

173-14-13

Continuing education requirements, approval of clock hours, certifying fulfillment.

(A)

(1) Representatives of the office shall complete the following annual continuing education requirements:

- (a) Ombudsman associate level 1, if the representative was certified as an ombudsman associate level 1 on or before January 1, 2012: five clock hours;
- (b) Ombudsman associate ~~level 2~~: six clock hours;
- (c) Ombudsman specialists: twelve clock hours, of which a minimum of six clock hours shall be earned through attendance at state ombudsman-sponsored meetings; and,
- (d) Ombudsman program directors: eighteen clock hours, of which a minimum of nine clock hours shall be earned through attendance at state ombudsman-sponsored meetings; at least one session must include the training outlined in paragraph (E) of rule 173-14-03 of the Administrative Code. Topics of sessions may include, but are not limited to, supervision of staff, quality assurance practices, strategic planning, and interviewing and hiring of potential staff.

The required clock hours of continuing education shall be prorated for any representative of the office who has been certified for less than twelve months.

(2) Credit toward a representative's continuing education requirements shall be earned through attending and/or presenting at a session approved by the SLTCO. No representative shall fulfill more than one-third of the continuing education requirements through presentations.

(B) The SLTCO shall approve only those continuing education sessions that meet the following criteria:

- (1) The individual(s) presenting the session has a recognized expertise in the content area;
- (2) The session transmits knowledge relevant to the duties of a long-term care ombudsman; and,

- (3) The session has not been held for the purpose of individual or group supervision.

(C)

- (1) The SLTCO shall review automatically any sessions for continuing education credit that are sponsored directly by the department of aging and shall notify each regional program of the credits that may be earned through attendance at the session in advance of the date on which the session is scheduled.
- (2) Representatives shall submit all requests for credit toward their continuing education requirements to the SLTCO.

All requests for continuing education credit shall contain the following:

- (a) The name of the session and the name of the agency(ies) or organization(s) that organized or sponsored the session;
- (b) A brief summary of the session's content;
- (c) The name of the presenters at the session and a statement addressing their expertise in the content of the session;
- (d) The length of the session, including the length of any time the representative spent presenting; and,
- (e) An explanation of how the session relates to the duties of the representative.

Requests for continuing education credits may be submitted prior to or as soon as practicable after the actual attendance at the session. The SLTCO shall approve continuing education credits in terms of face-to-face contact clock hours or one-tenth parts of a clock hour earned. The SLTCO shall approve or disapprove of all requests, in writing, as soon as practicable.

No representative shall be precluded from meeting continuing education requirements with credits that were also counted toward the continuing education requirements of other professional organizations or boards.

(D)

- (1) The SLTCO and each regional program shall establish procedures to track the continuing education hours being accumulated by representatives of the office. The regional programs shall track the hours accumulated by their volunteer staff and the SLTCO shall track the hours accumulated by the paid staff of the office and the volunteer staff of the state program.
 - (2) A review shall be completed to ensure that the continuing education requirements for each representative have been fulfilled. The reviewing agency shall document the sessions attended and the clock hours of credit earned by each representative reviewed. This documentation shall be maintained by the reviewing agency for a period of two years, so long as the representative remains affiliated.
- (E) If continuing education requirements cannot be fulfilled within the given timeframe, a representative may demonstrate extenuating circumstances or give an explanation to the ombudsman program director, for volunteer staff of that program, or to the SLTCO, for paid staff of the office and volunteers of the state program. In the case of a regional program volunteer, if the explanation or extenuating circumstances are not acceptable to the ombudsman program director, the program director shall notify the SLTCO. In the case of a paid representative, if the explanation or extenuating circumstances are not acceptable to the SLTCO, the SLTCO shall notify the representative and program director or sponsoring agency director, as appropriate. The notice and hearing process shall adhere to the requirements set forth in rule 173-14-26 of the Administrative Code.
- (F) A representative of the office who does not meet the continuing education hours requirement and who does not successfully demonstrate extenuating circumstances for not doing so shall be decertified in accordance with rule 173-14-12 of the Administrative Code.

Effective:

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Certification

Date

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