



BELTSS Core of Knowledge Course in Nursing Home Administration

Approved by:
Provided by:

The Board of Executives of Long-Term Services and Supports (BELTSS)
LeadingAge Ohio and Ohio Health Care Association



Winter 2017

Core of Knowledge Course

The Core of Knowledge course is designed specifically for the Administrator-In-Training (AIT) participant. This course meets the special academic requirement set by BELTSS for qualifying to take the state licensure board examination. Ohio participants should call the Board at (614) 466-5114 to arrange their AIT internship. The CORE may be taken at any time during the process: before, during, or after the internship. CORE hours do not count towards the internship hours.

Content

The content of the course is designed to provide information and promote understanding that will lead to more effective performance in the administration of long-term care. The subject areas listed below have been recommended by the National Association of Long-Term Care Administrator Boards and endorsed by BELTSS.

These topics are included in the Core of Knowledge course:

- 1) applicable standards of environment, health and safety;
- 2) local health and safety regulations;
- 3) general administration;
- 4) psychology of care;
- 5) principles of medical care;
- 6) personal and social care;
- 7) therapeutic and supportive care and services in long-term care;
- 8) departmental organization and management; and
- 9) community interrelationships

Enrollment

Enrollment is open to anyone interested in becoming a nursing home administrator as well as those wanting professional training in nursing home administration. If you plan to attend the course, online registration is available at: www.LeadingAgeOhio.org

Attendance Policy

BELTSS expects you to attend every day of the consecutive three-week Core of Knowledge course. However, you may be granted an excused absence for illness, death in the family or personal conflict at the discretion of the Board. Such requests should be submitted to the program provider in writing and should include the day and reason you cannot attend. Your request will be submitted to BELTSS for approval.

Certificate of Completion

All those satisfactorily completing the course will receive a certificate which satisfies the requirement with the Board of Executives for Long Term Services and Supports (BELTSS).



Dates and Location

The winter session will take place January 16 - February 3, 2017

It will be held at the Nationwide Hotel and Conference Center, 100 Green Meadows Drive South, Lewis Center, OH 43035. Classes will be held for three weeks from Monday through Friday from approximately 9:00 a.m. to 5:00 p.m. each day. A final course schedule and further details will be sent out a few weeks before the class begins.

Each participant is responsible for his/her own lodging and meal arrangements.

We encourage you to make your hotel reservations as early as possible.

A limited number of rooms have been blocked at the rate shown. Please make your reservation no later than January 2, 2017. Mention you are attending the BELTSS Core of Knowledge offered by LeadingAge Ohio for the group rate. The hotel may have additional rooms available once all of the LeadingAge Ohio rooms are gone, but they may not be at the special rate, To make a reservation, call the hotel directly at 866-233-9393 and ask for Reservations. For directions or additional information, please visit the hotel’s website at www.nwhotelandconferencecenter.com

Nationwide Hotel and Conference Center offer Core of Knowledge students the following overnight room rates and benefits:

Single: \$122* **Double:** \$124* *includes 2 drink tickets per overnight guest

Every room and suite includes complimentary wireless Internet access, VOIP Telephone with speakerphone and voicemail, pillow-top mattress, refrigerator, microwave and Keurig coffee makers. Free parking at the Conference Center.

Tuition

Tuition for the Core of Knowledge Course is \$1,700. The tuition includes instructional materials and morning refreshments. **Also included in the tuition are two references (*NAB Study Guide-How To Prepare for the Nursing Home Administrators Examination and The Long Term Care Survey book*).** It does not include lodging, lunch or dinner. *Space is limited, register today to insure your spot.*

Core of Knowledge Program Contacts

Eligibility and Core Requirements:

Jennifer Cunningham
Administrator-In-Training (AIT)
BELTSS Coordinator
BELTSS
614-644-7514
jcunningham@age.ohio.gov

Course Administration and Registration Questions:

Anne Shelley
Director of Professional Development
LeadingAge Ohio
614-545-9030
ashelley@leadingageohio.org



BELTSS Core of Knowledge Course

January 16 - February 3, 2017

Please print clearly:

Name _____ Title _____

Name *(to appear on certificate if different than above)* _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____

Email _____

Tuition

Winter Course Tuition: \$1,700

Registration Deadline: January 6, 2017

Limited space is available and registration received after this date may not be accepted.

Payment Options:

Credit Card payment



Online registration is required when paying by credit card.

Visit www.LeadingAgeOhio.org; click on Education and Events; select date and event, click link to register.

Check or Money Order

To pay by check or money order, please make payable to **LeadingAge Ohio**.

Mail registration and payment to:

LeadingAge Ohio
2233 North Bank Drive
Columbus, OH 43220

Total Payment Enclosed: \$ _____

Cancellation & Substitution Policy

Should you not be able to attend the Core of Knowledge course as planned, substitutes in writing are welcome at no additional cost. Please notify LeadingAge Ohio by January 2. Cancellations received through January 2 will be fully refunded. Cancellations received between January 3 and 6 will be refunded minus a \$150 processing fee. Cancellations after January 6 will be charged the full registration fee.

Reservation

Your reservation will be made upon receipt of this form and payment by check/money order or by online registration and credit card payment. All registrants will receive a confirmation email.

If you do not receive a confirmation, please do not assume that you are registered.