

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH**



**BOARD OF NURSING HOME ADMINISTRATION  
ADDRESS ALL COMMUNICATION(S) TO THE BOARD**

**NOTICE OF CONTINUING EDUCATION REQUIREMENTS**

**REQUIREMENT OF 40 HOURS OF CONTINUING EDUCATION (CE) CREDIT**

The District of Columbia of Nursing Home Administration has established continuing education requirements for all licensees. In accordance with the current law for the practice of nursing home administration, forty (40) hours of continuing education credit has been established for renewal of a license. The 40 hours of continuing education must be satisfied during the two-year period preceding the date the license expires.

The 40-hour continuing education requirement applies to the following persons:

- A D.C. Nursing Home Administrator who renews a license; or,
- Any person who applies for reactivation or reinstatement of an expired or lapsed D.C. Nursing Home Administrator license.

**EXCEPTIONS TO 40 HOUR REQUIREMENT**

The 40-hour continuing education requirement does not apply to the following persons:

- A D.C. Nursing Home Administrator who (1) was granted an initial license by examination, and (2) is applying for the first time for renewal of the license; or
- Applicants for a D.C. Nursing Home Administrator initial license by reciprocity or endorsement.

## **CE MUST BE BOARD APPROVED**

The Board must approve all continuing education courses, seminars, programs, and activities. A D.C. Nursing Home Administrator will not receive credit for courses, seminars, programs, and activities that have not received prior approval by the Board.

The Board has approved for continuing education credit any of the programs, courses, seminars, and activities offered, sponsored, or approved by the following:

- The Maryland Board of Examiners of Nursing Home Administrators, and
- The National Continuing Education Review Service (NCERS) of the National Association of Boards of Examiners for Nursing Home Administrators.

D.C. Nursing Home Administrators should contact the above organizations to obtain a listing of continuing education offerings.

The Board will also review requests from organizational sponsors of continuing education programs. **Sponsors must submit completed application to and receive approval from the Board, on prescribed forms, no less than thirty (30) days prior to the date of presentation.** Upon the Board's approval of request, the sponsor will receive a letter and approval number. A D.C. licensed Nursing Home Administrator will then receive continuing education credit for attendance. The Board will maintain a listing of all approved requests of organizational sponsors.

## **REMINDER**

- EACH D.C. NURSING HOME ADMINISTRATOR HAS THE BURDEN OF ENSURING THAT THE CONTINUING EDUCATION COURSE (S) ATTENDED HAVE BEEN APPROVED BY THE BOARD.
- LICENSEES SHOULD NOT WAIT UNTIL THE LAST MINUTE TO RENEW A LICENSE.
- ALL CERTIFICATES FROM CONTINUING EDUCATION COURSES ATTENDED SHOULD BE SUBMITTED WITH THE COMPLETED REINSTATEMENT APPLICATION. THE CERTIFICATE MUST CONTAIN THE COURSE APPROVAL NUMBER ASSIGNED BY THE DC BOARD OR THE APPROVAL NUMBERS ASSIGNED BY THE STATE OF MARYLAND AND NCERS.
- ALL CERTIFICATES FROM CONTINUING EDUCATION COURSES ATTENDED SHOULD BE SUBMITTED TO THE BOARD FOR REVIEW AND APPROVAL IF SELECTED DURING A RANDOM AUDIT BY THE RESPECTIVE PROFESSION. THE CERTIFICATE MUST CONTAIN THE COURSE APPROVAL NUMBER ASSIGNED BY THE DC BOARD OR THE APPROVAL NUMBERS ASSIGNED BY THE STATE OF MARYLAND AND NCERS.

# **SPONSOR PACKET**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH**



**BOARD OF NURSING HOME ADMINISTRATION  
ADDRESS ALL COMMUNICATION(S) TO THE BOARD**

TO: Continuing Education Program Sponsor

RE: D.C. Board of Nursing Home Administration:  
Continuing Education Sponsor Packet

Enclosed is a Sponsor Packet for your use in submitting information for continuing education course approvals to the D.C. Board of Nursing Home Administration. The sponsor packet has been designed to provide a standard and uniform method of evaluating courses proposed for continuing education credits that are required for license renewals of D.C. licensees.

For each proposed course, sponsors must submit four (4) copies each of the Organizational Information Form, the Application for Continuing Education Course Approval and all attachments. **All materials must be submitted to the Board for review and approval no less than thirty (30) days prior to the date of presentation.**

The Board will issue an approval number for each individual course approved. The number of continuing education credit hours approved will be the highest full hour unit. Sponsors may mention the Board in promotional literature only if the course has already received approval. If a program is advertised as approved by the Board, the approval number must be included in the advertisement.

All course approvals by the D.C. Board of Nursing Home Administration are valid for one year from the date of approval. If an emergency arises which necessitates a change in presenter (s) or pre-approved location or date, the sponsor must contact the Board to determine if the approval will remain valid. Sponsors wishing to extend approval of a course must follow the same procedure as specified for review of a new program. It is the responsibility of sponsors to resubmit course review materials in a timely fashion. The Board will not send reminders that course approvals are nearing their expiration date.

Sponsors should return the completed application form to:

Ms. Fatima H. Abby  
Health Licensing Specialist  
Health Regulations and Licensing Administration  
D.C. Board of Nursing Home Administration  
717 14<sup>th</sup> Street, N.W., Suite 600  
Washington, D.C. 20005

If there are questions, please call Ms. Abby at 202-724-8826.

**CONTINUING EDUCATION**  
**COURSE APPROVAL CRITERIA AND PROCESS**

**PURPOSE**

The purpose of this document is to provide a uniform method of evaluating continuing education courses required of Nursing Home Administration licensees in the District of Columbia.

