



# Continuing Education Fact Sheet

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## **What Is Continuing Education (CE)?**

Continuing Education is any course of study offered by an educational institution, association, professional society, or organization for the purpose of providing continuing education for nursing home administrators.

## **How Many Hours of Credits Can I Receive As A Licensed Nursing Home Administrator?**

A NHA licensee must complete 40 hours of NHAP approved continuing education (CE) courses, of which 10 hours shall be in the area of patient care or aging. Licensees must complete courses offered by NHAP approved providers during each two-year licensing period.

## **How Many CE Hours Can I Claim For Being A Preceptor?**

The maximum amount of hours a preceptor can claim for precepting an AIT is 20 hours.

## **How Is The Credit For Course Work Allocated?**

Students attending a NHAP approved course will receive one hour of credit for each class hour attended.

Fifteen (15) classroom hours of credit will be awarded for each semester unit and ten (10) hours of credit for each quarter of unit for university and/or college courses submitted for Program approval.

One hour of credit will be allocated to NHA's for each hour completed as an instructor of a NHAP approved course, not exceeding sixteen (16) hours for each two-year renewal period.

## **How Can I Become a NHAP CE Provider?**

Applicants must complete the appropriate application and pay the current fee of \$150.00. CE Provider applications are available from the NHAP upon request or can be downloaded from the website.

## **How Long Will It Take My Request For Course Approval To Be Processed?**

Approximately 30 days from the date received by the NHAP. However, if the application is not turned in 30 days prior to the date the course is being offered, it may be denied and the fee is non-refundable.

## **Is There A CE Provider List Available?**

Yes. A licensee must send a written request to the NHAP along with a check for \$15.00 for a current list of CE providers. The providers can then be contacted directly for information regarding the availability of their courses.

## **I Am A Licensee. Can I Request Course Approval?**

Yes. A licensee must provide complete and accurate information on a form approved by the Program and include a check or money order in the amount of \$15.00 for each CE course within 30 days following the final class session.

## **What Type Of Courses Am I Allowed To Receive Credit For?**

Courses that directly relate to the duties, responsibilities, and functions of a nursing home administrator as well as courses in aging or patient care including courses in gerontology, aging, or nursing care may be approved for full credit. Many courses offered by colleges to business administration receive full continuing education credit.

Accounting courses, for example, as well as courses in budgeting, management, personnel relations, supervision, business law, and statistics might be directly related to the duties, functions, and responsibilities of a nursing home administrator. Programs that define, explain or promote patients' rights in Skilled nursing Facilities may also receive credit. Licensees that have applied for courses approved by NHAP shall receive one hour of credit for each class hour attended.

**I Am A NHAP Approved Provider. Does This Mean That Any Courses I Teach Are Automatically Approved?**

No. Provider approvals do not include course approvals. The providers must request the NHAP's approval for each course being offered for CE credit.

**How Much Does The NHAP Charge To Process Provider Requests For Course Approvals?**

The NHAP's current fee for provider request course approvals is \$15.00.

**Are Home Study and Internet Courses Approved?**

Yes. You may send a written request to the Program, along with a check for \$15.00, for a current list of approved home study and Internet providers.

**Under What Conditions Are Home Study and Internet Courses Approved?**

- Courses must utilize a programmed learning format, including goals and objectives. Courses based on reading assignments only will not be approved.
- Courses must be directly related to the duties of an administrator, or must relate to aging or patient care.
- Courses must include course evaluations and tests requiring a 70% or better pass rate.
- A maximum of ten (10) hours of CE credit will be granted per individual course regardless of course length.

