities online for Nurse Aide (NA), Medication Aide (MA), and Nursing Facility Administrator (NFA) online licensing system.

  - Nursing Facility Administrator (NFA): NFA is a person who is licensed to engage in the practice of nursing facility administration in an institution or facility that is licensed as a nursing facility by the Texas Health and Human Services (HHS) under the Texas Health and Safety Code, Chapter 242, without regard to whether the person has an ownership interest in the facility or whether the functions and duties are shared with any other person.

Social Security Number (SSN) and Email ID (email address) are required to continue registration (see Figure 3).

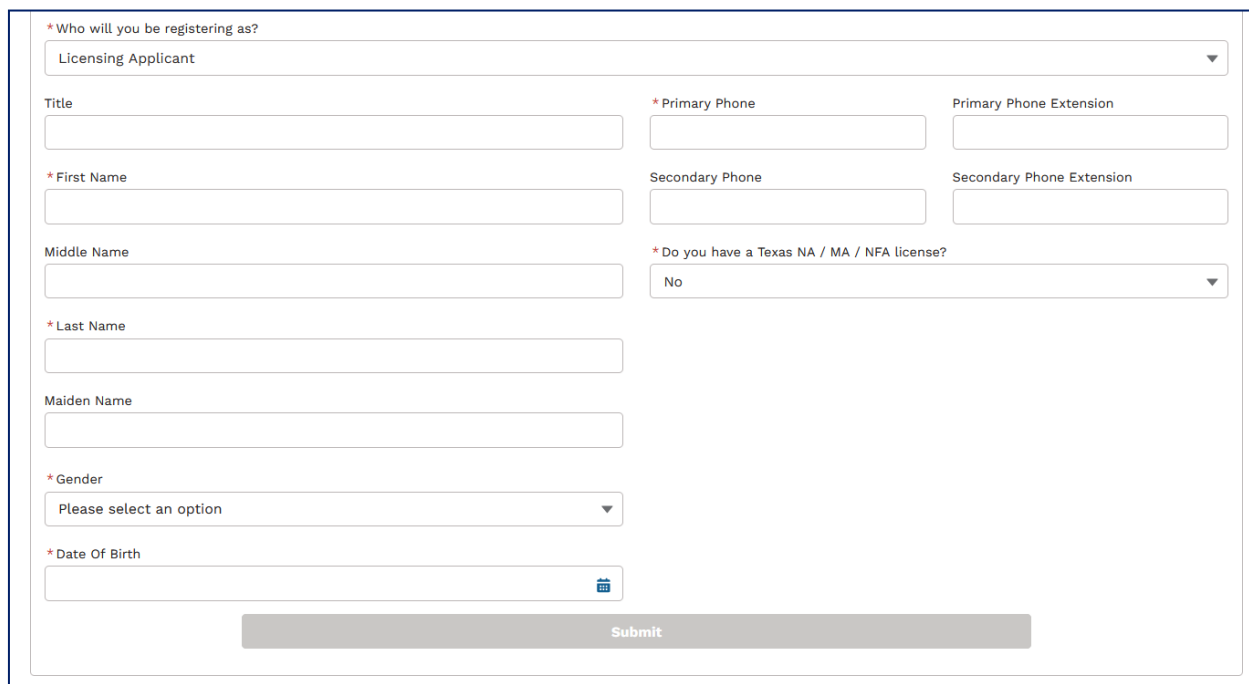Figure 3. Occupational licensure registration initial page.

Note: SSN and email ID (email address) fields are required. Registration will not proceed until data is entered into these fields. A valid SSN must be entered to avoid any delays in the registration process. A valid SSN will ensure a match with your profile information.

After SSN and email ID (email address) are entered, the system will display the field 'Who will you be registering as?'. Select the role you want to register as.

- Licensing Applicant – Select this role to continue registering as NFA licensing applicant.

1.1.1. Licensing Applicant who does not hold a Texas license

Applicants who do not hold a license with the State of Texas must Answer 'No' to the question 'Do you have a Texas NA/MA/NFA license?', then enter the following information and submit the form (see Figure 4) to complete registration.

Figure 4. New Licensing Applicant page.

Note: The 'Submit' button will be enabled when all required fields are entered (see Figure 4).

Enter all required information then click 'Submit' (Figure 4). The following page will pop up to confirm submission (see Figure 5).
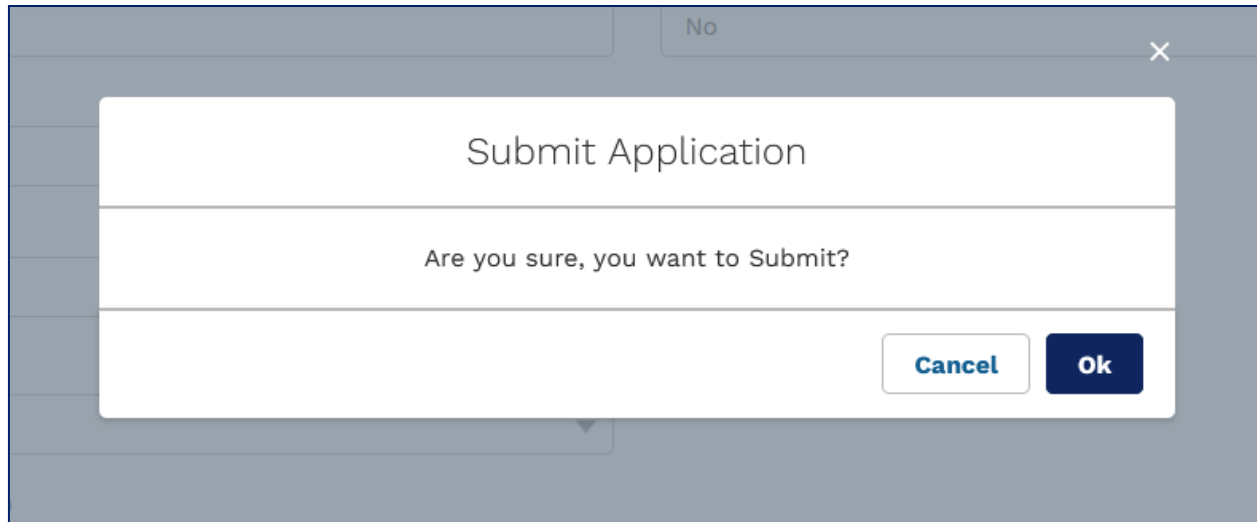

Figure 5. Confirmation page to submit the registration.

Click the 'Ok' button to submit the registration form.

The system will display the following confirmation message after the registration application has been submitted (see Figure 6).
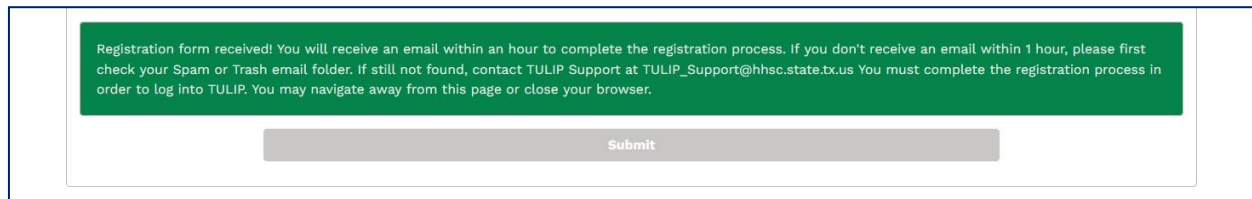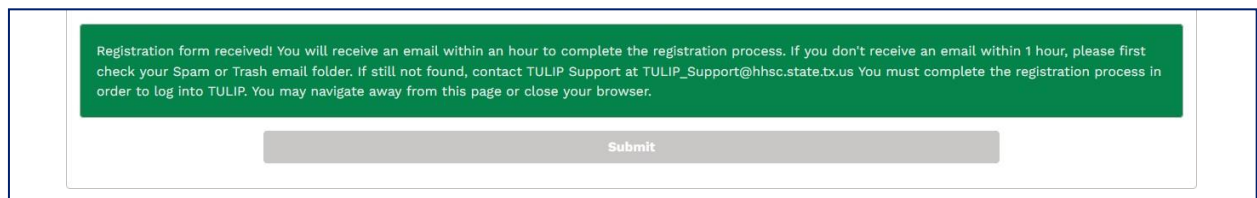

Figure 6. Confirmation message page.

Complete Registration

Check your email inbox or spam folder for an email from TULIP to complete the registration.

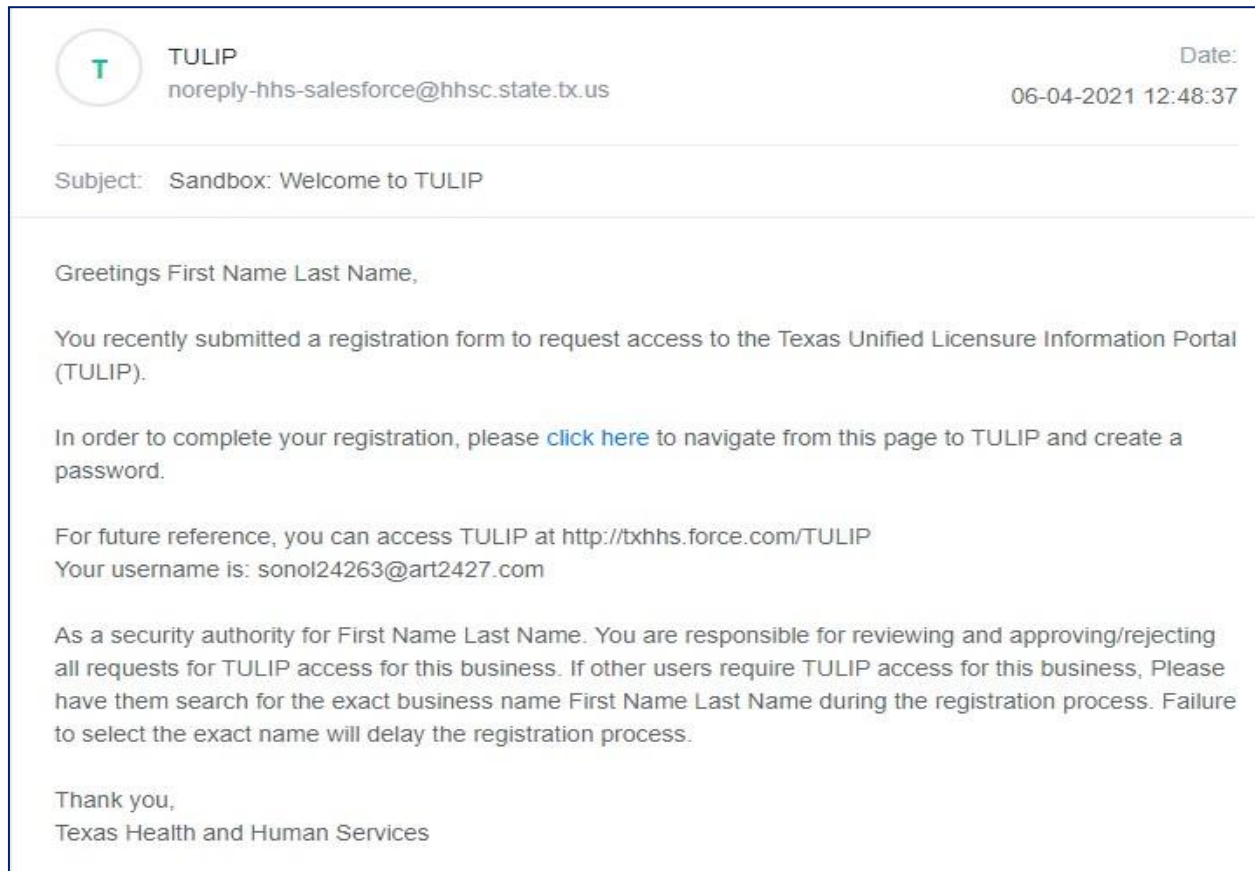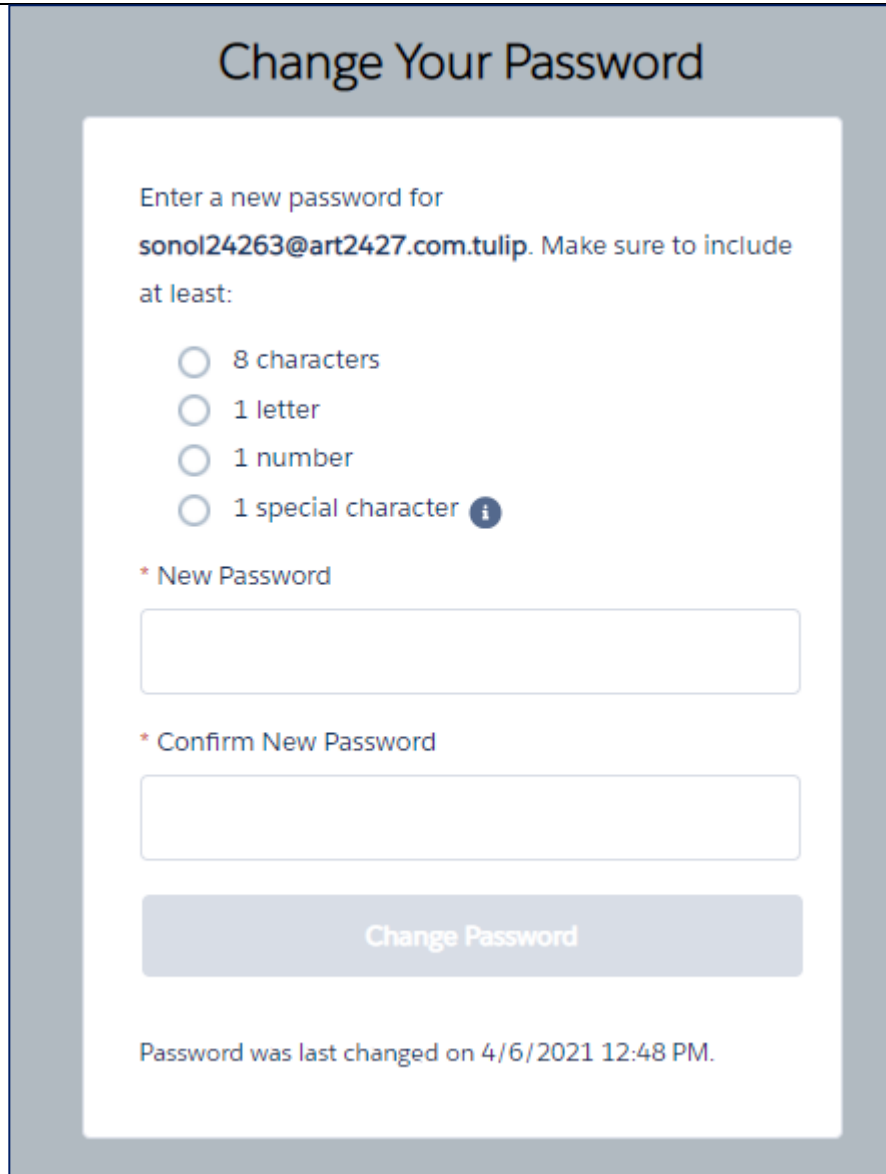Figure 7. Email from TULIP to complete registration.

