



Oklahoma State Board of Examiners for Long Term Care Administrators

(OSBELTCA)

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Web site: www.ok.gov/osbeltca

APPLICATION FOR REVIEW AND APPROVAL OF A CONTINUING EDUCATION PROGRAM

1. Name of sponsoring organization: _____

2. Street Address: _____

City, State, Zip: _____

3 Contact Person: _____ : Title: _____

Tel: _____ Fax: _____ : Email: _____

4. Program Title: _____

5. Number of CEU clock hours requested: _____ (60 minutes=1 hours, no fractions permitted)

6. Date(s)/Location(s) of the event(s):

7. Other Requests/Clarifications:

8. All requests for review by the Board for consideration of awarding CEU credit hours must be submitted with a \$55.00 per credit hour review/approval fee based upon the number of hours requested by the sponsor. This fee is non-refundable, in whole or in part, regardless of the number of hours 'approved' by the Board, as opposed to the number of hours that had been requested by the sponsor.

[NOTE: These fees must be paid in advance of the Board reviewing this request. All fees are payable through our website (we cannot accept cash or checks).

Hours requested (in #5 above) _____ X \$55.00 = \$ _____

9. Has this program been previously approved by NAB/NCERS?

Yes No

If "Yes," program number: _____

10. Please enter the Domain Task Number(s) (See Enclosure #1) from the “Domains of Practice” that best categorizes the subject matter of your program(s) for which approval is being sought:

11. How does/do your program(s) relate to long-term care administration (See Enclosure #2)?

12. Attach the specific terminal objectives for the Program, outline the associated content, indicate teaching methods and any instructional media to be utilized (use “Educational Worksheet” for each session). You may need to use this page multiple times, one for each session.

13. Attach “Biographical Data Form” for each presenter. You may need to use this page multiple times, one for each presenter.

14. Attach a detailed time schedule for each program, showing the breakdown of each day’s activities, including starting and ending times, breaks and meals, etc.

15. Organizational philosophy and objectives:

16. Presenter’s (Presenters’) background in continuing education:

17. Presenter's (Presenters') background in long term care administration:

18. Describe long term care administrator involvement in the program planning:

19. Specify length of time Program records are maintained/retained: _____

20. Describe your method for recording attendance during the Program (attendance must be monitored throughout each day and each program/session) and attach a copy of any forms you will use:

21. How are evaluations utilized?

22. Our organization agrees to allow for periodic OSBELTCA monitoring of individual programs.

23. Attach an example of your "Certificate of Attendance" to be issued to attendees.

NAME (TYPED) of Individual Submitting Application

Title

(Signature)

Date

EDUCATIONAL OFFERING: Session Worksheet

[Attach a copy of this worksheet for each Program application submitted]

Instructions: Provide information to meet criteria for Objectives, Content, Timeframes, Faculty and Teaching Methods.

TITLE OF SESSION: _____

OBJECTIVES (list in Operational/Behavioral Terms):

CONTENT (topics):

TIMEFRAME (for topic area):

FACULTY (list faculty member or presenter for each topic):

TEACHING METHOD (describe method(s) used for each topic):

BIOGRAPHICAL DATA FORM

[Make as many copies of this form as necessary to provide information on each presenter – required to document adherence to all criteria listed. Please do NOT send resume or curriculum vitae].

PROGRAM TITLE: _____

TOPICS:

PRESENTER: _____

PRESENTER'S ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT INFORMATION (telephone, fax, email):

PRESENT POSITION: Organization: _____

Title: _____

ACADEMIC AND PROFESSIONAL PREPARATION:

Educational Institution	Degree Awarded	Major	Year

BRIEF OVERVIEW OF CURRENT PROFESSIONAL RESPONSIBILITIES:

PERTINENT EXPERIENCES (no more than 3) qualifying individual to present the subject matter:

Enclosure #1 – Domains of Practice

These include the domains of practice applicable for all long-term care administrators. OSBELTCA approves CE applicable to all lines of service; the more applicability to the various domains of practice across the spectrum of these lines of service, the better. These Domains of Practice were taken directly from the NAB/ACHA AIT Manual.