**How Do I Apply For Course Approvals?**

1. Applicants must provide complete and accurate information on a program-approved form.
2. Each application must include a check or money order in the amount of \$15.00 payable to NHAP. **Course approval fees are non-refundable.**
3. Submit applications at least (30) days prior to the course date. This allows the Program sufficient time to approve courses and assign course approval numbers. **Applications submitted after the 30-day deadline may be denied.** Applicants will be notified of Program action by mail.
4. Course approval numbers are non-transferable. Only the Program-approved provider who is submitting a course for approval is authorized to offer and advertise the course as being Program-approved.
5. All Program approval courses expire two years after the date of approval. Providers may renew courses previously approved providing the courses have not changed in format.
6. To renew courses, providers must comply with numbers 1, 2 and 3 mentioned above. Any change in course duration or content requires re-application and fee submittal. Course title and/or instructor changes require only written notification to the Program.

**Are Providers Required To Provide Certificates of Attendance To The Program After the conclusion of the Course?**

Yes, Providers shall issue Certificates of Attendance to each nursing home administrator attending a Program-approved course. Certificates should be distributed at the conclusion of a course, and must include the following:

1. Provider name and Program provider number
2. Title and Program course approval number
3. Name and license number of participant.
4. Date and location of presentation.
5. Number of classroom hours attended.
6. Signature of provider's representative.

Providers are required to maintain accurate attendance records for a minimum of three (3) years.

Providers must offer a means whereby participants may evaluate courses. Providers must maintain course evaluations for a minimum of three (3) years.

**What Is The Appropriate Way To Advertise A NHAP-Approved Course(s)?**

Providers may advertise an NHAP approved course by referencing to the following statement:

*“Approved by the Nursing Home Administrator program **OR**  
\_\_\_\_\_ hours of continuing education credit – NHAP#\_\_\_\_\_.”*

The NHAP office does not publish course lists or offer advertising of approved courses. However, the Program does offer a listing for a nominal fee of approved providers, including home study/correspondence/Internet courses providers, please call the NHAP at (916) 552-8780 for more information or by electronic mail at [NHAP@cdph.ca.gov](mailto:NHAP@cdph.ca.gov).

**If I Am An Instructor Or Preceptor, Can I Also Obtain Continuing Education Credits?**

Yes, as a licensee you may also obtain continuing education credit by acting as an instructor of a Program-approved course or by serving as the preceptor in an approved Administrator-in-Training (AIT) program. One hour of credit is awarded for each classroom hour completed as an instructor of an NHAP-approved course. Up to 16-instructor continuing education hours may be earned during a two-year licensing period. One hour of credit is awarded for each week a licensee serves as a preceptor in an approved AIT program. Up to 20 continuing education hours may be awarded to a preceptor during a two-year licensing period.

**Does National Association of Boards of Examiners of Long Term Care Administrators (NAB) Approve Continuing Education Hours?**

Yes, in 1981, the National Association of Boards of Examiners for Nursing Home Administrators (NAB) developed the National Continuing Education Review Service (NCERS) to review and approve continuing education programs submitted by sponsoring organizations and groups. In January 1982, the California Board of Examiners of Nursing Home Administrators (now the Nursing Home Administrator Program) agreed to accept the NCERS review process for continuing education courses and to recognize NAB-NCERS approval of regional and national continuing education programs.

All continuing education courses approved by NAB-NCERS are assigned a NAB number; their review and approval is recognized and accepted by the California NHAP for continuing education credit. A course that carries a NAB number requires a submission of a licensee request for course approval form with the appropriate fee.

**DEFINITION OF CONTINUING EDUCATION TERMS**

1. **NHAP:** Nursing Home Administrator Program
2. **PROVIDER:** An institution, association, individual(s), or other entity assuming full responsibility and control over a course or program.
3. **COURSE:** (A) quarter long or semester long structured sequence of classes covering specific subjects; or (b) a one time seminar, workshop, lecture, or institute.
4. **CLASSROOM HOUR:** Sixty (60) minutes (with or without a break) of contact instruction. (No credit for meal breaks.)
5. **NURSING HOME ADMINISTRATOR:** An individual educated and trained within the field of nursing home administration. A Nursing Home Administrator carries out the policies and are responsible for the general administration of a nursing home.