

CONTINUING EDUCATION

6400.6800 CONTINUING EDUCATION REQUIREMENTS.

Subpart 1. **Renewal requirements.** At the time of license renewal, each licensee shall provide evidence satisfactory to the board that the licensee has completed in the preceding year 20 CE credits of acceptable continuing education activities as specified in this part and part 6400.6850. Licensees in their first year of licensure shall have the number of CE credits required for license renewal prorated for the number of months they were licensed during the preceding year. For purposes of obtaining and presenting CE credits, a year shall run from May 1 to April 30.

Subp. 2. **Evidence of CE requirement completion.** Licensees must maintain proof as described in part 6400.6850 of having completed the number of CE credits claimed at the time of renewal and shall, upon request of the board, make that proof available for audit to verify completion of the number and validity of credits claimed. Documentation to prove completion of CE credits must be maintained by each licensee for four years from the last day of the licensure year in which the credits were earned.

Subp. 3. **Audit.** The board shall annually select on a random basis at least five percent of the licensees applying for renewal to have their claims of CE credits audited for compliance with board requirements. Nothing in this subpart shall prevent the board from requiring any individual licensee to provide evidence satisfactory to the board of having completed the CE credits required for license renewal.

Subp. 4. **Acceptable content for CE activities.** Unless otherwise specified in part 6400.6850, the content of continuing education activities must relate to one or more of the following:

- A. administration of services for persons needing long-term care;
- B. current issues and trends in long-term care;
- C. the relationship of long-term care to other aspects of the health care continuum; and
- D. responsibilities, tasks, knowledges, skills, and abilities required to perform nursing home administrator functions as outlined in the NAB domains of practice.

Subp. 5. **Unacceptable content for CE activities.** Subjects for continuing education which will not be accepted to meet license renewal requirements include, but are not limited to, general personal development including stress management, facility or company orientation, facility or company policies or procedural issues, organizational functions such as business meetings and election of officers, and medical treatment at a clinical level beyond that required for licensure as a nursing home administrator.

6400.6850 NUMBER OF CE CREDITS FOR ACTIVITIES

Acceptable activities to meet continuing education requirements for license renewal and the number of CE credits that licensees may obtain for each are described in items A to K.

A. A licensee who attends board-approved seminars, institutes, or workshops shall receive CE credit on a clock hour basis for the actual amount of time spent in the seminar rounded to the nearest lower one quarter hour. To verify clock hours of attendance at seminars, institutes, or workshops, a licensee must maintain an attendance certificate provided by the sponsoring organization.

B. A licensee who completes board-approved home study courses, including correspondence work, televised courses, and audio or video tapes, shall receive CE credit for the number of clock hours reasonably required to complete the home study course as determined by the board. To verify completion of the course, the licensee must maintain a certificate of course completion from the sponsor, which must include evidence of successful completion of a test corrected by the sponsor, to ascertain attainment of the knowledge conveyed in the course.

C. A licensee who attends seminars, institutes, or workshops or completes home study courses approved by the NAB/

National Continuing Education Review Service (NCERS), shall receive CE credit on the basis of clock hours assigned by NAB/NCERS. To verify clock hours of attendance at NAB approved seminars, institutes, or workshops or completion of NAB approved home study courses, the licensee must maintain a certificate provided by the NAB approved sponsor.

D. A licensee who attends, in another state, seminars, institutes, or workshops approved by the nursing home administrator licensing authority of the other state shall receive CE credit on the basis of the number of clock hours attended. To verify clock hours of attendance at seminars, institutes, or workshops approved by another state licensing authority, the licensee must maintain a certificate of attendance from the sponsor, including verification of the approval from the state licensing authority.

E. A licensee who completes academic courses taken at an accredited post-secondary institution shall receive nine CE credits per quarter credit and 12 CE credits per semester credit. To verify completion of academic courses, the licensee must maintain a copy of an academic transcript showing the course grade and date it was awarded.

F. A licensee who writes an article on a topic related to long term care which is published in a national periodical shall receive two CE credits for an article of 500 - 1000 words and one additional CE credit for each additional 500 words to a maximum of ten credits per year. To verify publication the licensee must maintain a copy of the periodical containing the published article.

G. A licensee who presents a paper or lecture of at least one hour at a national or statewide meeting shall receive two CE credits per one hour of initially presented lecture and one CE credit per hour of lecture repeating earlier presented material to a maximum of ten CE credits per year. To verify presentation the licensee must maintain a copy of the text of the information delivered and a copy of the program for the conference or workshop at which the paper or lecture was delivered.

H. A licensee who delivers a lecture of at least one hour at an academic institution shall receive two CE credits per one hour of initially presented lecture and one CE credit per hour of lecture repeating earlier developed material to a maximum of ten CE credits per year. To verify lecture delivery the licensee shall maintain corroboration from the participating academic institution.

I. A licensee who serves as a member of a board, committee, council, or work group which includes members from several nursing facilities or organizations and deals primarily with issues in nursing facility operation or long term care, shall receive one clock hour per membership position provided the group meets at least quarterly or for at least four hours of work in a year to a maximum of six CE credits per year for all membership positions combined. Where the licensee verifies that the licensee's participation on a single board, committee, council, or work group exceeded the minimum specified for a single CE credit by double the amount of hours of attendance, the licensee shall receive two CE credits per membership position to a maximum of six CE credits per year for all membership positions combined. To verify board, committee, council, or work group participation, the licensee must maintain written verification of membership and attendance from an officer of the group.

J. A licensee who serves as a preceptor for a student's nursing facility administration practicum shall receive two CE credits per month spent serving as a preceptor to a maximum of 16 CE credits per year. To verify preceptor service, the licensee must maintain corroboration of service from the participating academic institution. A licensee who attends training sessions to prepare administrators to be preceptors shall receive CE credit on the same clock hour basis as for seminars, institutes, and workshops under item A.

K. Other continuing education activities not specified in items A to J may be approved for up to 10 CE credits per year on an individual basis upon submission of information to the board concerning the activity in which the licensee has engaged, the results of the learning, the number of hours involved, the number of CE credits requested and some means of verifying completion of the activity. The board shall consider the information submitted and determine whether to approve the activity and, if so what number of CE credits to award for the activity and shall notify the requesting licensee of the board's determination. In making its determination the board shall consider whether the activity contributed to the advancement and extension of professional skill and knowledge of the licensee in matters related to the practice of nursing facility administration.