In the email, click on the 'Click here' link. This link will open the following page where you must enter a new password to complete registration (see Figure 8).

Figure 8. Page to enter a new password and complete registration.

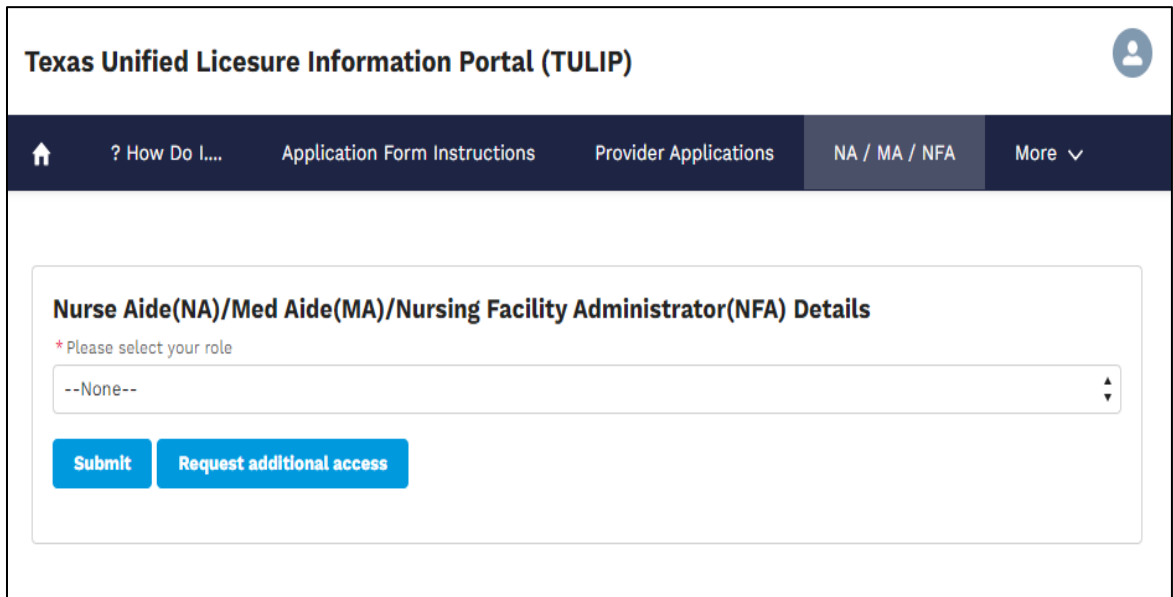You have successfully registered as licensing applicant to submit occupational licensing applications.

1.1.2.   Licensing Applicant with existing Texas License

Applicants who hold a license with the State of Texas must complete the form below (see Figure 9). Answer 'Yes' to the question 'Do you have a Texas NA/MA/NFA license?'. then enter the NFA license number.

Figure 9. Licensing Applicant page.

Note: NFA license numbers must be entered in format NFA######, if your license number is 1234, please enter NFA001234. If 123456, enter NFA123456.

Note: The 'Submit' button will be enabled when all required fields are entered (see Figure 9).

Enter all required information then click 'Submit' (Figure 9). The following page will pop up to confirm submission (see Figure 10).

Figure 10. Confirmation page to submit the registration.

Click the 'Ok' button to submit the registration form.

The system will display the following confirmation message after the registration application has been submitted (see Figure 11).

Figure 11. Confirmation message page.

Complete Registration

Check your email inbox or spam folder for an email from TULIP to complete the registration.

T   TULIP   Date:
     noreply-hhs-salesforce@hhsc.state.tx.us   06-04-2021 12:48:37

Subject: Sandbox: Welcome to TULIP

Greetings First Name Last Name,
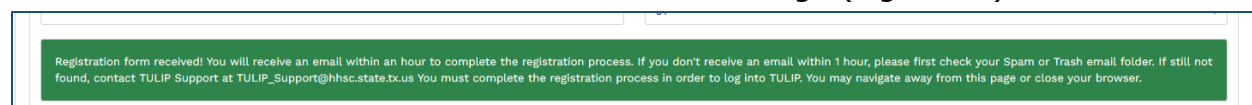
You recently submitted a registration form to request access to the Texas Unified Licensure Information Portal (TULIP).

In order to complete your registration, please click here to navigate from this page to TULIP and create a password.

For future reference, you can access TULIP at http://txhhs.force.com/TULIP
Your username is: sonol24263@art2427.com

As a security authority for First Name Last Name. You are responsible for reviewing and approving/rejecting all requests for TULIP access for this business. If other users require TULIP access for this business, Please have them search for the exact business name First Name Last Name during the registration process. Failure to select the exact name will delay the registration process.

Thank you,
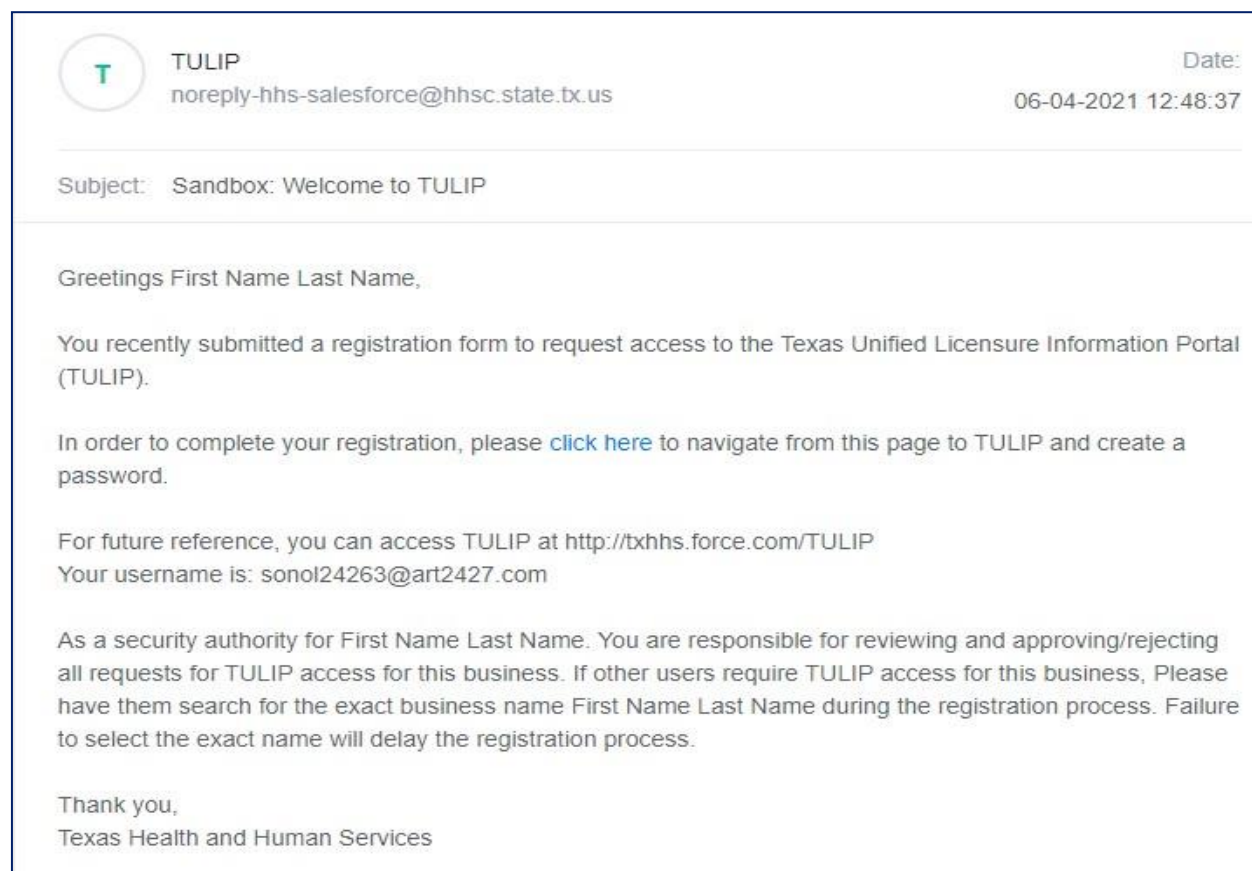Texas Health and Human Services

Figure 12. Email from TULIP to complete registration.

In the email, click on the 'Click here' link. This link will open the following page where you must enter a new password to complete registration (see Figure 13).
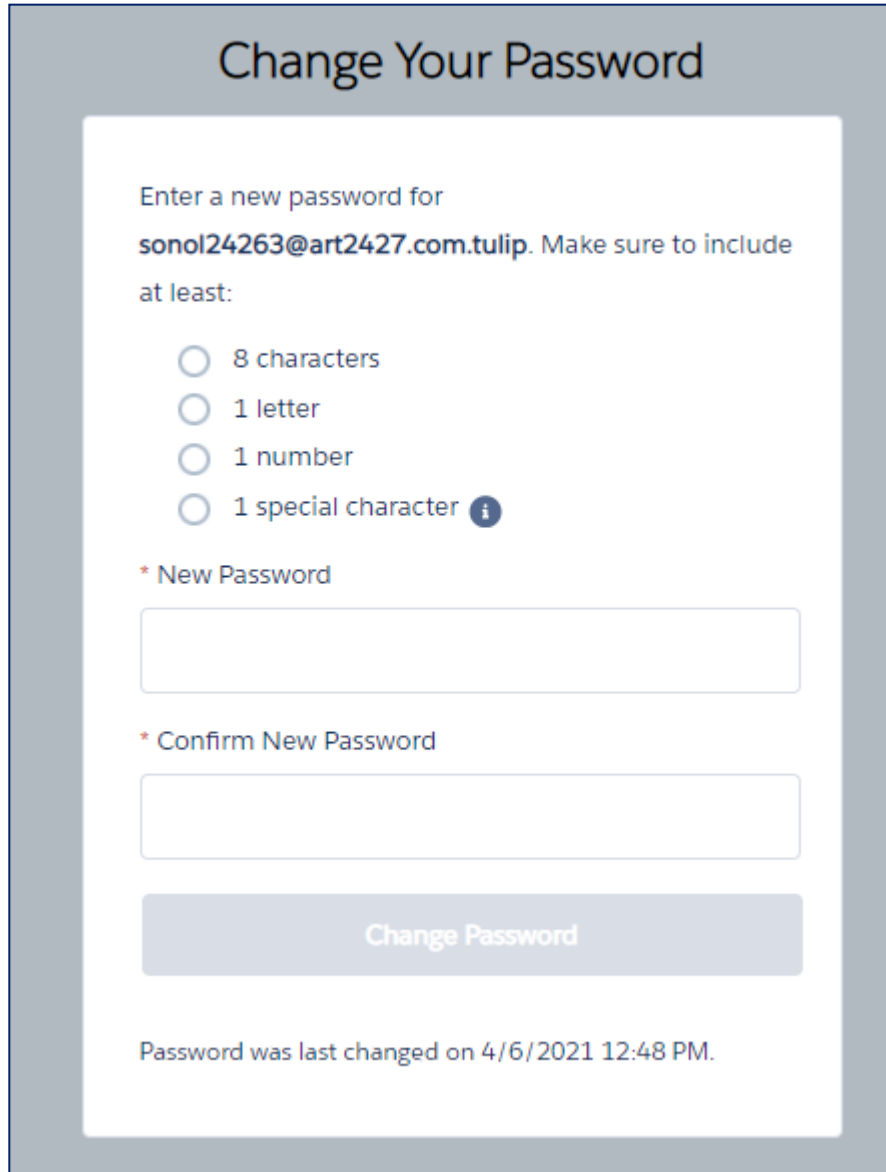
Figure 13. Page to enter a new password and complete registration.

You have successfully registered as licensing applicant to submit occupational licensing application.

1.2.   Existing TULIP LTC providers - request licensing applicant access

This section is applicable to applicants who have existing TULIP Long Term Care (LTC) account to submit agency or facility applications and want to create additional account for their occupational licensing applications using 'request

additional access' button on their TULIP provider/LTC account.

Note: You can NOT use the email you used to register for TULIP provider account and must provide different email ID.

Log into TULIP (see section 1.3 Logging in to TULIP on how log into TULIP) and go to 'NA/MA/NFA' tab (see Figure 14).

Figure 14. Applicant home page

Click on button 'Request additional access' as shown below (Figure 15).

Figure 15. Request additional access page

Select your role as 'Licensing Applicant'.

New Licensing Applicant

Applicants who do not hold a license with the State of Texas must Answer 'No' to the question 'Do you have a Texas NA/MA/NFA license?', then enter the following information and submit the form (see Figure 16) to complete registration.

Note: If you have a TULIP account as a Provider, you will have to use a different email ID (email address) to create a Licensing Applicant account.

Figure 16. Licensing Applicant registration page

Licensing Applicant with Texas License

Applicants who hold a license with the State of Texas must complete the form below (see Figure 17). Answer 'Yes' to the question 'Do you have a Texas NA/MA/NFA license?'. then enter the NFA license number.

Note: If you have a TULIP account as a Provider, you will have to use a different email ID (email address) to create a Licensing Applicant account.

Figure 17. Licensing Applicant page.

Note: NFA license numbers must be entered in format NFA######, if your license number is 1234, please enter NFA001234. If 123456, enter NFA123456.

Enter all required fields and click on 'Submit' button to see confirmation message (Figure 18).

