



South Carolina Department of Labor,
Licensing and Regulation



Board of Long Term Health Care
Administrators
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TO: CONTINUING EDUCATION SPONSOR

RE: CONTINUING EDUCATION REVIEW

Enclosed is a **Continuing Education Sponsor 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.

The following materials must be submitted by sponsors prior to Board review:

- (1) Application form (all portions completed) and attachments (2 copies)
 - 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;
 - Copy of evaluation tool; and
 - Blank form to be used for certificate of attendance

- (2) The **non-refundable** review fee of \$100.00.

Applications must be submitted 30 days in advance of the program date for consideration. The application must be complete, including the review fee, before processing can begin.

The number of continuing education credit hours approved will be based on clock hours and to the highest full hour unit (3.75 hours = 3 CE hours). **Credit is not given for partial hours.** A course code will be assigned by board staff for each approved program. The sponsor may only promote credit hours for the program when it has received approval.

All programs approved by the Board receive certification for a one year period. Any change in program content, number of hours in a program, or speakers invalidates the approval. If an emergency arises which necessitates a change in presenter(s), the sponsor must inform Board staff in writing and include a complete vita for the new presenter(s). If changes or additions in dates or locations occur, board staff must be informed in advance. There is a **\$25.00 fee for repeat presentations** of an approved program during the approval period.

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



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Board of Long Term Health Care
Administrators

CONTINUING EDUCATION PROGRAM APPLICATION

The South Carolina Board of Long Term Health Care Administrators reviews sponsor applications for continuing education hours for nursing home administrators and community residential care facility administrators. The Board has established procedures and criteria for approving continuing education programs and has an education committee responsible for reviewing sponsor applications.

CRITERIA FOR REVIEW OF CONTINUING EDUCATION PROGRAMS

A. Relevance of subject matter

- (1) Must relate to long term care administration
- (2) Must be designed to promote continued knowledge, skills and attitudes consistent with current standards in long term care administration.
- (3) Assist administrators in the improvement of their professional competencies.
- (4) 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 be 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.

(3) Must describe instructional aids and resource materials utilized.

E. Sponsors 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. Registration fee for programs

(1) Must be published clearly on promotional material.

(2) Must recognize differences between member and non-member fees, if applicable.

G. Evaluation of program

(1) Must use an evaluation tool.

(2) Must be provided to each program participant.

(3) Must describe how data collected will affect future programs.

(4) Data from evaluation should be kept one year.

(5) Shall be submitted to the SC Board in summary form for each program presented.

H. Certification of attendance

(1) Must state method to be used.

(2) Must provide "Certificates" to each participant, listing number of clock hours actually attended, and the SC Board approval number.

(3) Must provide typed list of participants, including the number of hours of attendance, to the SC Board within **thirty (30) days** following the program.

(4) Must accurately record attendance reflecting the number of clock hours of actual attendance of each long-term care administrator. The SC Board, as part of the application process, must approve the procedure.

I. 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) **Participants must attend the program in its entirety to receive credit.**

J. Target group for program

(1) Nursing home administrators

(2) Community residential care facility administrators

(3) May be open to other disciplines.

K. The SC Board reserves the right to monitor any or all approved programs

(1) The Board or its designee will monitor at least one continuing education program per quarter.

(2) Communication related to consumer satisfaction that is received by the SC Board will be forwarded to the continuing education committee.

PROCEDURES

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

B. Upon completion of each approved program, the sponsor must file a summary of the evaluations **within 30 days** of the program date.

C. If the sponsor violates the agreement in the matter of a Board-approved program, the continuing education approval status may be subject to cancellation or revision.

D. Applications for review are submitted to the SC Board office **at least 30 days prior** to the date of the first program presentation. The 30 days may be waived by the chair of the education committee in the event of sudden changes in federal and/or state regulation. **Two copies** of the entire CE program are required. The **review fee of \$100.00** must be included with the application.

E. Approval of a program is for a period of one year from the date of the first presentation of the program. Sponsors are responsible for submitting the date(s) of a repeat presentation(s) of an approved program prior to the program date(s) along with the fee of **\$25.00 for each repeat presentation**. If the program content, faculty or instructional time is changed, a new application must be submitted.

- F. Notification of approval is sent to the applicant by the SC Board office immediately after review is complete. A list, which includes name of the program, CE hours, presentation dates and locations, the SC Board approval number and the name and telephone number of the sponsor, is provided to nursing home administrators and community residential care facility administrators upon request and is included in the Board's newsletter.
- G. Program Denial: Written statement of denial is immediately sent to the sponsor 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.
- H. Self-study programs are not reviewed by the SC Board.

Please 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?

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

- Promotional material
- Schedule showing clock hours
- Vitae of all faculty
- Copy of Certificate of Attendance
- Copy of evaluation tool
- \$100.00 application fee (**non-refundable**)

Signature of person submitting application

Title

Date

Please note the following: breaks and meal times allowed within the daily schedule cannot be included in the requested credit hours.

BOARD USE ONLY

Date Received	Check # _____ Amount _____
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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