

4751-1-13

Continuing education.**(A) There are three levels of continuing education training agencies:**

- (1) Preferred: A continuing education training agency that has been certified for at least one year and offers at least fifty courses per year.
- (2) Certified: A continuing education training agency that is an accredited college or university; a statewide or national government agency relating to nursing home administration; or, a statewide, national association, or professional society relating to nursing home administration.
- (3) Limited: A continuing education training agency that is not affiliated with colleges, universities, government agencies, or associations, but offers continuing education programs for no more than six credit hours per course and notifies participants that it has a limited provider status.

(B) As required in paragraph (C) of rule 4751-1-10 of the Administrative Code, nursing home administrators shall complete a minimum of twenty clock hours of approved continuing education each year in the fifteen-month period preceding renewal of the registration of the nursing home administrator license.

- (1) An unlimited number of hours of continuing education may be completed from courses offered by preferred or certified continuing education training agencies.
- (2) A maximum of six hours of continuing education may be completed from courses offered by limited continuing education training agencies.
- (3) The board, in its sole discretion, shall determine the number of hours of self-study instruction which shall qualify to fulfill an administrator's annual requirement for continuing education. As used in this paragraph, "self-study instruction" means any course of instruction provided through online, self-study, live or recorded webinars, or other learning that is not provided in a classroom setting.
- (4) A college course may be used to meet the continuing education requirement if the course was completed at an accredited college or university, applies to a degree field, and applies to the practice of nursing home administration, as defined in rule 4751-1-02 of the Administrative Code; and if a grade of "C" or better was earned for the course.
- (5) Teaching any course for approved continuing education, the core of knowledge, or a college course may also be used to meet the continuing education requirement. A college course must be taught at an accredited college or university and must apply to the practice of nursing home administration, as defined in rule 4751-1-02 of the Administrative Code.

- (C) Continuing education credit prior to the last quarter of the previous registration anniversary year may not be accumulated from year to year.
- (D) Continuing education courses that fulfill the requirements for annual renewal of the certificate of registration must be submitted to the board by the continuing education training agency conducting the educational activity, in accordance with rule 4751-1-08 of the Administrative Code. Board approval is granted to the continuing education training agency conducting the educational activity, not to the individual nursing home administrator.
- (E) Certificates of attendance at continuing education courses, or other substantiating documentation, must be submitted by the nursing home administrator at the same time as and be attached to the form for application for annual renewal of registration. An exact copy of the certificate or other documentation is acceptable. No documents will be returned.
- (F) The board shall not offer continuing education credits toward the completion of a course or program that is not NAB-approved or board-approved.
- (G) The board, in its own discretion, may waive or extend the continuing education requirement upon application for good cause. The board's determination to waive the continuing education requirement is final.

Replaces: 4751-1-13

Effective:

Five Year Review (FYR) Dates:

Certification

Date

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