South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of
Long Term Health Care Administrators
110 Centerview Dr. • Columbia • SC • 29210
P.O. Box 11329 • Columbia • SC 29211-1329 Phone:
803-896-4544 • Contact.llr@llr.sc.gov • Fax: 803-896-4515
www.llronline.com/POL/LongTermHealthCare/

TO: ADMINISTRATORS

RE: CONTINUING EDUCATION REVIEW

Enclosed is a **Continuing Education Application Packet** for your use in submitting programs to the South Carolina Board of Long Term Health Care Administrators. The packet and application is also available on the Board's Web site at www.llr.state.sc.us/pol/longtermhealthcare.

To seek continuing education credit for a program, the administrator applicant must submit the following materials prior to Board review:

(1) Application form (all portions completed) and attachments:
- Promotional materials (catalog brochure description, if a college course);
- Program schedule showing clock hours of the class;
- Abbreviated vitae of all faculty, to include academic preparation, work experience, and evidence of expertise in content to be taught; and
- Copy of certificate of attendance

(2) The **non-refundable** review fee of $15.00.

Programs must be submitted within 30 days following the program date. **The application must be complete, including the review fee, before processing can begin**. Applications will not be accepted after the deadline.

The number of continuing education hours approved will be to the highest full hour unit (3.75 hours = 3 hours). **Credit is not given for partial hours**. A course code will be assigned for each approved program by board staff.

The administrator applicant will be notified in writing if the program is approved and for how many hours. If the program is disapproved, the administrator applicant will be also be notified in writing including the reasons for rejection.

Carefully review the "Criteria for Review" and "Procedures" enclosed in the packet for further instructions.

ADMINISTRATOR CONTINUING EDUCATION PROGRAM APPLICATION

The South Carolina Board of Long Term Health Care Administrators reviews individual nursing home administrator and community residential care facility administrator applications for continuing education hours. The Board has established procedures and criteria for approving continuing education programs.

CRITERIA FOR REVIEW OF ADMINISTRATOR CONTINUING EDUCATION APPLICATIONS

A. Relevance of subject matter

(1) Must relate to long term care administration

(2) Assist administrators in the improvement of their professional competencies.

(3) Programs which deal with internal affairs of an organization do not qualify for credit.

B. Faculty qualifications

(1) Must have experience in the content and subject matter presented.

(2) Must have expertise in teaching and in instructional methods suitable to the subject presented.

(3) Must have suitable academic qualifications and experience for subject presented.

C. Learning objectives

(1) Must be reasonable and clearly stated.

(2) Must state the expected outcomes for participants

(3) Must demonstrate the consistency of content (objectives).

(4) Must identify mechanism by which learning objectives are shared with participants.

D. Teaching Methods

(1) Must be clearly stated.

(2) Must be appropriate to subject matter and allow suitable time.

E. The education provider must be reputable in the field of expertise related to the subject presented and associated with any of the following:

(1) Accredited educational institutions;

(2) Recognized professional or trade associations;

(3) Other legitimate organizational entities capable of conducting adult continuing education.

F. Certification of attendance

(1) Must provide a "Certificate" with the participant/applicant's name, date and name of the program and the name of the education provider.

G. Instructional hours

(1) Must be based upon clock hours (60 minutes = 1 clock hour).

(2) Must omit break and meal times, and time schedule needs to be identified on program materials and SC Board application.

(3) Participant/Applicant must attend the program in its entirety to receive credit.

H. Target group for program

(1) Nursing home administrators

(2) Community residential care facility administrators

(3) May be open to other disciplines.

PROCEDURES

A. Reviewers are oriented to the review process, methods, deadlines, and other pertinent matters before they review any application.

B. **Applications for review are submitted to the SC Board office within 30 days following completion of the Program.** The **review fee of $15.00** must be included with the application.

C. Approval of a program is for the current licensing period or can be carried over to the next licensing period.

D. Notification of approval is sent to the applicant by the SC Board office immediately after review is complete.

E. Program Denial: Written statement of denial is immediately sent to the applicant stating the reasons for rejection.

(1) Appeal may be made by the applicant within 30 days of the notification date. Four (4) copies of the original application package must accompany the appeal. It must include additional information, which the applicant feels is needed for clarification and justifies further review.

(2) Appeal Review is conducted by the education committee and their report is returned to the SC Board office.

(3) There is no charge for an appeal review.

F. **Self-study programs are not reviewed by the SC Board**.

The Board recognizes any self-study program approved by the National Board of Examiners for Long Term Care Administrators (NAB) National Continuing Education Review Service (NCERS) for license renewal. No more than one half of a licensee's continuing education hours in a single license period can be submitted for license renewal.

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ADMINISTRATOR CONTINUING EDUCATION PROGRAM APPLICATION

FOR BOARD USE ONLY	
Date Rec'd	
Check #	
Amount Paid	

Name of Administrator Applicant

Street Address/P.O. Box City State Zip code

Telephone Fax Email

License Number

CE PROGRAM SPONSOR INFORMATION

Name of sponsoring organization

Street Address/P.O. Box City State Zip

Contact Person Title

Telephone Fax Email

CE PROGRAM INFORMATION

Program Title: _____

# of Clock Hours (60 MIN.)
(**NO fractions allowed):** _____ Program Date: _____

Program Site: _____

List the **"Domain of Practice"** which best categorizes the subject matter of the program being submitted (see attached):

_____

How does this program relate to nursing home administration or community residential care facility administration?

_____

_____

_____

Were you tested to evaluate the extent of your knowledge? ❑ YES ❑ NO
Were you given the opportunity to evaluate the course? ❑ YES ❑ NO

Application Materials

The following attachments must be included for your application to be reviewed:

- ❑ Syllabus or program description
- ❑ Schedule showing clock hours
- ❑ Summary of Speaker Credentials
- ❑ Copy of Certificate of Attendance
- ❑ $15 application fee (**non-refundable**)
- ❑ Make checks or money order to SC LTHCA

_____ _____
Signature of person submitting application Title

_____
Date

DOMAINS OF PRACTICE

The subject matter of courses applied for must fall into one or more of the domains of practice for long term care administrators.

1. Resident Care Management
   a. Nursing Services
   b. Social Services
   c. Food service program
   d. Medical services
   e. Recreational and activities programs
   f. Medical records program
   g. Pharmaceutical program
   h. Rehabilitation program

2. Personnel Management
   a. Communication between management and staff
   b. Recruitment, training, evaluation and retention of staff
   c. Policy development and implementation
   d. Employee health and safety

3. Financial Management
   a. Budgeting
   b. Financial performance
   c. Financial audit and reporting

4. Environmental Management
   a. Building maintenance
   b. Housekeeping
   c. Safety program
   d. Emergency programs

5. Governance and Management
   a. Policies and procedures
   b. Outcome measurement of programs
   c. Resident satisfaction
   d. Resident rights
   e. Risk management
   f. Marketing
   g. Contracts and agreements
   h. Laws and regulations