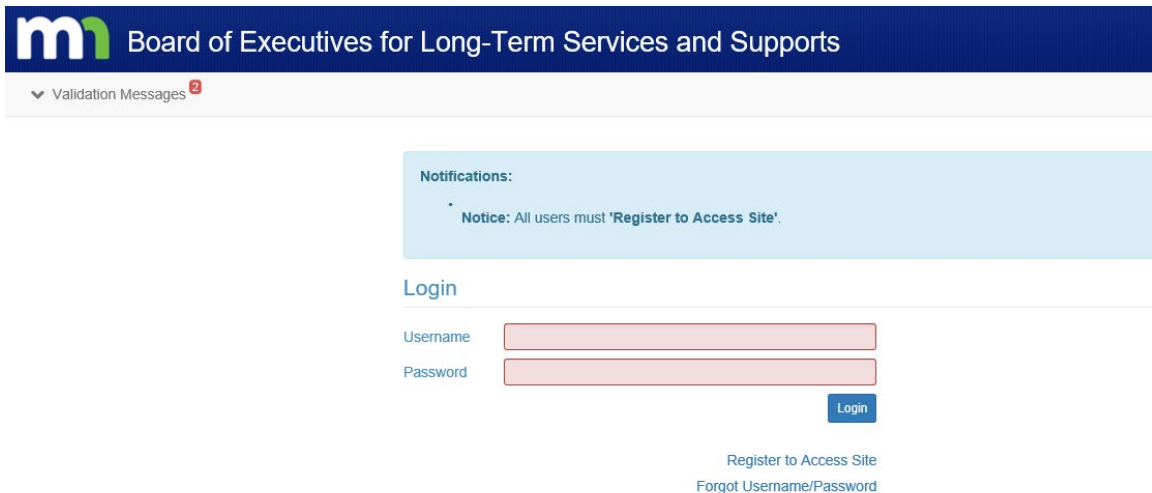


Assisted Living Director License renewal begins September 1, 2023

How to prepare for license renewals:


Step 1: If you have not logged onto your online license portal, go to the Online Portal Login found on the BELTSS website <https://mn.gov/boards/beltss> or the link to the login screen is also available here: <https://nha.hlb.state.mn.us/#/login>



Step 2: Review your information in the **Profile View** to be sure your email address is current. If it is not, go to the blue pencil  on the right side to update.

You can also review your **Director of Record (DOR)** under the **profile view** to be sure you are listed for your location. Reminder: every facility needs a Director of Record (DOR) who is a Licensed Assisted Living Director (LALD) or who has a Residency Permit (RP). Any changes must be made within 5 working days.

For those with multiple licenses, a Director of Record should be listed for those additional locations. You must have a **shared license/permit** issued by BELTSS if you oversee more than one location, photocopies of licenses are not acceptable. Shared licenses require a separate application and fee.

Step 3: Your license certificate will be mailed to the address on file. To Verify, and change your address on file, go to License (LALD) and click on the blue pencil  on the right side to change. Each licensee must have a public and mailing address listed. It can be the same address.

Step 4: Mark your calendar for license renewals to begin on September 1, 2023. You cannot renew before this date.

What about Continuing Education Clock hours?

This is a NON-Continuing Education renewal year. You are NOT required to attest you have completed the continuing education requirements during this renewal cycle. You should continue to log your Continuing Education (CE) clock hours you have earned since last renewal and any future CE Clock hours through August 31, 2024, on the [CE Attestation & Record Form \(included\)](#).

As a reminder, 30 CE Clock hours are needed every two years unless you were newly licensed based on the chart below. You will be required to attest you completed these CE Clock hour requirements at the time of the license renewal **NEXT** year (2024). **Only license renewals are completed annually.**

| ALD Licenses granted *All dates are subject to change upon legislative rule changes: | License Renewal and Fee: | Continuing Education (CE) Renewal Dates: | Number of CE Clock Hours Required: |
|---|---------------------------|--|------------------------------------|
| <i>Licenses issued prior</i> to October 31, 2022 | Begins September 1, 2023* | Due September 1, 2024 | 30 Clock Hours |
| <i>Licenses issued between</i> November 1, 2022 - October 31, 2023 | Begins September 1, 2023* | Due September 1, 2024 | 15 Clock Hours |

*All LALD licenses must be renewed on or before October 31, 2023.