Note: Submit button will be enabled when all required fields have been entered.
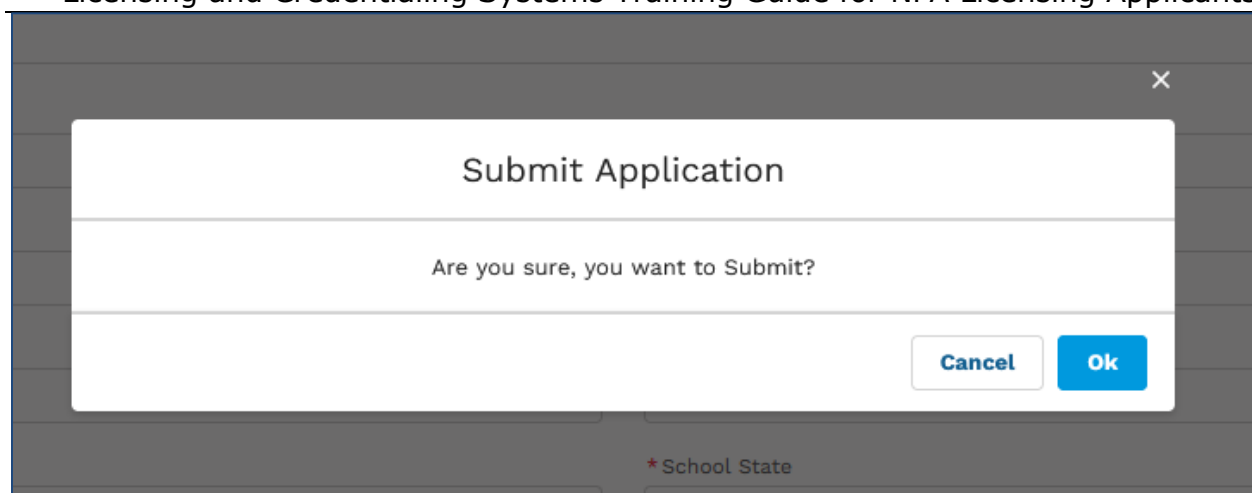
Figure 18. Submit registration confirmation page

Click on 'Ok' button to see below confirmation message (Figure 19).

Registration form received! You will receive an email within an hour to complete the registration process. If you don't receive an email within 1 hour, please first check your Spam or Trash email folder. If still not found, contact TULIP Support at TULIP_Support@hhsc.state.tx.us You must complete the registration process in order to log into TULIP. You may navigate away from this page or close your browser.

Figure 19. Confirmation message

Complete Registration

Check your email inbox or spam folder for an email from TULIP to complete the registration.

TULIP
noreply-hhs-salesforce@hhsc.state.tx.us

Date:
06-04-2021 12:48:37

Subject: Sandbox: Welcome to TULIP

Greetings First Name Last Name,

You recently submitted a registration form to request access to the Texas Unified Licensure Information Portal (TULIP).

In order to complete your registration, please click here to navigate from this page to TULIP and create a password.

For future reference, you can access TULIP at http://txhhs.force.com/TULIP
Your username is: sonol24263@art2427.com

As a security authority for First Name Last Name. You are responsible for reviewing and approving/rejecting all requests for TULIP access for this business. If other users require TULIP access for this business, Please have them search for the exact business name First Name Last Name during the registration process. Failure to select the exact name will delay the registration process.

Thank you,
Texas Health and Human Services

Figure 20. Email from TULIP to complete registration.

In the email, click on the 'Click here' link. This link will open the following page where you must enter a new password to complete registration (see Figure 21).

Figure 21. Page to enter a new password and complete registration.

You have successfully registered as licensing applicant to submit occupational licensing applications.

1.3. Logging in to TULIP

After registration is complete, Go to https://txhhs.force.com/TULIP/s/login/. Log in to TULIP by entering both the email address and password that you registered with followed by clicking the 'Log in' button.

1.3.1. TULIP Homepage

The image below is an example of the TULIP homepage after successful access to TULIP (see Figure 22). This page is used to submit or view licensing applications. To return to this page from anywhere in the portal, simply select the Home icon on the leftmost side of the page banner.

Figure 22. TULIP Homepage.

Click on the tab 'NA/MA/NFA' to access NA/MA/NFA applications.

Figure 23. NA/MA/NFA tab (highlighted)

See section '4. Nursing Facility Administrator Applications' on how to submit NFA applications.

1.4.   Resetting your password

If you have forgotten your password, click "Forgot your password?" from the log in page. It is located below the 'Log in' button to the left (see Figure 1).

You will be prompted to enter your username. The username entered should be the email address used when registering. The following page will be displayed (see Figure 24).
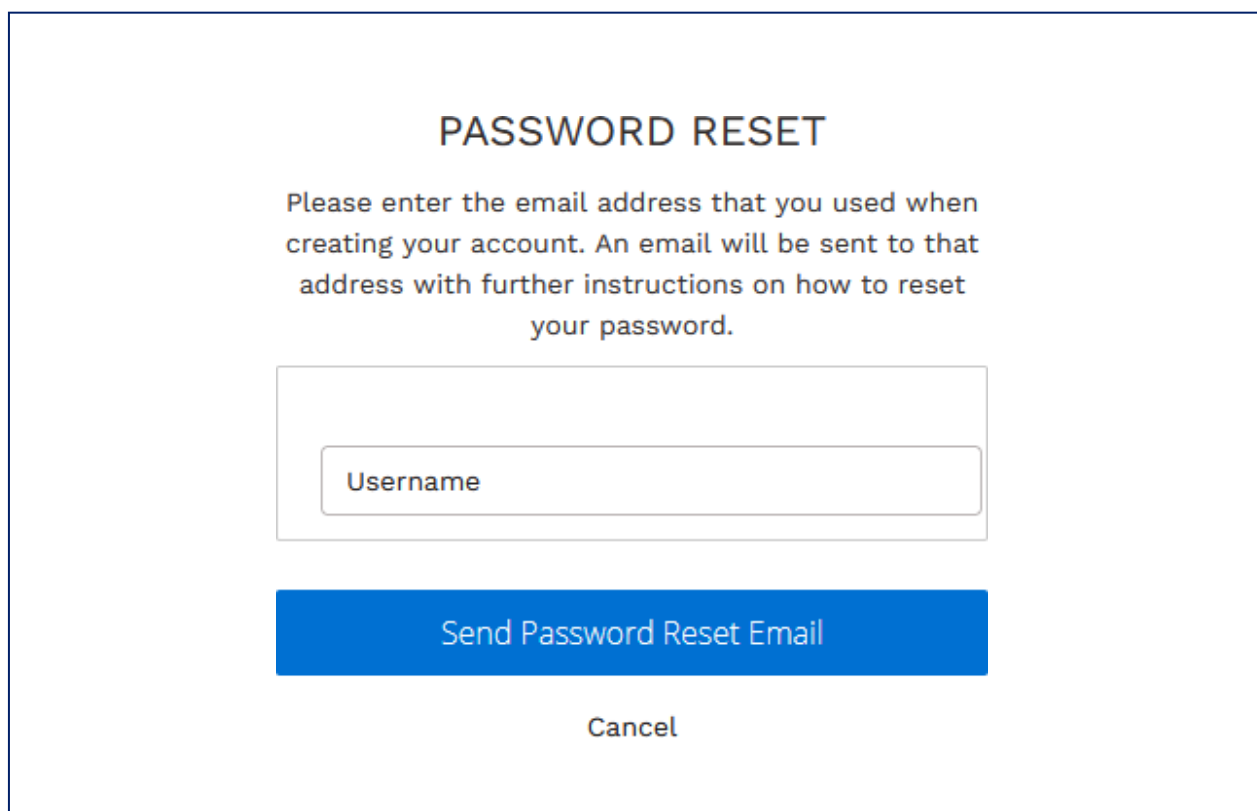
PASSWORD RESET

Please enter the email address that you used when creating your account. An email will be sent to that address with further instructions on how to reset your password.

Username

Send Password Reset Email

Cancel
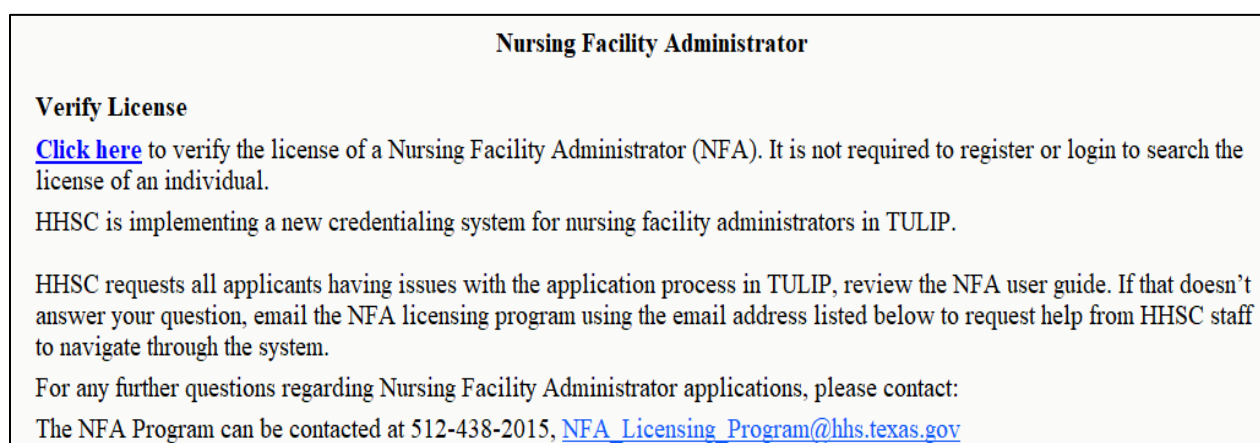
Figure 24. TULIP password reset page.

Click the 'Send Password Reset Email' button to reset your password.

2. PublicSearch

This section is for users who want to verify the license of a Nursing Facility Administrator (NFA). It is not required to register nor log in to search for the license of an individual.

Go to https://txhhs.force.com/TULIP/s/login/. The following page will display. (see Figure 1).

Nursing Facility Administrator

Verify License

Click here to verify the license of a Nursing Facility Administrator (NFA). It is not required to register or login to search the license of an individual.
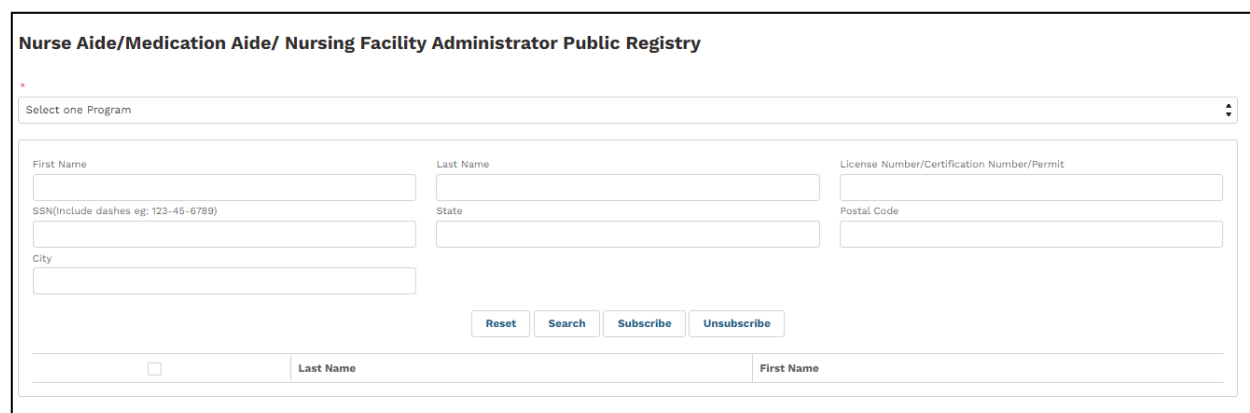
HHSC is implementing a new credentialing system for nursing facility administrators in TULIP.

HHSC requests all applicants having issues with the application process in TULIP, review the NFA user guide. If that doesn't answer your question, email the NFA licensing program using the email address listed below to request help from HHSC staff to navigate through the system.

For any further questions regarding Nursing Facility Administrator applications, please contact:

The NFA Program can be contacted at 512-438-2015, NFA_Licensing_Program@hhs.texas.gov

Figure 25. TULIP login page with public search.

Click on the 'Click here' link to open the following page (see Figure 26).

Nurse Aide/Medication Aide/ Nursing Facility Administrator Public Registry

Select one Program

First Name

Last Name

License Number/Certification Number/Permit

SSN(Include dashes eg: 123-45-6789)

State

Postal Code

City

Reset   Search   Subscribe   Unsubscribe

	Last Name	First Name

Figure 26. Public search page.

2.1. Search for Nursing Facility Administrator in Registry

To perform a search, enter any combination of fields on the page then select a program type. Click the 'Search' button to see results.

The system will allow search with one field or a combination of the following fields:

- First Name

- Last Name

- License Number

- SSN

- City

- State

- Zip Code

Figure 27. Public search for Nursing Facility Administrator.

2.2. Subscribe and Unsubscribe

You can subscribe or unsubscribe to obtain licensure detail changes for the Nursing Facility Administrator Registry (see Figure 28).

2.2.1.   Subscribe

Search for the person you want to subscribe for then select that person from the list.

Figure 28. Public search page.

Click on the checkbox next to the person and click the 'Subscribe' button to display the following page:

Figure 29. Subscription page.

Enter your name, email address, confirm email address then click on 'Save' button (see Figure 29).

You will get a confirmation message that your subscription is successful (see Figure 30).

Figure 30. Subscription confirmation message.

2.2.2.   Unsubscribe

To unsubscribe, search for the person you want to unsubscribe to then select the person from the list (see Figure 31).

Figure 31. Public search.

Click on the checkbox next to the person and click on 'Unsubscribe' to display the following page (Figure 32).

Figure 32. Unsubscribe page.

Enter your email address then click the 'Save' button.

You will get a confirmation message that you have successfully unsubscribed (see Figure 33).
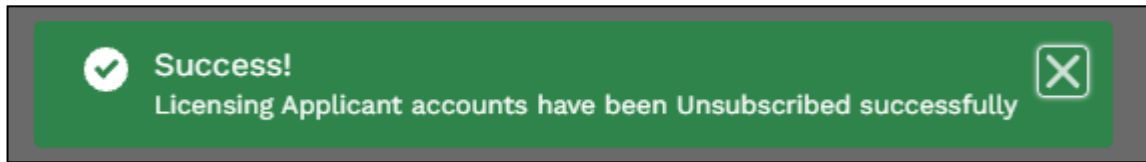
Figure 33. Unsubscribe confirmation message.

