

North Carolina State Board of Examiners For Nursing Home Administrators

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MEMORANDUM

TO: Sponsors of Continuing Education Courses
FROM: NC State Board of Examiners for Nursing Home Administrators
RE: Continuing Education Courses (Subchapter 37H)

The Board shall certify and administer courses in continuing education for the professional development of nursing home administrators and to enable persons to meet the requirements for renewal. Certified courses, including those sponsored by the Board, an accredited university, college or community college, shall:

1. Contain a minimum of one classroom hours of academic work and not more than eight classroom hours within a 24 hours period; and
2. Each course must include instruction in one of the following areas:
 - a. Resident Care and Quality of Life
 - b. Human Resources
 - c. Finance
 - d. Physical Environment and Atmosphere
 - e. Leadership and Management
3. Certified courses shall:
 - a. **Be submitted to the Board Office for approval at least 30 days prior to the date of presentation.**
 - b. Be accompanied with the **appropriate fee** to cover the cost of reviewing and maintaining records associated with the continuing education program;
(\$100.00 for courses up to 6 hours and \$10 for each additional hour)
 - c. Be approved for a period of one year from the date of initial registration.
4. Course sponsor must submit a list of participants with license numbers to the Board Office within ten working days from the date of presentation.
5. Course sponsor must notify the Board Office if course is repeated (as long as the content and speaker remain the same) during the one year approval period.
6. The NC State Board of Examiners for Nursing Home Administrators **does** accept courses approved for continuing education by the National Association of Board of Examiners for Nursing Home Administrators (NAB or NCERS). All NAB/NCERS in person approved courses are accepted, but only up to 10 of NAB/NCERS self study courses will be accepted every two years.
7. The NC State Board of Examiners for Nurisng Home Administrators **does** approve courses of self-study/distance learning (Please refer to the new rules as of July 1, 2014).