

4751-1-08.1 **Training agency approval.**

~~A training agency for continuing education may either apply for provider status or submit each proposed continuing education course or study or program of instruction to the board for approval.~~

(A) A training agency for continuing education shall apply for either preferred, certified, or limited provider status as defined by the board.

~~(A)~~(B) Provider status shall initially be granted for a one-year probationary period. Approval thereafter shall be granted for a two-year period.

(1) An applicant for provider status shall, at least three months prior to the date of the first scheduled program offering, submit a completed application ~~prescribed by the board~~ on BELTSS form E-1 (Rev., 2013). To be approved as a provider, the applicant shall establish all of the following:

- (a) The proposed programs and program goals for the approval period meet or exceed the requirements of these rules;
- (b) The educational facilities and instructional aids are adequate and appropriate;
- (c) The program presenters have the professionally recognized skills to conduct the programs being offered;
- (d) The programs are in the subject areas of the core of knowledge in nursing home administration as outlined in rule 4751-1-06 of the Administrative Code;
- (e) There are adequate procedures to maintain records for each program presented, including, but not limited to, the program content, presenter qualifications, continuing education units earned, and attendee names.

(2) A provider shall comply with all of the following:

- (a) Operate in compliance with the requirements of paragraph (A)(1) of this rule;
- (b) Seek the evaluation of each program attendee;
- (c) Ensure that one quarter of one clock hour of continuing education is earned by ~~sixty~~ fifteen minutes of classroom instruction; minimum

number of credits for a class is one clock hour;

- (d) Provide each program attendee who completes the program with a certificate of completion that includes the following information;
 - (i) Name of the provider and provider number;
 - (ii) Name and date of the program;
 - (iii) Name of the attendee;
 - (iv) Core of knowledge subject area into which the program falls;
 - (v) Number of clock hours earned;
 - (vi) Nursing home administrator license number of the attendee, if applicable;
 - (e) Prominently display its provider number and the license renewal requirement to which the program will apply on all promotional literature;
 - (f) At the board's request, furnish records of program content, presenter qualifications, evaluations, continuing education units earned, and attendee names for each program presented during the approval period.
 - (g) Assume responsibility for the quality of any program presented under its provider number;
 - (h) Ensure that all continuing education programs are open and offered to the public;:
 - (i) Cooperate with the board on requests to randomly audit compliance with this rule including providing any additional information needed for the board's review.
- (3) An applicant for renewal of provider status shall submit to the board no later than three months prior to the expiration of its approval, a completed application demonstrating continued compliance with the requirements of ~~these~~ the rules in this chapter. An applicant seeking its first two-year approval shall also submit a synopsis of all programs conducted during the

probationary period.

- (4) The board, in compliance with Chapter 119. of the Revised Code, may refuse to issue or renew or may suspend or revoke the provider status of a training agency that fails to comply with the requirements of rules in this chapter.

~~(B) Courses of study or programs of instruction offered for continuing education purposes by an entity other than an accredited or approved educational institution or approved provider shall be submitted to the board on a completed application prescribed by the board at least ninety days prior to the anticipated date of registration for the course or program; the board may consider applications received after the deadline upon a showing that a recent change in state or federal regulatory requirements affecting the nursing home industry necessitates prompt approval of the course or program so that nursing home administrators may receive timely information concerning compliance with the requirements.~~

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CERTIFIED ELECTRONICALLY

Certification

04/15/2014

Date

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