Domain 1:

Care, Services, and Supports

1A - Quality of Care

- 1A1 - Medical and Nursing Care Practices
- 1A2 - Medication Management and Administration
- 1A3 - Disease Management (e.g., acute vs. chronic conditions)
- 1A4 - Nutrition and Hydration (e.g., specialized diets)
- 1A5 - Activities of Daily Living (ADLs) and Independent Activities of Daily Living (IADLs)
- 1A6 - Rehabilitation and Restorative Programs
- 1A7 - Care Recipient Assessment and Interdisciplinary Care Planning
- 1A8 - Clinical and Medical Records and Documentation Requirements (e.g., storage, retention, destruction)
- 1A9 - Medical Director
- 1A10 - Emergency Medical Services (e.g., CPR, first aid, Heimlich maneuver, AED)
- 1A11 - Transition of Care (e.g., admission, move-in, transfer, discharge, and move-out)
- 1A12 - Basic Healthcare Terminology

1B - Quality of Life

- 1B1 - Psychosocial Needs (e.g., social, spiritual, community, cultural)
- 1B2 - Person-Centered Care and Comprehensive Care Planning
- 1B3 - Care Recipient Bill of Rights and Responsibilities
- 1B4 - Care Recipient Safety (e.g., fall prevention, elopement prevention, adverse events)
- 1B5 - Care Recipient (and Representative) Grievance, Conflict, and Dispute Resolution
- 1B6 - Care Recipient Advocacy (e.g., Ombudsman, resident and family council)
- 1B7 - Care Recipient Decision-Making (e.g., capacity, power of attorney, guardianship, conservatorship, code status, advance directives, ethical decision-making)
- 1B8 - Care Recipient (and Representative) Satisfaction
- 1B9 - Recognition of Maltreatment (e.g., abuse, neglect, exploitation)
- 1B10 - Mental and Behavioral Health (e.g., cognitive impairment, depression, social support systems)
- 1B11 - Trauma-Informed Care (e.g., PTSD)
- 1B12 - Pain Management
- 1B13 - Death, Dying, and Grief
- 1B14 - Restraint Usage and Reduction
- 1B15 - Foodservice (e.g., choice and menu planning, dietary management, food storage and handling, dining services)
- 1B16 - Social Services Programs
- 1B17 - Therapeutic Recreation and Activity Programs
- 1B18 - Community Resources, Programs, and Agencies (e.g., meals on wheels, housing vouchers, Area Agencies on Aging, Veterans Affairs)

1C - Ancillary Services

- 1C1 - Hospice and Palliative Care
- 1C2 - Specialized Medical Equipment (e.g., oxygen, durable medical equipment)
- 1C3 - Transportation for Care Recipients
- 1C4 - Telemedicine (e.g., e-health)
- 1C5 - Diagnostic Services (e.g., radiology, lab services)
- 1C6 - Dental and Oral Care Services
- 1C7 - Healthcare Partners and Clinical Providers (e.g., MD/DO, Nurse Practitioner, Psychiatrist, Podiatrist, Dentist)
- 1C8 - Volunteer Programs

2 - Operations

2A - Financial Management

- 2A1 - Budgeting and Forecasting
- 2A2 - Financial Analysis (e.g., ratios, profitability, debt, revenue mix, depreciation, operating margin, cash flow)
- 2A3 - Revenue Cycle Management (e.g., billing, accounts receivable, accounts payable, collections)
- 2A4 - Financial Statements (e.g., income/revenue statement, balance sheet, statement of cash flows, cost reporting)
- 2A5 - Revenue and Reimbursement (e.g., PDP, PDGM, ACOs, HMOs, Medicaid, private payors)
- 2A6 - Financial Reporting Requirements (e.g., requirements for not-for-profit, for-profit, and governmental providers)
- 2A7 - Integration of Clinical and Financial Systems (e.g., EMR/HER, MDS)
- 2A8 - Internal Financial Management Controls (e.g., segregation of duties, access)
- 2A9 - Supply-Chain Management (e.g., inventory control)
- 2A10 - Resident Trust Accounts for Personal Funds