3. NA / MA / NFA Tab

On the TULIP homepage, click on the tab 'NA/ MA/ NFA' to view the following page (see Figure 34).
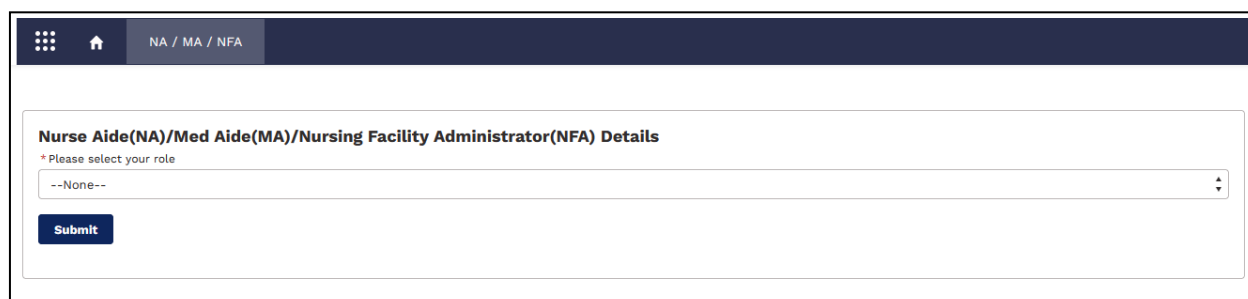
Select 'Licensing Applicant' option from the 'Please select your role' field (see Figure 34) then click the 'Submit' button.

3.1.   Licensing Applicant Page

 The following tabs are available on Licensing Applicant home page (see Figure

35)

- ▪   Home

- •   Dashboard

- •   Profile

- •   Applications

- •   Internship Requests

- •   License Printing

- •   Helpful Links

Select 'Applicant' for question 'Please select your role' to view the following page (see Figure 35).

Figure 35. Applicant Home.

Note: Each tab will be displayed in the following sections.

3.1.1.   Dashboard

The Dashboard tab will display the recent applicant activity for occupational license applications and other notifications related to applications (see Figure 36).

Figure 36. Applicant Dashboard.

By default, the system will display only some of the notifications on the page. Click the 'Next' or 'Previous' buttons to see additional notifications.

3.1.2.   Profile

The Profile page will display the following information related to an applicant (see Figure 37).

- Personal Information

- Academic and Alternative Education

- Work History

- Continuing Education

- Additional Documents

- Exam

- Training/Internship History

- Criminal History

- Enforcement

Figure 37. Applicant Profile.

Personal Information

On the Profile page, click on the 'Personal Information' tab which is available on the sidebar to display the following page (see Figure 38).

Figure 38. Applicant Profile – Personal Information.

You can update your address on this page then click the 'Save' button at the bottom of the page to save the Information.

Note: The system will not allow you to update fields that are greyed out.

Academic and Alternative Education

On the Profile page, click on the 'Academic and Alternative Education' tab, which is available on the sidebar, to display the following page:

Figure 39. Applicant Profile – Academic and Alternative Education.

On this page you can see information related to your degree, academic and alternative education details which were listed on previously submitted applications.

Note: This tab is read only, you cannot make changes or add information on this tab.

Work History

On the Profile page, click the 'Work History' tab, available on the sidebar to (see Figure 40).

Figure 40. Applicant Profile – Work History.

On this page you can see information related to your work history which was listed on previously submitted applications.

Note: This tab is read only, you cannot make changes or add information on this tab.

Continuing Education

On the Profile page, click on the 'Continuing Education' tab which is available on the sidebar to display the following page (see Figure 41).

Figure 41. Applicant Profile – Continuing Education.

On this page you can see information related to your continuing education history which was listed on previously submitted applications.

Note: This tab is read only, you cannot make changes or add information on this tab.

Additional Documents

On the Profile page, click on the 'Additional Documents' tab on the sidebar to display the following page (see Figure 42).

| Home | Dashboard | Profile | Applications | License Printing | Helpful Links |

	Name	Approval Status	Document Date	Document Type
Personal Information				
Academic and Alternative Education	Document Name	Approved	2021-10-01	Form 5518
Work History				
Continuing Education				
Additional Documents				
Exam				
Training/Internship History				
Criminal History				
Enforcement				

Figure 42. Applicant Profile – Additional Documents.

On this page you can see documents related to your account.

Note: This tab is read only, you cannot make changes or add information on this tab.

Exam

On the Profile page, click on the 'Exam' tab which is available on the sidebar to see below page.

On this page you can see information related to your previous exams which were listed on previously submitted applications.

Figure 43. Applicant Profile – Exam.

Training/Internship History

On the Profile page, click the 'Training/Internship History' tab available on the sidebar to display the following page (see Figure 44).

Figure 44. Applicant Profile – Training/Internship History.

On this page you can see information related to your training/internship history which were listed on previously submitted applications.

Note: This tab is read only, you cannot make changes or add information on this tab.

Criminal History

On the Profile page, click on the 'Criminal History' tab available on the sidebar to display the following page (see Figure 45).

Figure 45. Applicant Profile – Enforcement History.

Enforcement

On profile page, click on the 'Enforcement' tab available on the sidebar to display the following page (see Figure 46).

On this page you can see information related to your enforcement cases.

Figure 46. Applicant Profile – Enforcement History.

On this page you can see information related to your criminal history cases.

3.1.3.   Applications

The Applications page will display the 'New Credentialing Application' button for creating new applications or display previously submitted applications.

Figure 47. Applications.

Click the 'New Credentialing Application' button to submit a license application. See section '4. Nursing Facility Administrator Applications' on steps to submit an application.

To change the view, click on the drop-drop button highlighted below.

Figure 48. Application view.

3.1.4.   License Printing

This page allows you to preview, print or download your license which was generated in TULIP (see Figure 49).

Figure 49. License Printing.

Clicking on the 'Preview' button will display your license as shown below (see Figure 50).

Figure 50. License.

The system allows you to preview and download your license. Click the 'Download' button for downloading the license to your computer.

3.1.5. Helpful Links

This page displays helpful links.

Figure 51. Helpful Links.

4. Nursing Facility Administrator Applications

The following applications are applicable to Nursing Facility Administrator (NFA).

- Initial License Application

- NFA License by HSE Qualification Application

- Nursing Facility Administrator License for Military Spouse stationed in Texas Application

- Request for Entry on the Texas Nurse Aide Registry Through Reciprocity

- Reciprocity Application

- Provisional License Application

- Inactive Status Application

- Preceptor Application

- Military Renewal Waiver Application

- Renewal Application

- Name Change Application

- Request for Criminal History Evaluation Letter

To create a new application, go to 'NA/MA/NFA' tab then select the role 'Applicant' (see Figure 52).

Figure 52. Applicant Home.

Click the Applications' tab to display the following page (see Figure 53).

Figure 53. Applications page

The Applications tab will display the 'New Credentialing Application' button for creating new applications or displaying previously submitted applications.

Click the 'New Credentialing Application' button to display the following page (see Figure 54).

Figure 54. Select an Application page

Note: The system will automatically render appropriate applications based on license status (Prospect, Licensed etc.) and answers to the questions on this page.

See next sections for steps on how to create and submit each individual application.

4.1. Initial License Application (Not previously licensed in Texas)

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to the following page:

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'No' for question 'Are you HSE Certified?'

6. Select 'No' for question 'Do you have an active Out-of-State License and want to pursue reciprocity?'

7. Select 'Initial License Application' for question 'Please select an application?'

8. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display the following page to review or edit your information:

Figure 55. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display the following page:

Figure 56. Update Personal information page

Click on the button 'Save Profile' to save the updates and go back to the 'Personal Information' page or click on 'Cancel' button to exit to 'Personal Information' page without saving the information.

Figure 57. Personal information tab

Click on the 'Next' button to proceed to the next tab. Click the 'Save' button to save the information entered on this tab or the 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on the 'Next' button will display the following screen:

Figure 58. Acknowledgement tab

Click on the 'Previous' button to go to the previous tab. Click on the 'Next' button to proceed to next tab. Click on the 'Save' button to save the information entered on this tab. Click on the 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 59. Academic and Degree Information Tab

When you click on the button 'Add Degree', to add academic and degree information, the system will display the following page:

Figure 60. Add/Edit Degree Tab

Clicking on the 'Save' button will save the record. Clicking on the 'Cancel' button will not save the record and will take the user back to the academic and degree information tab. Click on 'Upload Files' button to add attachments.

Clicking the 'Save' button will display the following page:

Figure 61. Academic and Degree Information Tab

Clicking on the 'Edit' button next to the record will allow you to edit the record. Clicking on the 'Delete' button next to the record will allow you to delete the record.

When you click on the button 'Add Alternative Education' to add academic and alternative education information, the system will display the following page

Figure 62. Add/Edit Alternative Education Tab

Clicking on the 'Save' button will save the record, clicking on the 'Cancel' button will not save the record and will take the user back to academic and degree information tab.

Clicking on the 'Save' button will display below page.

Figure 63. Academic and Degree Information Tab

Clicking on the 'Edit' button next to the record will allow you to edit the record or Clicking on the 'Delete' button next to the record will allow you to delete the record. Clicking on the 'Next' button will display below page.

Figure 64. Attestation for Application tab

Clicking on the 'Next' button will display below page.

Figure 65. Military Provision tab

Clicking on the 'Next' button will display below page.

Figure 66. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 67. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 68. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure 69. Document(s) tab

Clicking on 'Next' button will display below page.

Figure 70. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 71. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 72. Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

Note: Second payment may be required for some applications, if your application requires second or additional payment you will get a notification from HHS.

To make second payment login to your account, open the application that requires second/additional payment and click on 'Payment 2' tab to see below tab.

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

Figure 73. Payment tab

After you complete the payment, click on 'Next' button to proceed to below page.

Figure 74. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure 75. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!
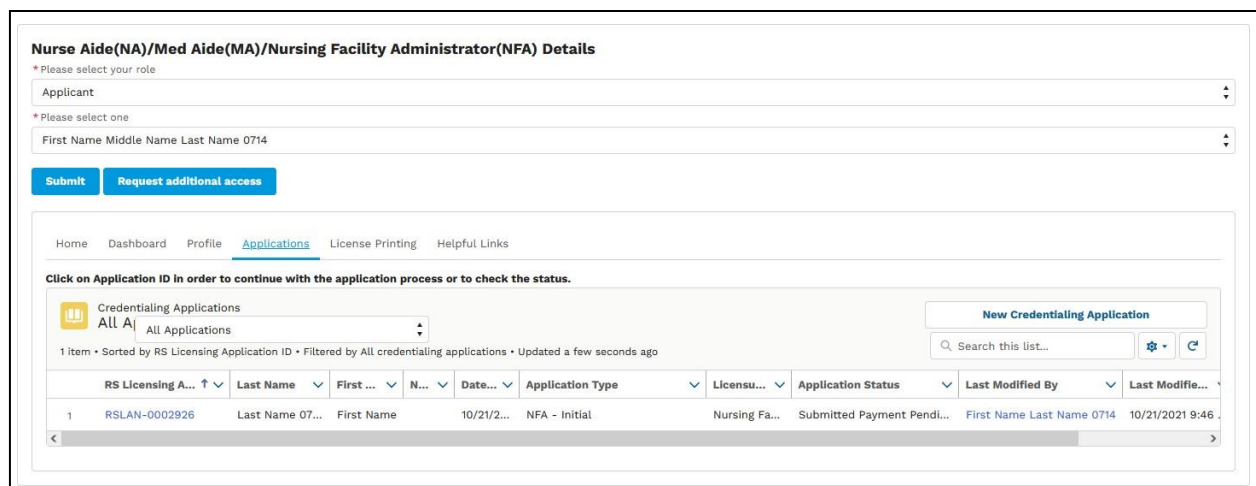
4.1.1 Applying for an Internship

An NFA initial license application requires you to apply for an internship unless you have an internship waiver (this will be determined by HHSC staff based on your resume).

You can apply for an internship after the initiate their initial application, but it not required to be completed before first submission.

Please see below steps on how to submit an internship application.

Go to 'NA/MA/NFA' tab, select your role as 'Applicant', select name and go to 'Applications' tab to display the following page:

Figure 76. Applications page

Clicking on the application number will open the application and show below page.

Figure 77. Requirement checklist tab

Clicking on the 'Internship' tab will display below page.

Figure 78. Internship tab

Clicking on the 'Apply for Internship' button will display below page.

Figure 79. Internship application page

Enter all required fields and click on 'Save' button to display the following page:

Figure 80. Internship tab

Click on 'Apply for Internship' button to submit another internship application or click on home icon to go back to Applicant tab.

4.1.2 Cloning an Expired Initial Application

A NFA-Initial application will automatically expire if there has not been an outcome for more than 365 days from the date the application was first submitted.

For example, if an NFA initial was first submitted on 7/10/2021, it will expire on 7/11/2022, if it does not get approved, denied, or withdrawn.

For the ease of applicants, TULIP provides the option to clone an expired NFA-Initial application. A cloned application will retain all the information provided on the original application so that applicants will not need to re-enter earlier provided information again. If any new details are to be provided, applicants are highly encouraged to do so as it will make it easier for licensing staff to review the application.

Here are the steps to clone an expired initial application:

Step 1: Access the expired NFA-Initial application from the applications tab

Figure 4.12A: Accessing an Expired Initial

Step 2: Click on the clone button on the pop-up screen
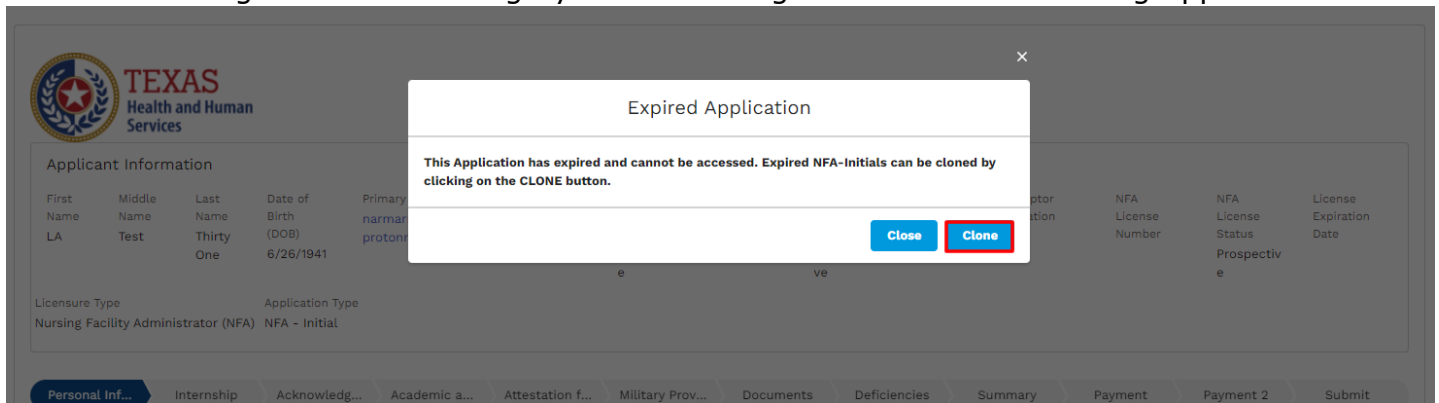
Figure 4.12B: Clone Button

The system will display a pop-up confirming that a new application has been created.