**CRITERIA FOR COURSE APPROVAL**

- I. Relevance of Subject Matter
  - A. Must relate to Nursing Home Administration
  - B. Must be designed to increase or enhance knowledge, skills or attitudes of current standards in Nursing Home Administration or assist administrators in their professional competency.
  
- II. Faculty Qualifications
  - A. Must have experience in long term care as appropriate to the subject matter of the course.
  - B. Must have experience in instruction appropriate to the course.
  - C. Must have suitable academic credentials and/or other training appropriate to the course.
  
- III. Learning Objectives
  - A. Course objectives must be reasonably and clearly stated.
  - B. The objectives must include the expected outcome for participants.
  - C. The course content must be consistent with the stated course objectives.
  - D. The mechanism by which course objectives are shared with participants must be identified.
  
- IV. Teaching Methods
  - A. Must be clearly stated and appropriate to the subject matter.
  - B. Must allow suitable time for participants to absorb the material presented.
  - C. Must describe instructional aids and resource materials to be utilized.

V. Fees

- A. Must be published clearly on promotional literature.
- B. Any differences in member and non-member fees must be reasonable.

VI. Course Evaluation

- A. An evaluation tool must be used.
- B. Must be provided to each program participant.
- C. The sponsor shall submit to the D.C. Board of Nursing Home Administration a summary of all evaluations for each course.
- D. Must describe how the evaluation data collected will affect future course presentations.
- E. Evaluation forms should be kept a minimum of one (1) year after the course is presented.

VII. Certificate of Attendance

- A. Must state methods to be used for certifying attendance.
- B. Must provide certificate to each participant who completed the course which specified:
  - 1. The course name
  - 2. The sponsor
  - 3. The date(s) the course was taken
  - 4. The number of clock hours earned
  - 5. The Board approval number for the course
- C. Must provide to the Board a sample copy of the certificate to be issued when requesting course approval and a list of participants who completed the course within thirty (30) days after the instruction is completed.
- D. The maximum number of hours that can be earned in one (1) day is seven (7).

- VIII. Instructional Hours
  - A. Must be based upon clock hours (60 minutes= 1 clock hour)
  - B. Must provide a schedule which accurately identifies the periods of registration, instruction, meal and break times. Registration, meal and break period are not included in the credit hours.
  - C. A minimum of three (3) clock hours for each course is suggested.
  
- IX. Target group
  - A. Sponsors must specify the target group for the course, i.e. whether Nursing Home Administrators or others.

### **COURSE APPROVAL PROCESS**

- I. Submissions for course approval
  - A. **Sponsors must submit four (4) copies of all requested materials to the Board no less than thirty (30) days prior to the date of presentation.**
  
- II. Approval / Disapproval
  - A. The Board will provide a written notice to sponsors of approved course(s), which include the approval number assigned to the course.
  - B. Approvals will be valid for a period of one (1) year from the date of the first scheduled presentation.
  - C. Sponsors will be notified in writing by the Board of courses disapproved for continuing education credit. The notice will include the reason for disapproval.

**Continuing Education  
Organizational Information**

Organization/Agency Name: \_\_\_\_\_

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

City/ State/ Zip Code: \_\_\_\_\_

Telephone Number (Include area code): \_\_\_\_\_

Person Responsible for Continuing Education: \_\_\_\_\_

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

(Attach vitae)

Organizational Philosophy and Objective: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Background in Continuing Education: \_\_\_\_\_

\_\_\_\_\_

Background in Long Term Care Administration: \_\_\_\_\_

\_\_\_\_\_

Instructional Staff: \_\_\_\_\_

\_\_\_\_\_

Support Staff: \_\_\_\_\_

\_\_\_\_\_

Describe Nursing Home Administrator involvement in course planning: \_\_\_\_\_

\_\_\_\_\_

Specify the length of time course recorded are retained: \_\_\_\_\_

\_\_\_\_\_

Describe method for recording attendance during the program (supply form used): \_\_\_\_\_

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How are evaluations utilized? \_\_\_\_\_

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Our organization agrees to have representatives of the D.C. Board of Nursing Home Administration audit individual programs at the Board's discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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**CONTINUING EDUCATION**  
**APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL**

1. \_\_\_\_\_  
Name of Sponsoring Organization

2. \_\_\_\_\_  
Street Address

3. \_\_\_\_\_  
City                                      State                                      Zip Code                                      Area Code-Telephone

4. Person Responsible: \_\_\_\_\_  
Title: \_\_\_\_\_

5. Program Title: \_\_\_\_\_

6. Number of clock hours requested (minimum of 60 minutes= 1 clock hour; no fractions allowed): \_\_\_\_\_

<u>Course Site</u> (City, State)	<u>Course Date</u>	<u>Course Site</u> (City, State)	<u>Course Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Has this course been previously approved by the D.C. Board of Nursing Home Administration?    {    } Yes                      {    } No

9. How does this course relate to Nursing Home Administration? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please enter the code number(s) from the attached domains of Practice which best categorized the subject matter of the course for which is being requested:

\_\_\_\_\_  
\_\_\_\_\_

11. Attach(s) a description of the course objectives, (b) an outline of the content, (c) a description of the teaching methods to be employed and (d) a description of any instructional media to be utilized.

12. Anticipated number of participants: \_\_\_\_\_

13. Attach a time schedule for the course, which describes how the course time will be utilized.
14. Attach a copy of the evaluation form.
15. Attach a brief biography or vitae of each presenter.
16. Attach a copy of the certification that will be given to each participant who completes the course.
17. Enclose a copy of promotional material, if available.
18. Submit the materials to the Board for review and approval by the Board no less than thirty (30) days prior to the date of the presentation.  
(For more information, please review the requirements for Nursing Home Administration Regulations under §6207).

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Signature of person submitting this application

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Title

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Date