2B - Risk Management

- 2B1 - OSHA Rules and Regulations
- 2B2 - Workers' Compensation
- 2B3 - Ethical Conduct and Standards of Practice
- 2B4 - Compliance Programs
- 2B5 - Risk Management Process and Programs
- 2B6 - Quality Improvement Processes (e.g., root cause analysis, PDCA/PDSA)
- 2B7 - Scope of Practice and Legal Liability
- 2B8 - Internal Investigation Protocols and Techniques (e.g., incidents, adverse events)
- 2B9 - Mandatory Reporting Requirements (e.g., incidents, adverse events, abuse, neglect, financial exploitation, fraud)
- 2B10 - Insurance Coverage (e.g., liability, property)
- 2B11 - Healthcare Record Requirements (e.g., confidentiality, disclosure, safeguarding, HIPAA, HITECH)
- 2B12 - Security (e.g., cameras, monitoring systems, locks, staff location reporting)
- 2B13 - Contracted Services (e.g., roles, responsibilities, oversight, background checks)

2C - Human Resources

- 2C1 - Federal Human Resources Laws, Rules, and Regulations (e.g., ADA, FMLA, Wage and Hour, FLSA)
- 2C2 - Selection and Hiring Practices (e.g., EEOC, interviewing, adverse impact, protected classes, occupational qualifications)
- 2C3 - Compensation and Benefits Programs (e.g., time off, healthcare insurance, employee pay and payroll)
- 2C4 - Organizational Staffing Requirements and Reporting (e.g., PBJ)
- 2C5 - Staff Certification and Licensure Requirements
- 2C6 - Professional Development (e.g., maintenance of credentials, continuing education)
- 2C7 - Employee Training and Orientation
- 2C8 - Performance Evaluation
- 2C9 - Human Resource Policies (e.g., drug-free workplace, discipline, job classification, photography and video, social media usage, mobile phone usage)
- 2C10 - Employee Record-Keeping Requirements
- 2C11 - Employee Grievance, Conflict, and Dispute Resolution
- 2C12 - Employee Satisfaction, Engagement, and Retention
- 2C13 - Cultural Competence and Diversity Awareness
- 2C14 - Labor Relations (e.g., union, collective bargaining [CBA], contract/pool staff)

3 - Environment and Quality

3A - Care Setting

- 3A1 - Federal Codes and Regulations for Building, Equipment, Maintenance, and Grounds
- 3A2 - Person-Centered Environment (e.g., home-like environment)
- 3A3 - Safety and Accessibility (e.g., ADA, safety data sheets)
- 3A4 - Facility Management and Environmental Services
- 3A5 - Information Systems Infrastructure (e.g., configurations, data security, technical controls)
- 3A6 - Preventative and Routine Maintenance Programs (e.g., pest control, equipment, mechanical systems)
- 3A7 - Infection Control and Sanitation (e.g., linens, kitchen, hand washing, healthcare-acquired infections, hazardous materials)
- 3A8 - Disaster and Emergency Planning, Preparedness, Response, and Recovery (e.g., Appendix Z)

3B - Regulatory Compliance

- 3B1 - Federal Healthcare Laws, Rules, and Regulations
- 3B2 - Government Programs and Entities (e.g., Medicare, Medicaid, waivers)
- 3B3 - Certification and Licensure Requirements for the Organization

4 - Leadership and Strategy

4A - Leadership

- 4A1 - Organizational Structures (e.g., departments, functions, systemic processes)
- 4A2 - Organizational Change Management
- 4A3 - Organizational Behavior (e.g., organizational culture, team building, group dynamics)
- 4A4 - Leadership Principles (e.g., communication, styles, mentoring, coaching, personal professional development)
- 4A5 - Governance (e.g., board of directors, governing bodies, corporate entities, advisory boards)
- 4A6 - Professional Advocacy and Governmental Relations

4B - Organizational Strategy

4B1 - Mission, Vision, and Value Statements

4B2 - Strategic Business Planning (e.g., new lines of service, succession management, staffing pipeline)

4B3 - Business Analytics (e.g., evidence-based practice, data analytics)

4B4 - Business Development (e.g., sales, marketing, partnerships, ACOs, contracts and agreements, negotiations)

4B5 - Public Relations and External Stakeholders (e.g., hospitals, referrals sources, local community, donors)

Applicants for CEU approval should also review the NAB/ACHCA AIT Manual and incorporate and correlate the 38 tasks identified into their programs to the extent possible.

