

APPROVED

**NURSING HOME ADMINISTRATORS
CREDENTIALS COMMITTEE MEETING
MINUTES OF BOARD MEETING**

Wednesday, April 14, 2004

**Department of Health Professions
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 1**

CALL TO ORDER: A meeting of the Virginia Board of Nursing Home Administrators Credentials Committee was called to order at 3:40 p.m.

PRESIDING: Ted A. LeNeave, NHA, Chair

MEMBERS PRESENT: Kathleen R. Fletcher, RN, MSN

MEMBERS ABSENT:

STAFF PRESENT: Cheri Emma-Leigh, Operations Manager
Carmen M. Quiñones, Administrative Assistant
Gail E. Miller, Senior Adjudication Analyst
Kathy L. Lacky, Administrative Specialist

COUNSEL PRESENT:

QUORUM: With two members of the Board present, a quorum was established.

PUBLIC COMMENT: No Public Comments

COMMITTEE DISCUSSION: **Requirements for Licensure/Administration in Training Program:** Mr. LeNeave wanted to know what are the most frequently asked question that the Board receives on a regular basis. The Committee asked Ms. Lacky if she can come up with a list of questions. Mr. LeNeave discussed the need to define a "Certificate Program" and the definition of Administration. He discussed that there is a need to develop a guidance document concerning qualification for licensure for the office staff and the public and to be posted on the web site. Mr. LeNeave volunteered to draft a guidance document to present at the July 14, 2004 Board Meeting.

The Committee discussed the following topics, Licensure by Degree and Practicum, Degrees related to Healthcare

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Administration, Training Facilities and Logging hours in CCRS. Once again the Committee agreed that there is a need to create a guidance document.

Continuing Education: The Committee is concerned at the number of requests for extensions received by the Board. The Committee indicated that they will not approve any extension requests unless the request is made in writing and the request meets the criteria according to the regulations.

ADJOURNMENT

With all business concluded, the Board adjourned at 4:25 p.m.

Ted A. LeNeave, NHA

Sandra K. Reen, Executive Director

Date

Date