Step 3: Click OK on the pop screen
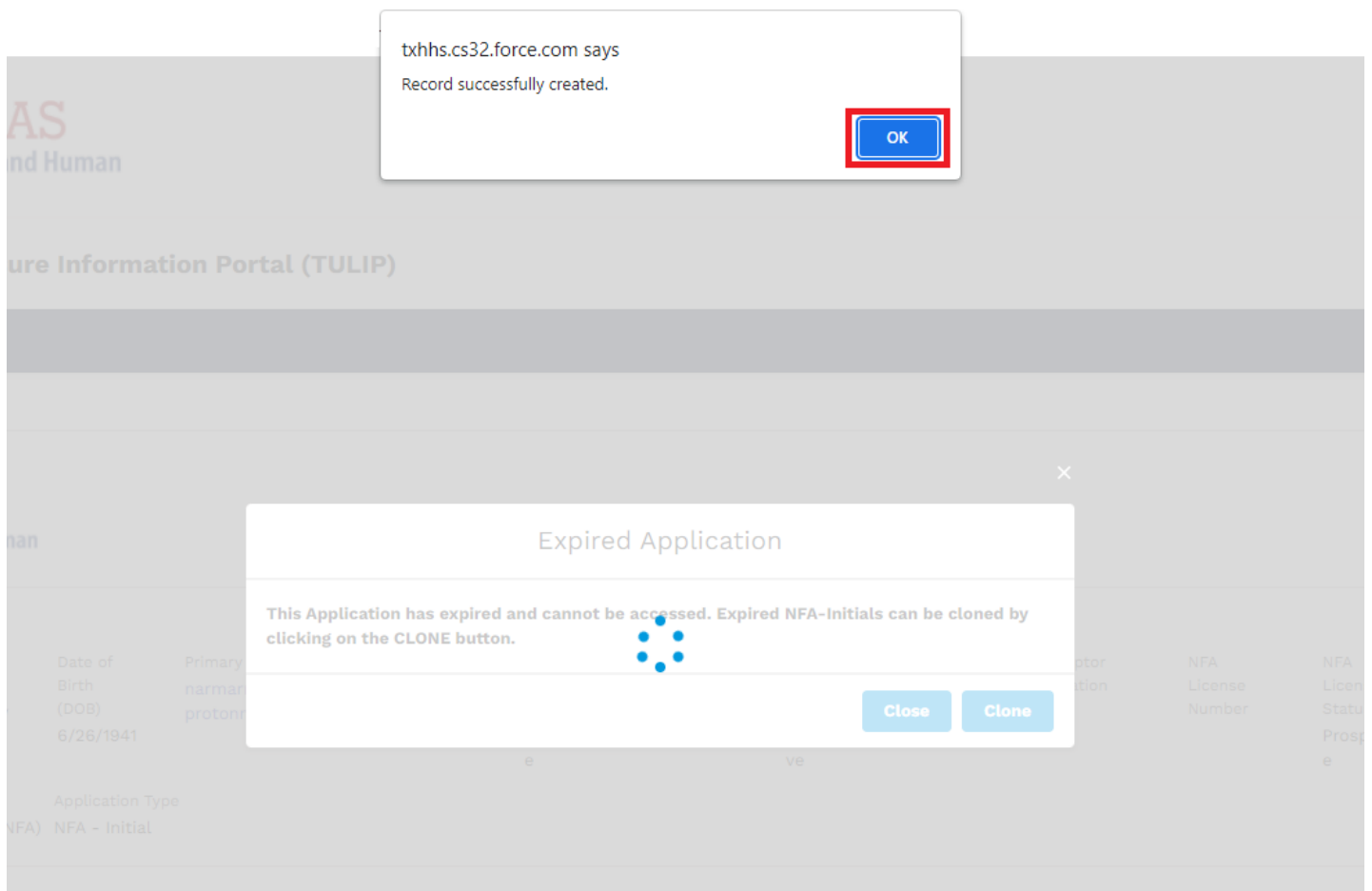
Figure 4.12C: Record Creation Confirmation

System will then re-direct to the cloned application and applicants will be able to navigate through the steps and provide any new information just like in any other application.

Figure 4.12D: Cloned application

4.2.   NFA License by High School Equivalency (HSE) Qualification Application

Please go to section '4. Nursing Facility Administrator Applications' for steps on how to get to the following page:

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'Yes' for question 'Are you HSE Certified?'

6. Select 'NFA License by HSE Qualification Application' for question 'Please select an application?'

7. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 81. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 82. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 83. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 84. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 85. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 86. Military Provision tab

Clicking on 'Next' button will display below page.

Figure 87. Document(s) tab

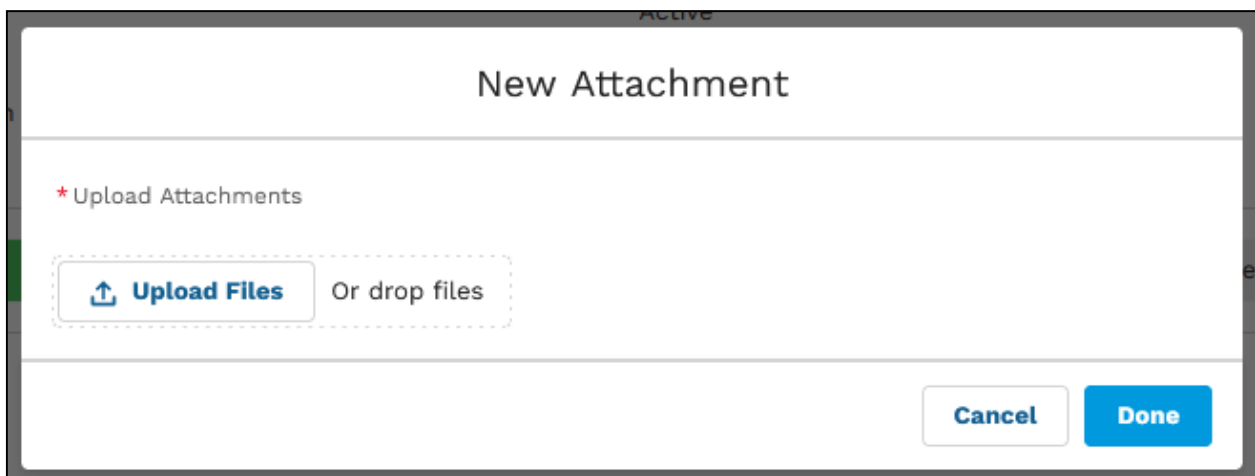This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:
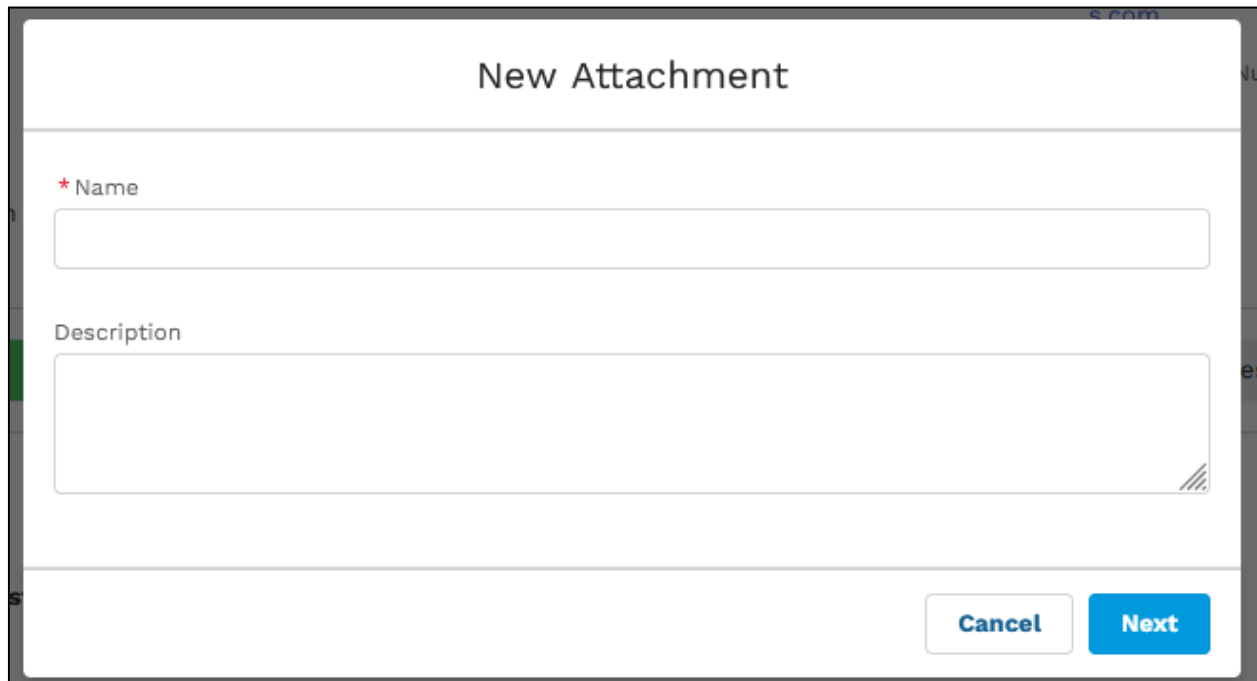
Figure 88. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 89. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure 90. Document(s) tab

Clicking on 'Next' button will display below page.

Figure 91. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you

to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 92. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 93. Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

Note: Second payment may be required for some applications, if your application requires second or additional payment you will get a notification from HHS.

To make second payment login to your account, open the application that requires second/additional payment and click on 'Payment 2' tab to see below tab.

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

Please complete payment in previous step to proceed with this payment. If you meet the criteria, then only you can proceed with this payment.

Previous Next Save Cancel Withdraw Clone

Figure 94. Payment tab

After you complete the payment, click on 'Next' button to proceed to below page.

Please note that your application is not considered fully submitted until fee payment is posted.

For payment type ACH and Credit Card, please remember to click on the continue button after successful payment on texas.gov website, to be redirected back to this page; for the application to be auto-submitted.

If you have Paper check/ money order as your payment option, you must click on submit and send your payment amount to complete the application process.

Previous Submit Cancel Withdraw

Figure 95. Submit tab

Clicking on 'Submit' button will display below confirmation page with application

number.

Note: 'Submit' button will be disabled if payment was not made.
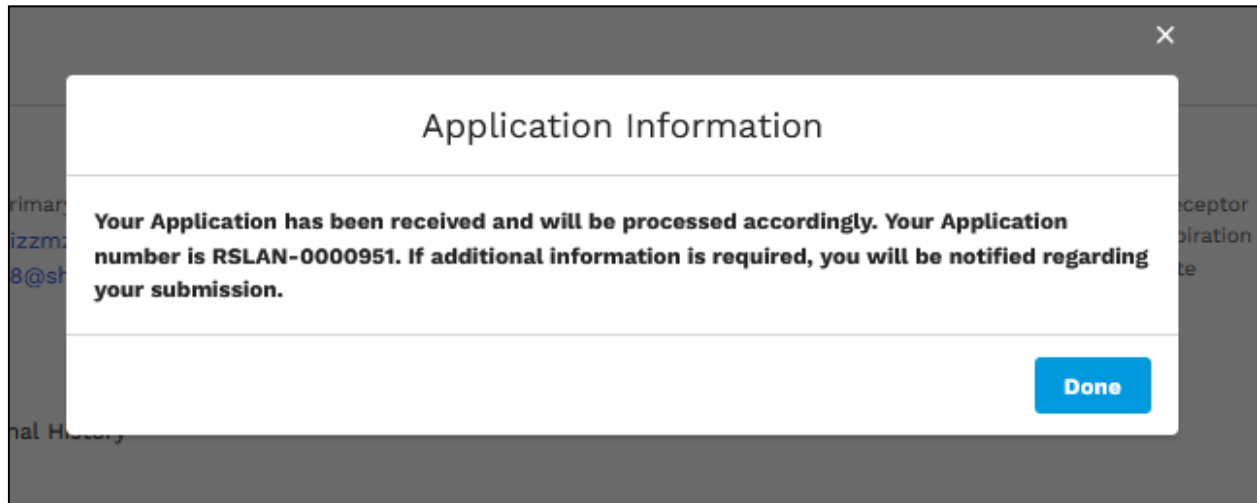
Figure 96. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.3. NFA License for Military Spouse stationed in Texas Application

Please go to section [4. Nursing Facility Administrator Applications](#) for steps on how to get to the following page:

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Yes' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'Nursing Facility Administrator License for Military Spouse stationed in Texas Application' for question 'Please select an application?'

6. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 97. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the button 'Click here' will display below page.

Figure 98. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 99. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it. Clicking on 'Next' button will display below page.

Figure 100. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 101. Other State Verification Tab Page 1

Click on the button 'Add Other State Verification Information' to add your other state certificate information.

Figure 102. Other State Verification Tab Page 2

Clicking on 'Save' button will save the record, clicking on 'Cancel' button will not save the record and will take the user back to other state verification tab.

Clicking on 'Save' button will display below page.

Figure 103. Other State Verification Tab Page 3

Clicking on the 'Edit' button next to the record will allow you to edit the record or Clicking on the 'Delete' button next to the record will allow you to delete the record.

Clicking on the 'Next' button will display below page.

Figure 104. Attestation for Application tab

Clicking on the 'Next' button will display below page.

Figure 105. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 106. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 107. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure 108. Document(s) tab

Clicking on 'Next' button will display below page.

Figure 109. Deficiencies tab

System will automatically display the deficiencies on this page. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' page.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 110. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 111. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Figure 112. Confirmation message

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.4. NFA Request for Entry Through Reciprocity Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to the following page:

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with State of Texas.