Enclosure #2

Unofficial excerpt from OAC 490 as relates to the Board's Rules governing Continuing Education requirements

OAC 490

Chapter 1

Subchapter 9

Continuing Education

Section

- 490:1-9-1. General provisions for continuing education programs [AMENDED]
- 490:1-9-2. Criteria for continuing education programs [AMENDED]
- 490:1-9-3. Approval of continuing education programs
- 490:1-9-4. Continuing education requirements [AMENDED]
- 490:1-9-5. Auditing of continuing education hours [AMENDED]

490:1-9-1. General provisions for continuing education programs

- (a) In order to receive Board recognition and continuing education credit, continuing education programs shall be submitted to the Board for approval prior to presentation as indicated under this Chapter.
- (b) All continuing education programs submitted to the Board for its evaluation and possible 'approval' for purposes of granting Oklahoma continuing education credit hours shall be submitted with a \$55.00 per credit hour, non-refundable fee. Approval will be granted only for specific programs for specific dates of presentation. The Board shall waive this fee for programs sponsored by State or federal agencies. Recurring presentations also require Board approval, but may be considered and approved by the Board based upon a report of program changes from the previously-approved program.
- (c) The Board may withdraw approval for continuing education credit should subsequent information come to its attention that program content differed from that approved.
- (d) Sponsors shall be responsible for obtaining satisfactory documentation of attendance and submission of the attendance records to the Board.
- (e) All programs approved by the National Continuing Education Review Service (NCERS), National Association of Long Term Care Administrator Boards (NAB) that receive a NCERS/NAB approval number will be presumptively accepted by the Board for purposes of meeting Oklahoma's annual continuing education requirements.
- (f) The Board may approve, sponsor and/or conduct its own educational and training programs for continuing education credit if such programs meet the criteria established in this Chapter.
- (g) The Board reserves the right to monitor any and all approved programs.
- (h) Programs that deal specifically with internal affairs of an organization do not qualify for continuing education hours.
- (i) Programs from the Administrator University may qualify for continuing education hours if they meet the criteria outlined in this Chapter and have been so approved by the Board.
- (j) Sponsors, at their discretion, may award partial credit for attendees who they deem have been late, left early, or otherwise not participated in the full activities of the program. The Board approval for a program is for "up to" the number of hours approved and it is the responsibility of the sponsor to judiciously

grant credit. This also allows the sponsor to award fewer hours in the event of unplanned changes to a program such as a scheduled speaker being unable to make a presentation. Failure to protect the integrity of the hours approved on the part of the sponsor could result in future denial of program approval by the Board.

[Source: Added at 24 Ok Reg 1599, eff 7-1-07; Amended at 26 Ok Reg 2700, eff 7-25-09; Amended at 29 Ok Reg 1326, eff 7-1-12]

490:1-9-2. Criteria for continuing education programs

(a) In order for the Board to approve a program for continuing education hours, an application shall be completed by the sponsor and reviewed and approved by the Board.

(b) Sponsors shall submit their application to the Board at least 30 days in advance of the program, provided however, should the Board fail to meet through lack of a quorum or other circumstance, the application will be reviewed at the next meeting of the Board and if approved, hours will be awarded retroactively.

(c) The application shall contain documentation that certifies the following criteria are being met:

(1) The program shall relate to Long Term Care Administration and be designed to promote continued knowledge, skills and attitudes consistent with current standards in long term care administration.

(2) The program shall be designed to assist administrators to improve their professional competencies.

(3) The program shall be open and available to all long term care administrators in Oklahoma.

(4) The facility where the program will be conducted shall provide adequate space to accommodate potential attendees and have the ability to supply the needed equipment.

(5) The faculty/instructors must have experience in long term care supervision and administration, or have expertise in teaching and instructional methods suitable to the subject presented, or have suitable academic qualifications and experience for the subject presented.

(6) The learning objectives in the program must be reasonable and clearly stated in behavioral terms which define the expected outcomes for participants.

(7) The learning objectives must be consistent with the program content and the mechanism by which learning objectives are shared with participants must be identified.

(8) The teaching methods in the program must be clearly stated, must be appropriate to the subject matter, and must allow suitable time.

(9) Instructional aids and resource materials that will be utilized in the program must be described.

