

	Activity Description	Maximum Allowed
A	Licensee attends a BELTSS board approved seminar, webinar, institute, or workshop on a clock hour basis. Documentation Required: Certificate/Documentation from the Sponsor with the BELTSS approval number.	Actual time spent rounded down – to nearest lower one-quarter hour.
B	BELTSS board-approved home study course, including correspondence work, such as XXXXXX, televised courses and audio or video recordings. Documentation Required: Certificate/Documentation from the Sponsor with the BELTSS approval number.	Actual number of clock hours determined by the board.
C	Licensee attends a seminar, webinar, institute, or workshop, or completes a home study course approved by NAB Documentation Required: Certificate/Documentation from the Sponsor with the NAB approval number.	Actual clock hours assigned by NAB.
D	Licensee attends, in another state, a seminar, webinar, institute, or workshop, or completes a home study course approved by the Assisted Living Director or Health Services Executive Licensing authority of the other state. Documentation Required: Certificate and verification by the state’s licensing authority with clear evidence of the award of the hours.	Actual number of clock hours attended.
E	A licensee who passes academic courses applicable to the domains of practice taken at an accredited postsecondary institution. Documentation Required: To verify passage of academic courses, the licensee must maintain a copy of an academic transcript showing the course grade and the date it was awarded.	Nine credits per quarter credit and 12 credits per semester credit
F	A licensee who writes an article on a topic related to long-term services and supports that is published in a national periodical shall receive two CE credits for an article of 500 to 1,000 words and one additional credit for each additional 500 words Documentation Required: To verify, the licensee must maintain a copy of the periodical containing the published article.	10 clock hours per year
G	A licensee who presents a paper or lecture on a topic related to long-term services and supports of at least one hour at a national or statewide meeting shall receive two CE credits per one hour of initially presented lectures and one CE credit per hour of lectures repeating previously presented material. Documentation Required: To verify the 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.	10 clock hours per year

<p>H</p>	<p>A licensee who delivers a lecture on a topic related to long-term services and supports of at least one hour at an academic institution or through a course provider shall receive two CE credits per one hour of initially presented lectures and one CE credit per hour of lectures repeating previously developed material.</p> <p>Documentation Required: To verify lecture delivery, the licensee shall maintain corroboration from the participating academic institution.</p>	<p>10 clock hours per year</p>
<p>I</p>	<p>A licensee who serves as a member of the board, committee, council, or work group that includes members from several nursing or assisted living facilities or organizations and deals primarily with issues in assisted living facility operation or long-term services and supports shall receive CE credit per membership position held provided the group meets at least quarterly or for at least four hours of work in a year.</p> <p>Documentation Required: 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 and must provide the learning objectives of the meeting. The sponsoring organization may provide a list of the earned CE directly to BELTSS or provide individual documentation to the licensee of the earned CE.</p>	<p>6 CE credits per year</p>
<p>J</p>	<p>A mentor for a student’s nursing facility administration or an assisted living director in residence’s field experience shall receive two CE credits per month spent serving as director.</p> <p>Documentation required: To verify mentor service, the mentor must maintain documentation of service from the participating course provider.</p>	<p>16 CE credits per year</p>
<p>K</p>	<p>Other continuing education activities not specified in items A to J may be approved on an individual basis upon submission to the board concerning the activity in which the licensee engaged and if the activity contributed to the advancement and extension of professional skill and knowledge of the license.</p> <p>Documentation Required: To verify activity, submit the results of learning, the number of hours involved, and some means of verifying completion of the activity. The board will make a final determination, if approved, and will be retained by the licensee.</p>	<p>10 CE credits per year</p>