NFA Request for entry through reciprocity (These steps are applicable to you, if you are a military spouse)

To create and submit request for entry on the Texas NA registry through reciprocity application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

3. Select 'Yes' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

4. Select 'Nursing Facility Administrator Reciprocity Application' for question 'Please select an application?'

5. Click 'Next' to view the application

Reciprocity Application (These steps are applicable to you, if you are NOT a military spouse)

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

3. Select 'No' for question 'Are you a military spouse with active Out-of-State

License and Do you have a Texas Address?'

4. Select 'No' for question 'Are you HSE Certified?'

5. Select 'Yes' for question 'Do you have an active Out-of-State License and want to pursue reciprocity?'

6. Select 'No' for question 'Do you have 2 years of NFA Employment?'

7. Select 'Reciprocity Application' for question 'Please select an application?'

8. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 113. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 114. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 115. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 116. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 117. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 118. Military Provision tab

Clicking on 'Next' button will display below page.

Figure 119. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 120. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 121. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Figure 122. Document(s) tab

Clicking on 'Next' button will display below page.

Figure 123. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 124. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 125. Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

Note: Second payment may be required for some applications, if your application requires second or additional payment you will get a notification from HHS.

To make second payment login to your account, open the application that requires second/additional payment and click on 'Payment 2' tab to see below tab.

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

Figure 126. Payment tab

After you complete the payment, click on 'Next' button to proceed to below page.

Figure 127. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.5.   Provisional License Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to the following page:

Note: This application is applicable to applicants who are prospects and who do not hold a professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'No' for question 'Are you a military spouse with active Out-of-State License and Do you have a Texas Address?'

5. Select 'No' for question 'Are you HSE Certified?'

6. Select 'Yes' for question 'Do you have an active Out-of-State License and want to pursue reciprocity?'

7. Select 'Yes' for question 'Do you have 2 years of NFA Employment?'

8. Select 'Provisional License Application' for question 'Please select an application?'

9. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 129. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 130. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 131. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 132. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 133. Work History Details tab

Click on the button 'Add work history' to add your work history.

Figure 134. Add Work History page

Clicking on 'Save' button will save the record, clicking on 'Cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'Save' button will display below page.

Figure 135. Work History Details tab

Clicking on the 'employer name' will allow you to edit the record or Clicking on the 'Delete' button next to the record will allow you to delete the record.

Clicking on 'Next' button will display below page.

Figure 136. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 137. Military Provision tab

Clicking on 'Next' button will display below page.

Figure 138. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 139. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 140. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents page or click on 'Cancel' button to cancel and go back to documents page.

Clicking on 'Next' button will display below page.

Figure 141. Deficiencies tab

System will automatically display the deficiencies on this page. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' page.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 142. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 143. Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'Next' button to proceed to below page.

Figure 144. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure 145. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.6.   Reinstatement Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to the following page:

Note: This application is applicable to applicants who are licensed but whose professional license with State of Texas is 'Expired'.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Yes' for question 'Do you have Active Out- of State License?'

5. Select 'Reinstatement Application' for question 'Please select an application?'

6. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 146. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 147. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 148. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 149. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 150. Work History Details tab

Click on the button 'Add work history' to add your work history.

Figure 151. Add Work History page

Clicking on 'Save' button will save the record, clicking on 'Cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'Save' button will display below page.

Figure 152. Work History Details tab

Clicking on the 'employer name' will allow you to edit the record or Clicking on the 'Delete' button next to the record will allow you to delete the record.

Clicking on 'Next' button will display below page.

Figure 153. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 154. Military Provision tab

Clicking on 'Next' button will display below page.

Figure 155. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 156. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 157. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'Next' button will display below page.

Figure 158. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 159. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 160. Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'Next' button to proceed to below page.

Figure 161. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure 162. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.7.   Inactive Status Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to the following page:

Note: This application is applicable to applicants who are licensed and who hold an 'Active' or 'Inactive' professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Inactive Status Application' for question 'Please select an application'

5. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 163. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 164 - Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 165. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 166. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 167. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 168. Military Provision tab

Clicking on 'Next' button will display below page.

Figure 169. Document(s) tab

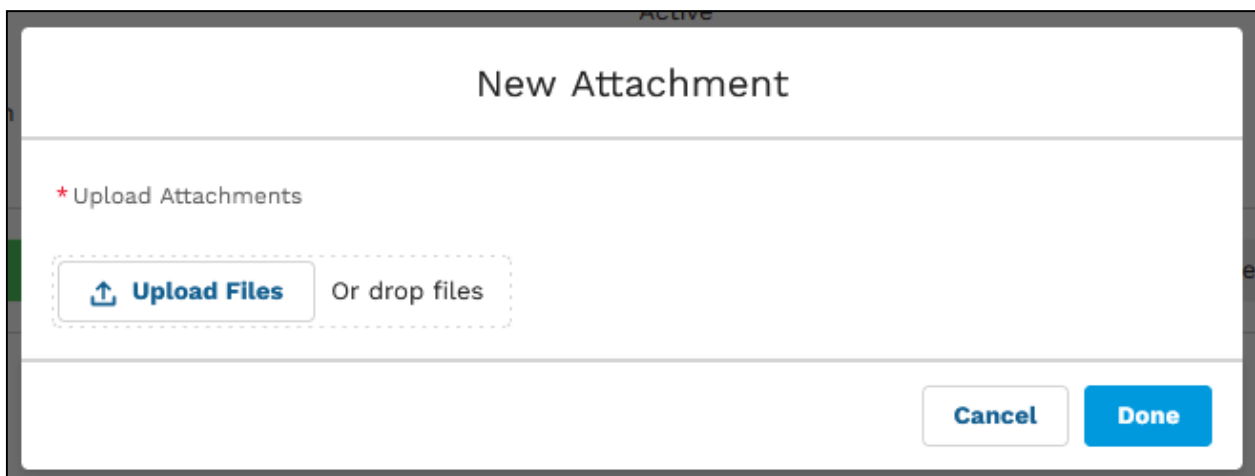This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 170. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 171. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'Next' button will display below page.

Figure 172. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 173.   Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 174. Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'Next' button to proceed to below page.

Figure 175. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure 176. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.8.   Preceptor Application

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to below page.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Preceptor Application' for question 'Please select an application'

5. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

This page displays personal information and a button called 'Click here' to update the information.

Figure 177. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 178. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 179. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 180. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 181. Work History Details tab

Click on the button 'Add work history' to add your work history.

Figure 182. Add Work History page

Clicking on 'Save' button will save the record, clicking on 'Cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'Save' button will display below page.

Figure 183. Work History Details tab

Clicking on the 'employer name' will allow you to edit the record or Clicking on the 'Delete' button next to the record will allow you to delete the record.

Clicking on 'Next' button will display below page.

Figure 184. Continuing Education tab

Click on the button 'Add' to add continuing education information.

Note: Preceptor's are required to complete the NAB preceptor training at https://www.nabweb.org/preceptortraining which consists of 4 modules.

Figure 185. Add Continuing Education page

Clicking on 'Save' button will save the record, clicking on 'Cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'Save' button will display below page.

Figure 186. Continuing Education tab

Clicking on 'Next' button will display below page.

Figure 187. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 188. Military Provision tab

Clicking on 'Next' button will display below page.

Figure 189. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 190. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 191. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'Next' button will display below page.

Figure 192. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 193. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 194.   Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'Next' button to proceed to below page.

Figure 195.   Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.
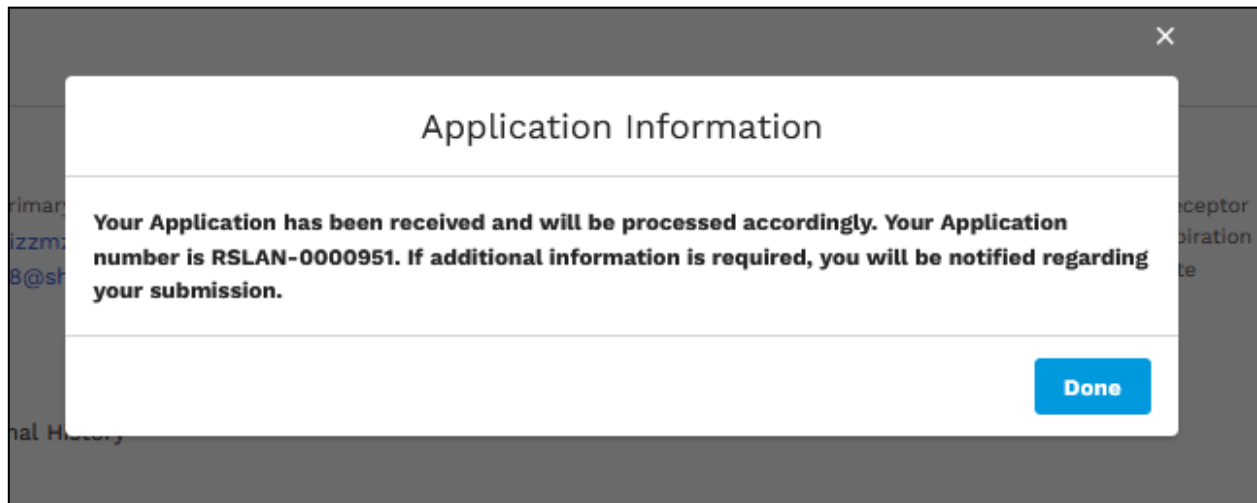
Figure 196. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.9.   Military Renewal Waiver Application

Please go to section [4. Nursing Facility Administrator Applications](#) for steps on how to get to below page.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' or 'Inactive' professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Military Renewal Waiver Application' for question 'Please select an application'

5. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 197. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 198. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 199. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 200. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 201. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 202. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 203. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 204. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'Next' button will display below page.

Figure 205. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 206. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 207. Payment tab

Clicking on 'Next' button will display below page.

Figure 208. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.

Figure 209. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.10. Renewal Application

Please go to section [4. Nursing Facility Administrator Applications](#) for steps on how to get to below page.

Note: This application is applicable to applicants who are licensed and who hold an 'Active' or 'Inactive' professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'No' for question 'Do you want to start a Name Change Application?'

3. Select 'Nursing Facility Administrator (NFA)' for question 'Please select a Licensure type to start an application'

4. Select 'Renewal Application' for question 'Please select an application'

5. Click 'Next' to view the application

*Note: Fields marked with * are required.*

After you click next, system will display below page to review or edit your information.

Figure 210. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the link/button 'Click here' will display below page.

Figure 211. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 212. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 213. Acknowledgement tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 214. Continuing Education tab

Click on the button 'Add' to add continuing education information.

Figure 215. Add Continuing Education page

Clicking on 'Save' button will save the record, clicking on 'Cancel' button will not save the record and will take the user back to work history tab.

Clicking on 'Save' button will display below page.

Figure 216. Continuing Education tab

Clicking on 'Next' button will display below page.

Figure 217. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 218. Military Provision tab

Clicking on 'Next' button will display below page.

Figure 219. Document(s) tab

This page allows applicants to upload files or drag and drop files into pre-provided documents list.

To upload additional attachments, click on button 'Add Additional Attachment' to display the following page:

Figure 220. Add new additional attachment page

Enter attachment name, description and click next to display the following page:

Figure 221. Upload Attachment page

Upload attachment or drag and drop attachment and click on 'Done' button to return to documents tab or click on 'Cancel' button to cancel and go back to documents tab.

Clicking on 'Next' button will display below page.

Figure 222. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency, address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 223. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 224. Payment tab

If you do not qualify for military provision, you can pay for the application using one of the three available payment types

1. ACH

2. Credit Card

3. Paper Check/Money Order

Please refer to section '5.4 Payments' for steps on how to make payment and return to application to submit the application.

After you complete the payment, click on 'Next' button to proceed to below page.
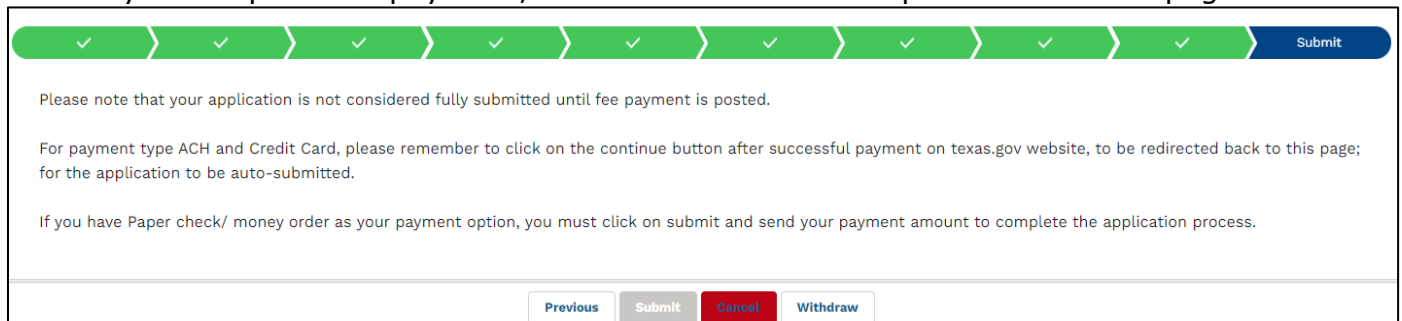
Figure 225. Submit tab

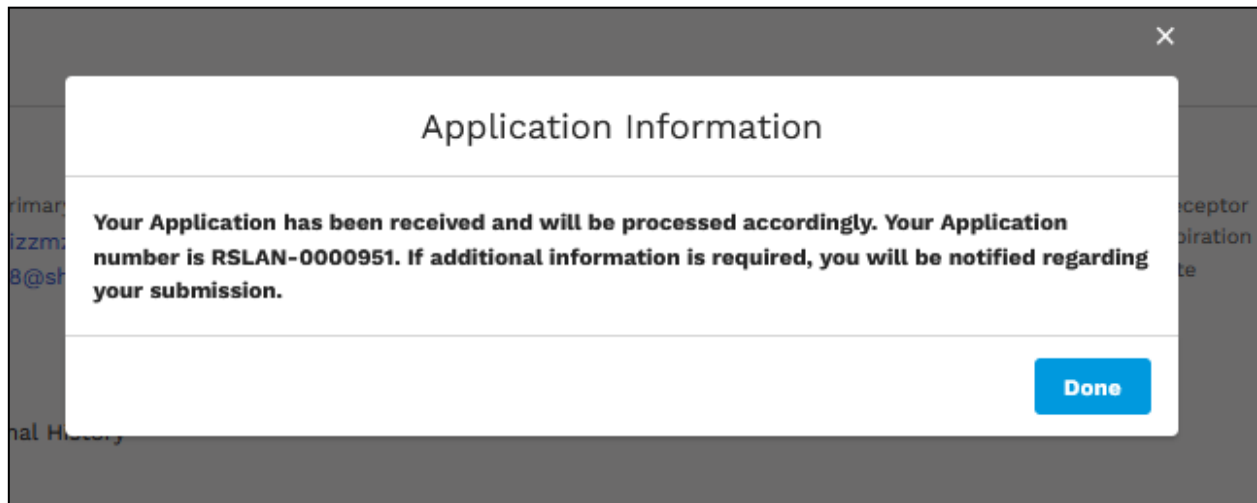Clicking on 'Submit' button will display below confirmation page with application number.

