

STATE OF NEVADA  
BOARD OF EXAMINERS FOR LONG-TERM CARE ADMINISTRATORS  
3157 North Rainbow Blvd., #313  
Las Vegas, NV 89108  
(702) 486-5445  
FAX: (702) 486-5439  
E-mail: [beltca@beltca.nv.gov](mailto:beltca@beltca.nv.gov)

**Application for Accreditation of Continuing Education Units  
By Sponsoring Organization**

Program Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Contact Hours Requested: \_\_\_\_\_

Please Check Intended Audience Below:

Nursing Home Administrator: \_\_\_\_\_

Residential Care Administrator: \_\_\_\_\_

Both: \_\_\_\_\_

Name of Person Submitting Application: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

City	State	Zip
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E-mail Address: \_\_\_\_\_

**CE Committee Use Only**

Program Number: \_\_\_\_\_ Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ No. of Hours: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Pending: \_\_\_\_\_ Required Items: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

The following are requirements for approval:

- Program must be provided by a competent instructor as demonstrated by documentation of his/her educational, professional and teaching experience
- Program must contain current educational material relevant for nursing home and/or residential care facility administrators
- Program must be of professional quality

**The following Must Accompany All Applications:**

- Instructor's/Speaker's resume
- Detailed time schedule
- Statement of the educational objectives of the program
- Copy of Certificate of completion

**Note: Applications for continuing education accreditation will not be reviewed for accreditation until all of the items listed above are received. Please see "CEU APPROVAL PROCEDURE" for required fees.**

Within 20 days after the presentation of the program, a list of licensed nursing home and/or residential care facility administrators who attended must be provided to the Board office.

Records must be maintained for one (1) years after the completion of the course or program.