(10) Sponsors should be qualified in the subject matter presented. The Board, in its sole discretion, may approve programs from an accredited educational institution, a professional association and/or trade association, a private educational group, or a state agency, or from another source if the program content is deemed to be of sufficient value to Oklahoma long term care administrators.

(11) The registration fee for a program must be published clearly on promotional material.

(12) Registration fees may be reviewed by the Board.

(13) The sponsor must allow the Board to evaluate the program.

(14) The sponsor must provide an evaluation form, approved by the Board, for each program participant's responses.

(15) Within 15 days after the conclusion of the program, the sponsor must provide to the Board a list of participants and a summary of the evaluations for each program.

- (16) The application presented to the Board must state the method to be used in certifying attendance or on-line completion.
- (17) To receive full credit, attendees must attend the full program and/or log-in for on-line attendance for the full program. See also 490:1-9-1(j).
- (18) Partial credit of a minimum of two clock hours may be earned in a divisible program.
- (19) Instructional hours must be based upon clock hours (60 minutes = 1 clock hour).
- (20) The agenda must show registration, meal times (not included in credit hours), and a breakdown of the daily educational activities.
- (21) The maximum number of hours that can be approved or earned shall be seven clock hours per day.
- (22) The target group for programs shall be long term care administrators and other disciplines related to long term care.
- (23) Licensed administrators who are "presenters" of approved CE programs may receive credit one time annually for the clock hour value of the class(es) they present. If the material is presented multiple times, credit is only awarded once per licensure year for the same educational material.
- (24) Licensed administrators who present in Administrators University (AU) or other Board approved entry level training such as RC, RCAL or Adult Day Care initial licensure training, will receive CE credit one time annually for the clock hour value of the material they present.

[Source: Added at 24 Ok Reg 1599, eff 7-1-07; Amended at 29 Ok Reg 1326, eff 7-1-12]

490:1-9-3. Approval of continuing education programs

- (a) In order to be approved, continuing education programs shall be appropriately designed for Long Term Care Administrators and shall meet the criteria outlined in this Chapter.
- (b) If a program is disapproved, the sponsor shall be notified in writing of the reasons for rejection within ten (10) working days of the Board's decision.
- (c) If a program is disapproved, the sponsor has 30 days to appeal in writing. The appeal must include a copy of the original application package and any additional information the sponsor feels is needed for further clarification.
- (d) The Board may approve program content or a portion of the program content, even though the same content or a portion of the program content has been previously approved by the Board for the same calendar year.

[Source: Added at 24 Ok Reg 1599, eff 7-1-07; Amended at 26 Ok Reg 2700, eff 7-25-09; Amended at 29 Ok Reg 1326, eff 7-1-12]

490:1-9-4. Continuing education requirements

- (a) Each licensee shall be responsible for identifying his own continuing education needs, taking the initiative in seeking continuing professional education activities to meet those needs, and integrating new knowledge and skills into his duties.
- (b) Individuals who are newly licensed as a nursing home or ICF/MR administrators or certified as Assistant Administrators are required to successfully complete continuing education hours equivalent to a rate of two (2) hours per month, beginning with the month following the month his license/certificate is issued, for each month he holds the license/certificate during the current licensing year. For certified assistant administrators, this is a condition of employment.

- (1) Individuals who are newly licensed as RC/AL administrators are required to successfully complete continuing education hours equivalent to a rate of one and one-half (1.5) hours per

month, beginning with the month following the month their license is issued, for each month they hold the license during the current licensing year.

(2) Individuals who are newly licensed as RC only administrators are required to successfully complete continuing education hours equivalent to a rate of 1.3 hours per month, rounded up to the next half hour increment (e.g., 1.3 = 1.5; 2.6 = 3), beginning with the month following the month their license is issued, for each month they hold the license during the current licensing year.

(3) Individuals who are newly licensed as Adult Day Care administrators are required to successfully complete continuing education hours equivalent to a rate of one (1) hour per month, beginning with the month following the month their license is issued, for each month they hold the license during the current licensing year.

(c) Licensees holding a nursing home administrator license and Certified Assistant Administrators shall successfully complete twenty-four (24) clock hours of continuing education (commonly referred to as CEUs or continuing education units) during each licensing year. For Certified Assistant Administrators this shall be a condition of employment.