Note: 'Submit' button will be disabled if payment was not made.
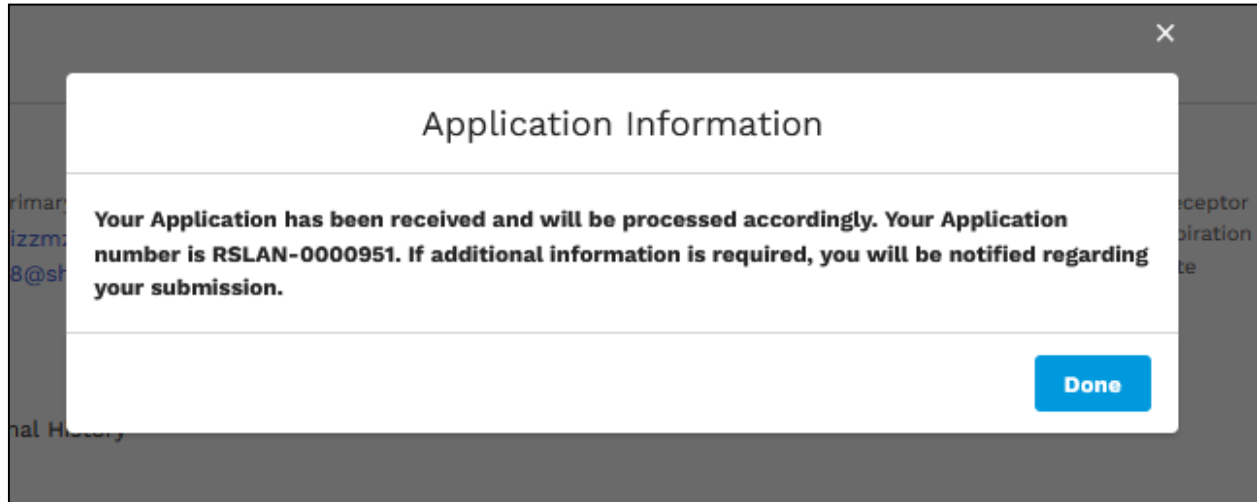
Figure 226. Confirmation tab

Click on 'Done' to exit to home page.

Your application has been successfully submitted!!!

4.11. Name Change Application

Please go to section [4. Nursing Facility Administrator Applications](#) for steps on how to get to the following page:

Note: This application is applicable to applicants who are licensed and who hold an 'Active' professional license with State of Texas.

To create and submit this application, please follow below steps.

1. Select 'No' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'

2. Select 'Yes' for question 'Do you want to start a Name Change Application?'

3. Select 'Name Change Application' for question 'Please select an application?'

4. Click 'Next' to view the application.

After you click next, system will display below page to enter your information.

Figure 227. Personal information tab

Enter your information and click next to display the following page:

Figure 228. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 229. Document(s) tab

To upload attachments, click on button 'Add Additional Attachment' to see below page.

Figure 230. Add new additional attachment page

Enter attachment name and description and click save to display the following page:

Figure 231. Document(s) tab

Click next to display the following page: System will display deficiencies if any of the required fields or information is not entered.

Figure 232. Deficiencies tab

Clicking on 'Next' button will display below page.

Figure 233. Payment tab

Note: This application does not require payment.

Clicking on 'Next' button will display below page.

Figure 234. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 235. Submit tab

Note: Submit button will be disabled if deficiencies have not been cleared for application.

Clicking on 'Submit' button will display below confirmation page with application number.

Figure 236. Confirmation page

Click on 'Done' to exit to home page.
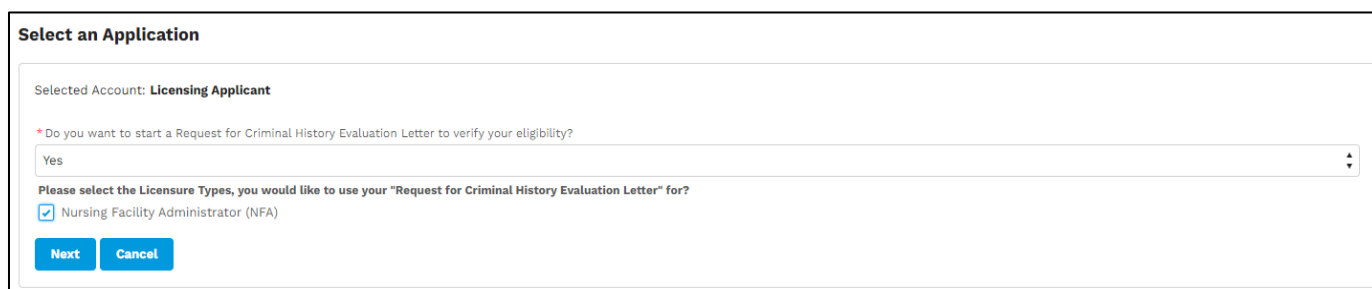
Your application has been successfully submitted!!!

4.12. Request for Criminal History Evaluation Letter

If you believe you have a criminal history record that may make you ineligible to have a license then you should, Request for Criminal History Evaluation Letter.

Please go to section 4. Nursing Facility Administrator Applications for steps on how to get to the following page:

To request for criminal history evaluation letter, please select 'yes' for question 'Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?'. System will display below page.

Select an Application

Selected Account: **Licensing Applicant**

*Do you want to start a Request for Criminal History Evaluation Letter to verify your eligibility?

Yes

Please select the Licensure Types, you would like to use your "Request for Criminal History Evaluation Letter" for?

☑ Nursing Facility Administrator (NFA)

[Next] [Cancel]

Figure 237. Select an Application page

Select your licensure type and click 'Next' button to display the following:

*Note: Fields marked with * are required.*

Figure 238. Personal information tab

Please review the information and acknowledge by clicking the check box or click on the button 'Click here' to update the information such as Gender, Phone Numbers, Mailing address and preferred method of communication.

Clicking on the 'Click here' button will display below page.

Figure 239. Update Personal information page

Click on button 'save profile' to save the updates and go back to 'personal information' tab or click on 'Cancel' button to exit to 'personal information' tab without saving the information.

Figure 240. Personal information tab

Click on 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 241. Questionnaire tab

Click on 'Previous' button to go to previous tab, 'Next' button to proceed to next tab, 'Save' button to save the information entered on this tab, 'Cancel' button to exit the application and go to home page or 'withdraw' button to withdraw the application and not submit it.

Clicking on 'Next' button will display below page.

Figure 242. Acknowledgment tab

Clicking on 'Next' button will display below page.

Figure 243. Attestation for Application tab

Clicking on 'Next' button will display below page.

Figure 244. Deficiencies tab

System will automatically display the deficiencies on this tab. Please review the deficiencies and click on 'Go to Step' button and system will automatically take you to the deficiency. Address the deficiencies and come back to the 'Deficiencies' tab.

If you do not have any deficiencies to address, please click on 'Next' button to proceed to below page.

Figure 245. Summary tab

Click on 'Print' button to print the application.

Clicking on 'Next' button will display below page.

Figure 246. Submit tab

Clicking on 'Submit' button will display below confirmation page with application number.

Figure 247. Confirmation page

Click on 'Done' to exit to home page.

Your application has been successfully submitted!

5. Other Information

5.1.   Withdrawing an application

This section is applicable to applicants who want to withdraw their incomplete applications or applications which have not been submitted.

To withdraw an application, please follow below steps.

Go to NA/MA/NFA tab and select your role as 'Applicant' and select the applicant name to display the following page:

Figure 248. Applicant home page

Click on the Applications' tab to display the following page:

Figure 249. Applications page

Applications tab will display a button called 'New Credentialing Application' to create new applications and also display previously submitted applications by you.

Select an application from the list or click on 'load more' to see more applications.

Click on application number (example RSLAN-0000000) to open an application which is in 'Incomplete' status. Application will be displayed as shown below.

Figure 250. Application page

Clicking on the 'Withdraw' button will display below page.

Figure 251. Withdraw confirmation page

Click on 'Ok' button to continue or click on 'Cancel' button to cancel and go back to application page.

Clicking on the 'Ok' button will display below confirmation message and withdraw the application.

Figure 252. Withdraw confirmation message page

Click on 'NA/MA/NFA' tab to go back to applicant home page.

Figure 253. Applications page

5.2.   Addressing a deficiency cited by HHS staff

This section is applicable to applicants whose application was cited a deficiency by HHS staff.

To address a deficiency on application, please follow below steps.

Go to NA/MA/NFA tab and select your role as 'Applicant' and select the applicant name to display the following page: (see Figure 254).

Figure 254. Applicant home page

Click the Applications' tab to display the following page (see Figure 255).

Figure 255. Applications page.

The applications tab will display all applications previously submitted by applicants.

Select the application for which deficiency was cited or application which is in 'Response Required' status.

Figure 256. Applications page.

Click on the application number to open the application (see Figure 257).

Figure 257. Personal Information tab.

Go to 'Deficiencies tab' to view deficiencies cited by HHS staff (see Figure 258).

Figure 258. Deficiencies tab.

This page displays deficiencies related to the application.

Click the 'Go to Step' button to move to the Deficiency tab.

Figure 259. Deficiency cited tab.

Correct the deficiency then return to the Deficiency tab. Click the 'Mark as Addressed button then repeat the above steps if there are any additional deficiencies cited (see Figure 260).

The system will change the value of 'Addressed by Provider' to 'Yes'.

Figure 260. Deficiencies tab.

After all deficiencies have been addressed, the system will automatically resubmit the application.

Click on 'NA/MA/NFA' tab to return to the Licensing Applicant page.

5.3. Incomplete application validation

The system will display an error message to licensing applicants either when attempting to create one or more applications for same license type (NA, MA, NFA) or who already has a pending or an unapproved application for same license type.

Figure 261. Incomplete application validation error.

This validation was added to prevent applicants from submitting multiple applications for same license type. You can create additional applications for the same license type if there are no pending or unapproved applications associated with your profile.

5.4. Locked applications

An application is considered as locked if it is in one of the following statuses:

- Approved
- Denied
- Withdrawn
- In-review

When an application is in any of the above-mentioned statuses, applicants will only have limited access or no access to the application.

