STATE OF NEVADA
BOARD OF EXAMINERS
FOR
LONG TERM CARE ADMINISTRATORS

<u>CONTINUING EDUCATION PROGRAM</u>
<u>APPROVAL PROCESS</u>

The Board will approve programs for Continuing Education Units (<u>CEU's</u>) to organizations, groups and/ or persons sponsoring educational programs which meet certain criteria as determined by the Board. Application forms to request program approval are available from the Board office. Continuing Education Unit topics for programs may include:

- **Administration leadership**
- **Clinical management**
- **Human resource management**
- **Financial management of nursing facilities**
- **Environmental services**
- **Psychosocial care**
- **Recreational/Leisure Activity**
- **Ethics**

<u>Criteria and Fees for Organizations Applying for CEU Program Review</u>

Listed below are requirements for all programs regardless of venue or method of delivery. Failure to comply may result in denial of programs presented to the Board.

<u>General Provisions:</u>

- **Registration fee must be clearly published on promotional material**
- **Registration materials must indicate which group (NFA or RFA or both) for which the program is designed**
- **Programs may include other professional disciplines as long as Long Term Care domains are included in the instruction in which a Nursing Facility Administrator (NFA) or Residential Facility Administrator (RFA) is participating for credit**
- **Organization must provide a list of participants who received a Certificate of Completion to the Board within 20 days of event**

<u>Learning Objectives must:</u>

- **Be clearly stated**
- **Be stated in behavioral terms defining expected outcomes for participant learning**
- **Identify mechanism by which learning is shared with participants**
- **Use appropriate teaching methods of subject matter**
- **Describe instructional materials/aids/resources to be used in delivery**
- **Be designed to relate to long-term care administration by promoting continued knowledge and skills consistent with current standards and assisting administrators in the improvement of professional competencies**

Evaluation Tool:

- **Must be provided to, completed by and returned by the participant prior to the participant receiving a Certificate of Completion**
- **Organization must define how data collected will be used for future training**
- **Data must be maintained by the organization for one year**
- **Summary of Data must be provided to Board following presentation**

Certificate of Attendance must:

- **Be provided to each participant**
- **List the number of hours actually attended**
- **Indicate the Board Approval Number**
- **Indicate the type of participant's license**

Participant Hours:

- **Organization must accurately record attendance reflecting the number of participant hours for each participant**
- **Must be based upon 60 minutes per hour**
- **Participant Hours for which credit is approved include those hours spent by the participant in actual learning specific to domains of practice**
- **Hours for which credit IS NOT approved include:**
  - **Rest or Lunch Breaks which must be included in the agenda and excluded from time submitted for credit**
  - **Agenda Topics unrelated to domains of practice subject matter**
  - **Agenda Topics specific to the providing organization's strategic goals and/or internal operations (e.g., financial goals, new computer system, etc)**
  - **Guest speaker topics that may be construed as promoting specific products or other sales/marketing agenda**

Presenter must:

- **Demonstrate knowledge and expertise in long term care domains of practice**
- **Have suitable academic qualifications or experience in teaching and instructional methods presented**
- **Have experience suitable to the subject matter presented**

Program Monitoring:

- **Board reserves the right to monitor any or all approved programs at no charge to the Board**
- **Organization must provide the Board with any information the Board would need to access the program(s) (e.g., password, participation at live seminar, sample video, etc.)**
- **Programs failing to meet Board criteria based upon Board Evaluation tool shall be reported to the Board for appropriate action to include denial of further program reviews/approvals for the organization.**

<u>**Requirements for Seminar Attendance:**</u>

- **Methods of Delivery for Seminars include events where individual participants are assembled together to learn from selected speakers via:**
  - **Live Seminar**
  - **Teleconferences**
  - **Video Conferences**
  - **Web Cast Conferences or Pod Castings**
- **Must provide a Rest Break for participants at least every 2 hours for sessions exceeding 4 hours in one day**
- **Must provide a Lunch Hour for participants for any seminars exceeding 4 hours in one day**
- **Must include an attendance sheet signed by each participant that ensures such attendance of all hours stated on the certificate of attendance.**

<u>**Requirements for Self-Study Programs:**</u>

- **Methods of Delivery for Self-Study include events where individual participants are assigned learning through written material accessed via book, internet, CD/DVD/Video or Audio Tape**
- **If the text medium is utilized (Book/typed paper, etc.) a minimum of 15 double-spaced or 10 single-spaced pages is required for each CEU requested;**
- **Bibliography must include one reference for each typed page for written projects not in published book format;**
- **Must include written, video or audio materials for Board review;**
- **Must describe the method/rationale for determining the number of study hours required to complete the program;**
- **Must include a post-test of not less than 5 multiple-choice or true/false questions per each CEU requested. Participants must pass the post test with a minimum score of 70% correct in order to receive the completion certificate.**

APPLICATION FEES

Organizations submitting CEU programs to the Board shall pay a non-refundable fee within, at minimum, 30 days prior to the event. Application fees are as described below:

$135 for CEU requests of 1-7 Hours
$15 for each CEU request beyond 7 hours

Programs submitted 15 to 29 days prior to the event shall pay an expedited fee of $50.00. Programs submitted 10 to 14 days prior to the event shall pay a fee of $150.00. Programs submitted less than 10 days prior to an event will not be approved.

CERTIFIED SPONSORS

To qualify as a Certified Sponsor, the organization would need to have submitted at least 5 programs or 15 hours during a calendar year for a minimum period of 2 consecutive years.

Certified Sponsors will be entitled to submit the course information to BELTCA without waiting for approvals. Certified Sponsors will pay an annual fee of $300.00 which entitles the organization to 8 programs or 20 hours during that year. Programs or hours in excess of the previously stated amounts will be charged at a rate of $15.00 per each CEU hour.

CERTIFIED CORPORATE SPONSORS

To qualify as a Certified Corporate Sponsor, the organization would need to have submitted at least 5 programs or 15 hours during a calendar year for a minimum period of 2 consecutive years.

Certified Corporate Sponsors will be entitled to submit the course information to BELTCA without waiting for approvals. Certified Corporate Sponsors will pay an annual fee of $1,500.00 which entitles the organization to an unlimited amount of programs and hours.