(1) RC/AL administrators shall successfully complete eighteen (18) clock hours of continuing education during each licensing year.

(2) Residential Care administrators shall successfully complete sixteen (16) clock hours of continuing education during each licensing year.

(3) Licensed Adult Day Care Administrators shall successfully complete twelve (12) clock hours of continuing education during each licensing year.

(d) Licensees/certificate holders are responsible for maintaining their own continuing education records.

(e) Carry-over of continuing education hours earned in one licensing year that were in excess of the hours required for that year to a subsequent licensing year is not permitted.

(f) Licensed administrators who have attended and received credit for previously approved program content shall be denied credit for attending subsequent duplicate programs in the same calendar year.

(g) A licensee/certificate holder who cannot meet the continuing education requirement due to illness, emergency or hardship may petition the Board, in writing, requesting a waiver of the clock hour requirement. Any such waiver request must be received and acted upon by the Board prior to the end of the licensing period in which the CE requirement will not be met. The waiver request shall explain why compliance is not possible, and include appropriate documentation. Waiver requests will be evaluated and acted upon by the Board on a case-by-case basis.

(h) In the event a licensee fails to provide the Board, upon request, with documentation that the continuing education requirements have been met, the licensee will be subject to sanction by the Board, which may include suspension or revocation of his license. This is considered a reportable offense on the first offense and will appear as a violation in the Registry and NPDB.

(i) A licensee whose license is suspended by the Board for disciplinary reasons is not exempt from the continuing education requirements, and must, therefore, successfully complete the required number of continuing education hours commensurate with his license/certificate type during any licensing year(s) in which his license is under suspension. Licensee shall, upon Board request, furnish documentation that the continuing education requirements have been met. Failure to provide such requested documentation shall subject licensee to sanction by the Board, including further suspension or revocation of his license.

(j) All CE hours earned for programs approved by the NCERS/NAB or approved by the Board may be utilized by a licensee for purposes of meeting the annual CE requirement in the licensing period in which the hours were earned.

[Source: Added at 24 Ok Reg 1599, eff 7-1-07; Amended at 25 Ok Reg 2565, eff 7-11-08; Amended at 26 Ok Reg 2700, eff 7-25-09; Amended at 29 Ok Reg 1326, eff 7-1-12; Amended at 31 Ok Reg 2128, eff 9-12-14]

490:1-9-5. Auditing of continuing education hours

(a) The Board may request continuing education information from sponsors for audit purposes only.

(b) The Board does not retain any record of continuing education hours completed by individual administrators except as it may otherwise obtain in its performance of the annual CE compliance audit.

(c) An annual audit of at least 5% of the total number of each type of administrator will be made to verify compliance with the annual CE requirement. This percentage may be increased at the Board's discretion. If a license is not renewed by the last day of the current licensing year, an audit to verify compliance with the annual CE requirement shall be conducted prior to reinstatement of the license.

(d) Failure of a licensee to provide verification of continuing education hours completed, if requested by the Board, shall result in disciplinary action against the licensee. The minimum penalty for a first time offense is \$50.00 per clock hour not completed and completion of twice the number of clock hours not completed, due within 120 days. These clock hours cannot be applied to the current year's requirements. This is also a NPDB (National Practitioners Data Bank) reportable offense. For a second offense, the penalty will double. Any subsequent offenses shall be referred to the Board for determination of an appropriate penalty which may include suspension or revocation. The Administrator shall be informed in writing prior to the drafting of an order that they may request a formal hearing before the Board in lieu of the "standard" penalty for either the first or second time offense, in which case a formal complaint shall be drafted and the Board shall have a full range of penalty options available to them, to include suspension and revocation. These automatic penalties for the first and second offense do not require Board approval; however, any variation from this "standard" will require Board approval. A formal complaint and appropriate order will still be drafted by the Board's attorney and the action taken shall be reported to the Board.*[Source: Added at 24 Ok Reg 1599, eff 7-1-07; Amended at 26 Ok Reg 2700, eff 7-25-09; Amended at 29 Ok Reg 1332, eff 7-1-12; Amended at 31 Ok Reg 2128, eff 9-12-14]*