System will display a pop-up message as shown below:
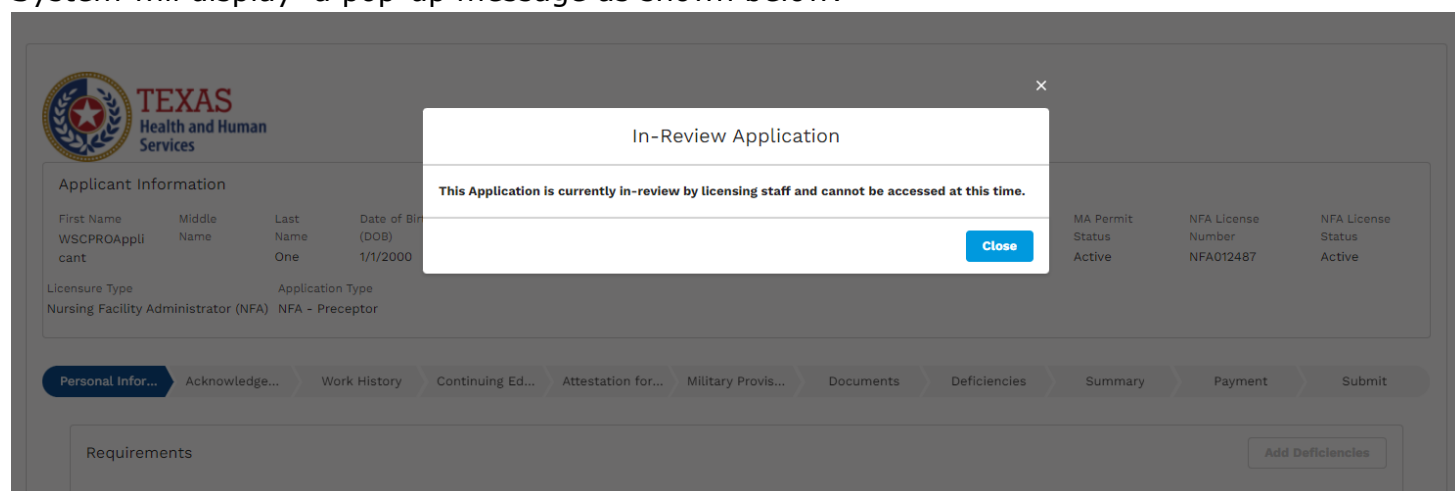
Figure 5.4A: In-Review Application
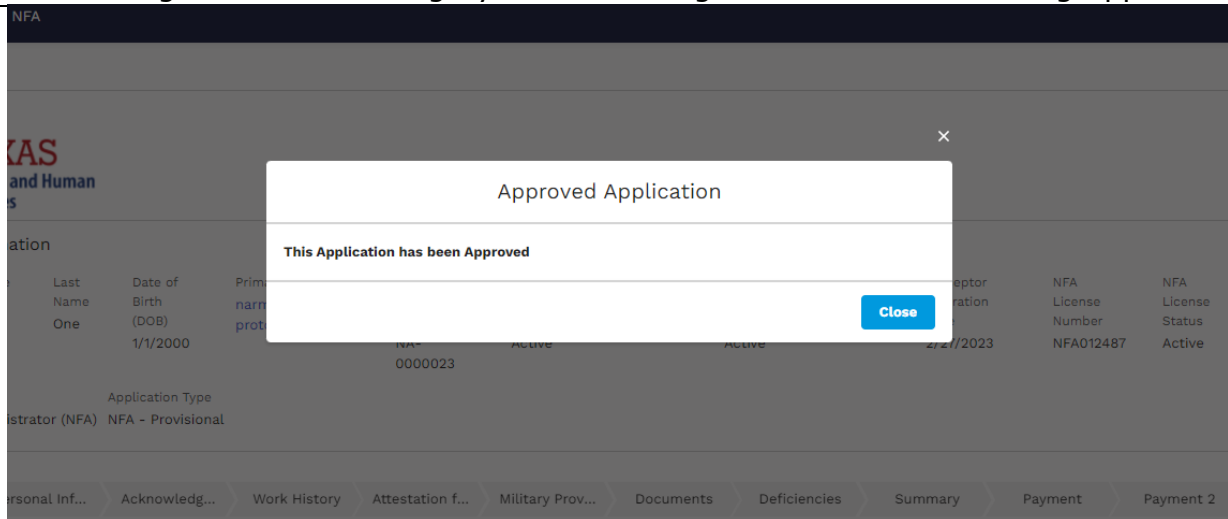
Figure 5.4B: Approved Application
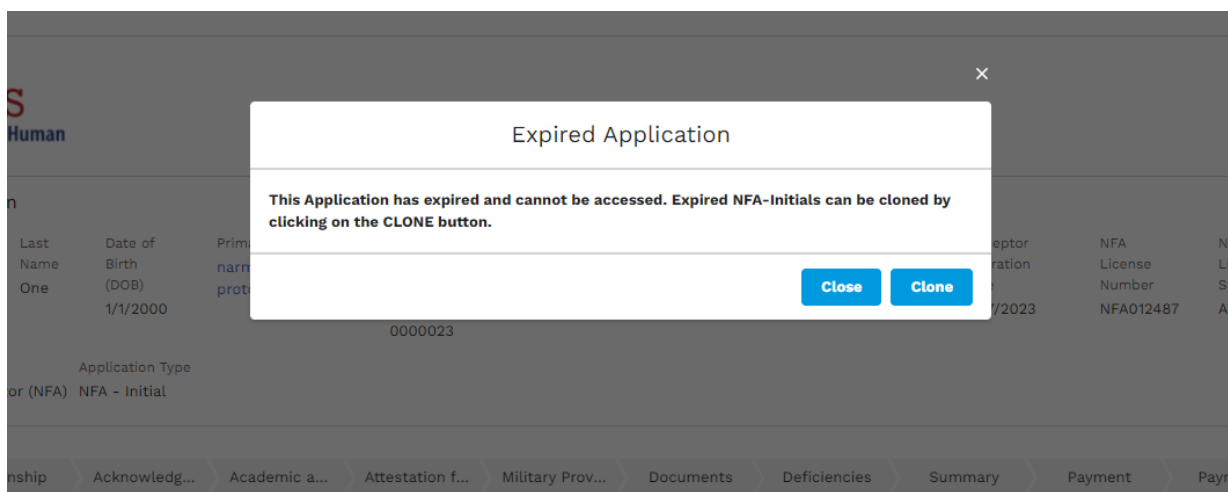
Figure 5.4C: Expired Application
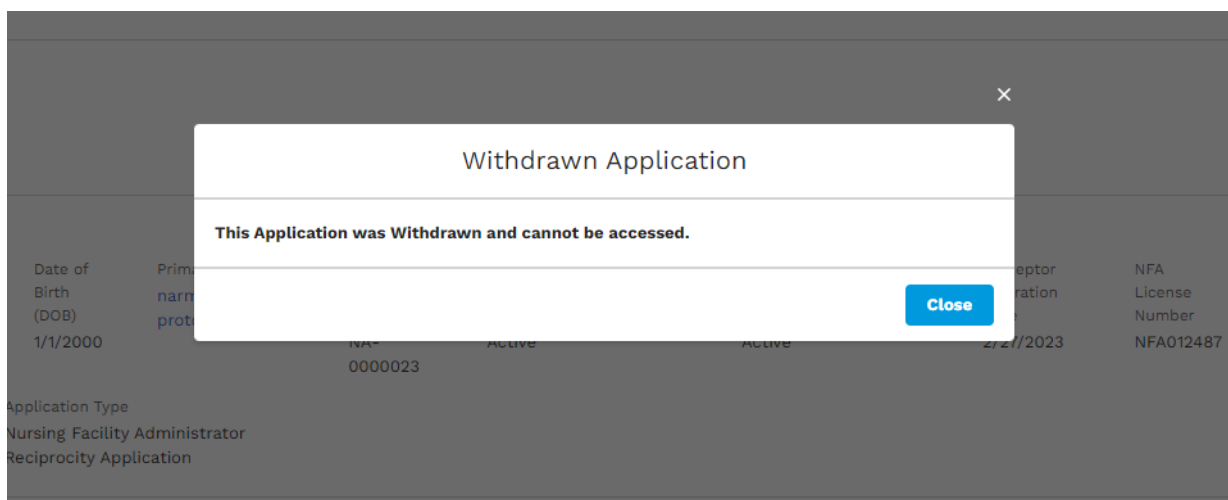
Figure 5.4D: Withdrawn Application

5.5.   Payments

This section is applicable to applicants whose application requires a payment.

Please see below steps on how to make a payment and how to make a second payment (for applications which require second payment).

5.5.1.   Make a payment

When you are filling out an application, you will come across 'payment' tab where system provides you an option to choose payment type.

Available payment types are

- ACH – Account transfer

- Credit Card

- Paper Check/Money Order

Figure 262. Payment tab.

To make a payment using ACH – Account transfer, please see below steps

- Select payment type as 'ACH'

- Click on button 'Pay Now at Texas.gov'

Figure 263. Payment tab.

- System will take automatically direct you to Texas.gov payment website

Figure 264. Texas.gov Payment.

- Click next to see below page

Figure 265. Texas.gov Electronic Check page 2.

- Enter all details and click on next to see below page

Figure 266. Texas.gov Electronic Check page 3.

- Enter bank account details and click next to see below page

Figure 267. Texas.gov Electronic Check page 4.

- Click the 'Submit Payment' button. The system will display below confirmation page if payment was successful (see Figure 268).

Figure 268. Texas.gov Payments Receipt Confirmation.

- Click the 'Continue' button to go back to the application and submit the application (see Figure 268).

*Note: It is **REQUIRED** to click on 'Continue' button to successfully go back to the application to submit the application.*

To make a payment using Credit Card, please see below steps

- Select payment type as 'Credit Card'

- Click the 'Pay Now at Texas.gov' button (see Figure 269).

Figure 269. Payment tab.

- System will take automatically direct you to Texas.gov payment website (see Figure 270).

Figure 270. Texas.gov Payments page 1.

- Enter all details and click on next to see below page (see Figure 271).

Figure 271. Texas.gov payments page 2.

- Enter credit card details then click the 'Next' button to see below page (see Figure 272).

Figure 272. Texas.gov payments page 3.

- Click the 'Submit Payment' button. The system will display the below confirmation page if the payment was successful (see Figure 273).

Figure 273. Texas.gov payment receipt confirmation.

- Click the 'Continue' button to go back to the application and submit the application.

*Note: It is **REQUIRED** to click on 'Continue' button to successfully go back to the application to submit the application.*

To make a payment using Paper Check/Money Order, please see below steps

- Select Payment Type as 'Paper Check/Money Order'

- Click the button 'Generate Payment Coupon'

Figure 274. Payment tab.

- The system will automatically direct you to a new page where a payment coupon will be displayed

- To print the coupon, submit the coupon along with paper check to address displayed on the coupon

- Return to the application, go to the 'Submit' tab then click the 'Submit' button.

5.5.2. Making a second payment

Some applications require a second payment. You will be notified by HHS if your application requires a second payment.

Please see below steps on how to make a second payment.

Go to NA/MA/NFA tab and select your role as 'Applicant' then select the applicant name to display the following page (see Figure 275).

Figure 275. Applicant home page.

Click the Applications' tab to display the following page (see Figure 276).

Figure 276. Applications page.

Applications tab will display all applications previously submitted by applicants.

Select the application for which second payment is required or application which is in 'Payment Pending License Fee' status.

Go to 'Payment 2' tab to display the following page (see Figure 277).

Figure 277. Payment 2 tab.
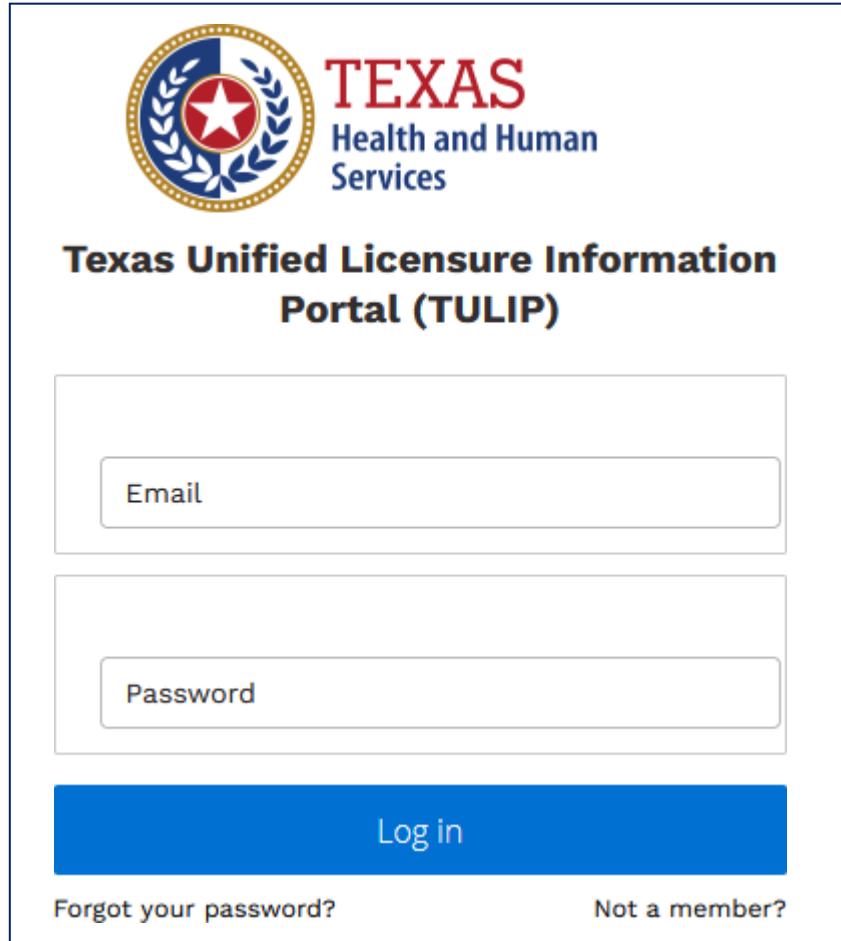
Please see steps mentioned above in this section '5.4 payments' to see how to continue with making payment and submitting the application.

5.6.   Changing email

Note: This section is applicable to applicants who already registered and want to change/update their email address.

Please see below steps on how to change email

Go to link https://txhhs.force.com/TULIP/s/login/ and you will be presented with below page (see Figure 278).
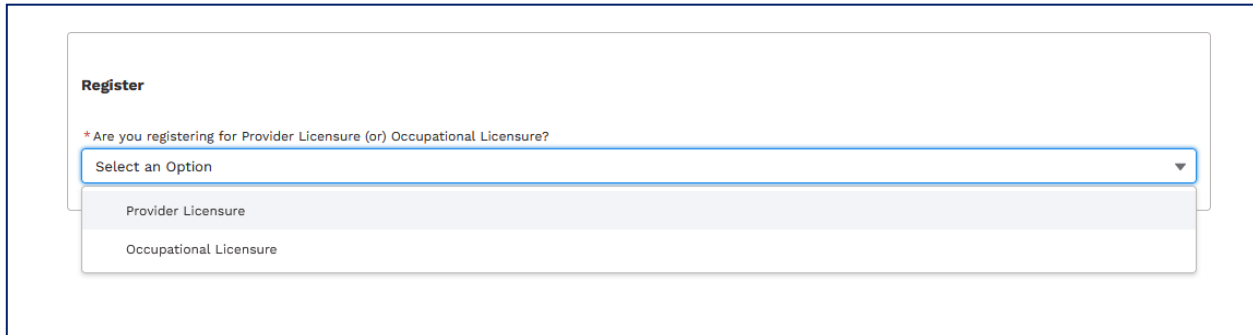
Figure 278. TULIP login page.

Click on link 'Not a member' and you will be provided with two options as shown in below page

- **Provider Licensure** – This is for LTC providers who want to submit applications for facility/agency license.

- **Occupational Licensure** – This is for NFA licensing applicants.

Figure 279. TULIP registration initial page.

*Note: Fields marked with * are required.*

Select 'Occupational Licensure' to display the following page (see Figure 280).

Figure 280. Occupational Licensure page.

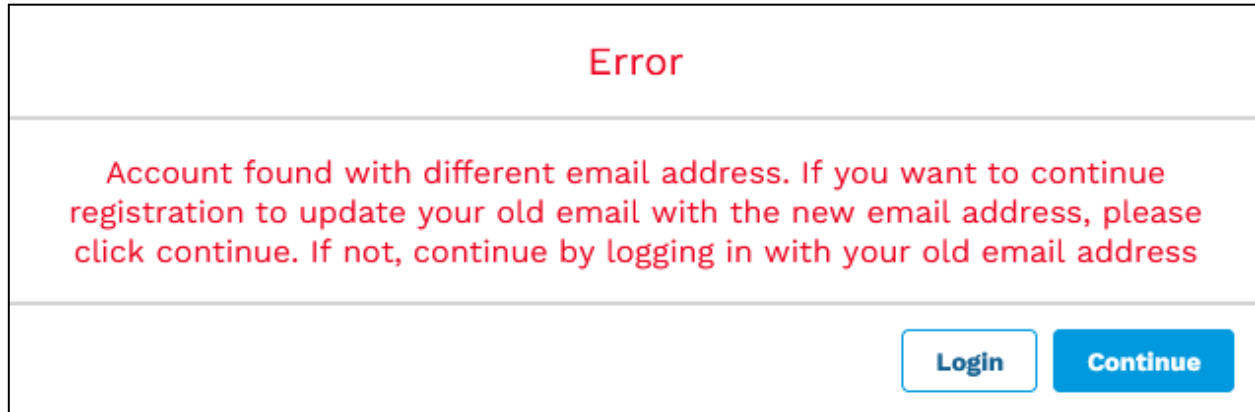Please enter your Social Security Number (SSN) and email ID (email address) to see below message.

Figure 281. Account found error page.

Click the 'Continue' button to display the following page (see Figure 282).

Figure 282. Occupational Licensure page.

Enter your old email ID (email address) to validate the change then click the 'Submit' button to see below confirmation message (see Figure 283).

Figure 283. Confirmation message.

Check your new email for a message from TULP to complete email change. Thereafter you should be able to log into TULIP with the new email address.