

SOUTH CAROLINA DEPARTMENT OF LABOR, LICENSING AND REGULATION

BOARD OF LONG TERM HEALTH CARE ADMINISTRATORS

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CONTINUING EDUCATION LAWS AND PROCEDURES

In accordance with S. C. Regulation 93-200, the board requires all licensed administrators to earn continuing education credits for relicensure.

93-200. Continuing Education for Relicensure.

A. Each applicant for renewal of a license shall present evidence of having earned the required number of hours of continuing education as defined in 93-50(F).

B. Evidence of continued learning appropriate to facility administration shall consist of one (1) or more of the following:

(1) records of continuing education hours awarded by an accredited college or university or approved association or professional society; or

(2) official transcripts and course descriptions of courses taken at an accredited educational institution; or

(3) certificate of attendance received for attending other continuing education programs that have been registered with the board and approved by the board for credit.

C. The board shall establish methods, procedures, and criteria for approving programs of continuing education.

D. A nursing home administrator must have twenty (20) hours of continuing education for relicensure with five (5) hours in patient care. A Community Residential Care Facility Administrator must have eighteen (18) hours of continuing education. When an administrator serves both types of facilities, twenty-nine (29) hours of continuing education is required; five (5) hours of the twenty-nine (29) must be devoted to community residential care.

E. Carry-over: Continuing Education Hours for any board-approved program may be carried forward, in their entirety, if they are in excess of that required for any licensure period. Such carry-over hours must represent the total earned during the continuing education program and must be used during the following licensure period.

Board Criteria

Administrators may obtain no more than **half** of the continuing education hours online that are National Association of Long Term Administrators Board (NAB) approved.

Check www.nabweb.org for approved Continuing Education.

Pro-rated CE Hours for First Time Licensees Timeframe

NHA

April - September	20 CE Hours
October - December	15 CE Hours
January - March	10 CE Hours

CRCF

April - September	18 CE Hours
October - December	14 CE Hours
January - March	10 CE Hours

Dual

April - September	29 CE Hours
October - December	22 CE Hours
January - March	15 CE Hours

Sponsored Courses

When you attend a sponsored course, be sure to sign in as required by the sponsoring organization. Please include your correct license number.

Before you register for a course, check with the sponsor to see if the course has been approved by the board or the National Association of Long Term Care Administrators Board (NAB). If the course has not been approved for continuing education credits, then you may apply for individual approval immediately after you have successfully completed the course.

Individual Courses

You may apply for individual approval of a course attended that was not pre-approved by the Board. You may demonstrate the course was worthwhile in regards to your position as administrator of a long term care facility. Individual applications for continuing education approval must be submitted to the board office within 30 days of completion of the course. **Administrators are responsible for keeping up with continuing education hours. Board staff does not maintain continuing education certificates/hours on file.**

College courses relevant to long term care administration may be accepted for continuing education credit by applying for individual approval. A 1 hour course = 10 hours of CE.

Credit may be given for instruction of a course the first time an individual teaches the course.

You may obtain the continuing education applications for both sponsor and individual from the website: www.llr.sc.gov/pol/longtermhealthcare under applications and forms.

Course Attendance

In order to receive credit for a course, you must be in attendance for its entirety.

Education Opportunities

You may obtain a current list of approved continuing education courses from the website: www.llr.sc.gov/pol/longtermhealthcare under education.

Continuing Education: Your Personal and Professional Responsibility

Failure to submit the required number of continuing education hours will impede the renewal of your license. The submission of fraudulent records at the time of renewal will be defined as misconduct under S.C. Regulation 230 and will constitute grounds of suspension, revocation, reprimand, or other restriction of your license to practice as an administrator.