

Virginia Board of Long-Term Care Administrators

Procedures for Auditing Continuing Education

A. The Board of Long Term-Care Administrators at the Department of Health Professions may audit a random sample of licensees to investigate compliance with the Board's continuing education ("CE") requirements. The Board may also audit active licensees, who by terms of a Confidential Consent Agreement ("CCA") or Board Order, are required to take CE courses in addition to the continuing education requirements for renewal of a license.

B. Board staff will review each audit report and either:

1. Send an acknowledgement letter of fulfillment of the continuing education requirements, or
2. Open a case for probable cause.

C. Once a case is opened for probable cause, Board staff may:

1. Issue a CCA if the licensee: a) was truthful in responding to the CE attestation on renewal; b) has not previously been found in violation of CE requirements; and c) is missing 10 hours or less of the 20 hours required for renewal. The CCA may require the licensee to submit proof of completion of the missing contact hours(s) within 90 days of the effective date of the CCA. Such contact hours cannot be used toward fulfillment of the next annual CE requirement for renewal.

2. Issue a pre-hearing consent order ("PHCO") if the licensee: a) was not truthful in responding to the CE attestation on renewal; b) has previously been found in violation of CE requirements; or c) is missing more than 10 hours of the 20 hours required for renewal. The following sanctions may apply:

(a) Monetary penalty of \$100 per missing contact hour, up to a maximum of \$1,000.

(b) Monetary penalty of \$300 for a fraudulent renewal attestation.

The PHCO may require submission of proof of completion of the missing contact hours within 90 days of entry of the order. Such contact hours cannot be used toward fulfillment of the next annual CE requirement for renewal.

D. The case will be referred to an informal fact-finding conference if the licensee:

1. Fails to respond to the audit or does not sign the CCA or PHCO that is offered; or
2. Has previously been disciplined pursuant to a Board Order for not meeting the CE requirements.