Where do I find approved CE clock hours available to me?

Remember to make sure clock hours are approved by MN-BELTSS or NAB/NCERS for Administrators/Directors. Sponsors should denote on their marketing materials or on our website as approved by BELTSS with a MN23 (YR) or MN 24(YR) and an event number 12345. It'll resemble a number like MN23-12345.

Click on the [Approved Continuing Education List](#) on our website under Active Licensees for each license type. This is a list that has been BELTSS approved.

Activities which may earn continuing education clock hours (Included):

View the list of specific activities to earn clock hours are found in Minn. Rules 6400.7091. This includes if you are a Mentor to an ALDIR/ALD. Click on [CE Activity List](#) under Continuing Education on the website.

The following reminders will be sent to you leading up licenses expiring on October 31, 2023.

| Email Notification Reminders will be sent: | License Renewal Timeframes: |
|--|---|
| August 2023 | Open License renewal begins September 1, 2023 |
| September 2023 | License renewal deadline October 31, 2023 |
| October 2023 | Final email reminder of license expiration date October 31, 2023* |

*All LALD licenses will expire on October 31, 2023, this includes newly licensed LALDs. After this date, license holder is subject to reinstatement and late renewal fees.

**Legacy licensees are not eligible for reinstatement.

Required Fees:

- License Renewal fee of \$125 will be due at time of renewal and paid online via credit card.
- License Renewal fee for additional Shared Licenses of \$125 per additional license will be due at time of renewal and paid online via credit card.

For more Information on Assisted Living Director licensee or applications, visit <https://mn.gov/board/belts/>

Licensed Assisted Living Director (LALD) Continuing Education Record Sheet

Licensee First Name:

Licensee Last Name:

License #:

License Type: LALD

Renewal Year: September 1

(preceding year of renewal) August 31

- 30 Earned Clock Hours for the LALD earned every **EVEN** year from the prior date of renewal.
- See Approved list of Activities for CE Credit according to 6400.7091 (A-K)
- We **RECOMMEND** you register for the NAB CE Registry to insure meeting the requirements of licensure

Attestation Statement

I attest by this renewal of license, that I have completed in the preceding two year 30 approved Continuing Education clock hours that meet the requirement of competency and knowledge of the Assisted Living Director professional license. I will maintain proof of having completed the number of CE credits and the validity of clock hours earned as described in 6400.7091. I understand documentation and the continuing education record must be maintained for three years. If audited, I will provide the documentation to validate my completion. I further understand any discrepancies from validating these requirements will be reviewed by the Board's Standard of Practice Committee.

Date

Signature of Licensee

Total Hours:

| Board Approved # | # of CE Hours | Provider/Sponsor | Date | Activity Description |
|-------------------------------|---------------|------------------|-----------|---|
| EXAMPLE Number: MN22-53686 | 5 | Leading Age | 1/10/2022 | Item A: Annual Institute: Class Medication Administration |
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| | Activity Description | Maximum Allowed |
|----------|---|---|
| A | Licensee attends a BELTS board approved seminar, webinar, institute, or workshop on a clock hour basis. Documentation Required: Certificate/Documentation from the Sponsor with the BELTS approval number. | Actual time spent rounded down – to nearest lower one-quarter hour. |
| B | BELTS 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 BELTS 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 |

| | | |
|----------|--|-------------------------|
| H | <p>A licensee who delivers a lecture on a topic related to long-term services and supports of at least one hour at <i>an academic institution or through a course provider</i> 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> | 10 clock hours per year |
| I | <p>A licensee who serves as a <i>member of the board, committee, council, or work group that includes members from several nursing or assisted living facilities or organizations</i> 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> | 6 CE credits per year |
| J | <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> | 16 CE credits per year |
| K | <p>Other <i>continuing education activities</i> 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 <i>activity contributed to the advancement and extension of professional skill and knowledge</i> 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> | 10 CE credits per year |