

Virginia Board of Long-Term Care Administrators

Guidance on Completion of Continuing Education

1. Mode of Completing Courses

The Regulations of the Board of Long-Term Care Administrators for Nursing Home Administrators (Ch. 20) and Assisted Living Facility Administrators (Ch. 30) provide the following with regard to the mode of completing continuing education requirements:

18VAC95-20-175. Continuing Education Requirements.

A. In order to renew a nursing home administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year. ...

18VAC95-30-70. Continuing Education Requirements.

A. In order to renew an assisted living administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year. ...

The Board interprets these provisions to mean that, in addition to the hours that may be obtained “through Internet or self-study courses,” at least 10 hours of continuing education are required to be live coursework hours. These live coursework hours may be satisfied by attendance of (1) in-person programs or courses or (2) real-time, interactive programs delivered via teleconference or webcast where there is an opportunity to interact with the speaker.

2. Signature from an authorized representative of the approved sponsor

The Regulations of the Board of Long-Term Care Administrators for Nursing Home Administrators (Ch. 20) and Assisted Living Facility Administrators (Ch. 30) provide the following:

18VAC95-20-175. Continuing Education Requirements.

B. In order for continuing education to be approved by the board, it shall (i) be related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency or (ii) as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

... 2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date the course was taken;*
- b. Hours of attendance or participation;*
- c. Participant's name; and*
- d. Signature of an authorized representative of the approved sponsor.*

18VAC95-30-70. Continuing Education Requirements.

B. In order for continuing education to be approved by the board, it shall (i) be related to the Domains of Practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution, or a governmental agency or (ii) be as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

... 2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date the course was taken;*
- b. Hours of attendance or participation;*
- c. Participant's name; and*
- d. Signature of an authorized representative of the approved sponsor.*

For continuing education (CE) programs that are approved or offered by NAB for which an electronic certificate of attendance is issued through the NAB CE Registry, the Board will accept such certification as evidence of a “signature from an authorized representative of the approved sponsor” pursuant to 18VAC95-20-175(C)(2)(d) or 18VAC95-30-70(C)(2)(d).