

## MEMORANDUM

TO: Sponsors of Continuing Education Courses

FROM: NC State Board of Examiners for Nursing Home Administrators

RE: Continuing Education Courses (Subchapter 37H)

The Board shall certify and administer courses in continuing education for the professional development of nursing home administrators and to enable persons to meet the requirements for renewal. Certified courses, including those sponsored by the Board, an accredited university, college or community college, shall:

1. Contain a minimum of one classroom hours of academic work and not more than eight classroom hours within a 24 hours period; and
2. Each course must include instruction in one of the following areas:
  - a. Resident Care and Quality of Life
  - b. Human Resources
  - c. Finance
  - d. Physical Environment and Atmosphere
  - e. Leadership and Management
3. Certified courses shall:
  - a. **Be submitted to the Board Office for approval at least 30 days prior to the date of presentation.**
  - b. Be accompanied with the **appropriate fee** to cover the cost of reviewing and maintaining records associated with the continuing education program;  
**( \$75.00 – up to 5 hours; \$90.00 – 6 to 9 hours; and \$100.00 – 10 hours and above)**
  - c. Be approved for a period of one year from the date of initial registration.
4. Course sponsor must submit a list of participants with license numbers to the Board Office within ten working days from the date of presentation.
5. Course sponsor must notify the Board Office if course is repeated during the one year approval period.
6. The NC State Board of Examiners for Nursing Home Administrators does accept courses approved for continuing education by the National Association of Board of Examiners for Nursing Home Administrators (NAB or NCERS), however, NC Board does not accept courses of self-study or audio-visual.