

## How To Become a BELTSS Approved Provider Of Continuing Education Credits

To offer a continuing education program, a Provider must be approved by the Continuing Education Committee of the Board and complete a two (2) part process. First is submitting an application to be approved as a provider of continuing education credits. Second is submitting the programs for approval.

### **CEU provider categories**

- **Preferred –**
  - must first be a Certified Provider for at least a year
  - who offers at least 50 courses a year
- **Certified –**
  - Accredited college or university. Per 4751-1-08(A) (1) Accredited educational institutions shall be deemed approved without application or registration.
  - Statewide or national government agency relating to nursing home administration
  - Statewide or national association or professional society relating to nursing home administration
- **Limited –** Organization not affiliated with colleges, universities, or associations
  - The organization cannot be approved for more than six (6) credit hours per course
  - The participants must be informed of the organization's status

### **Type of course:**

**Self -Study** - Non-traditional classroom presentations. For example, webinars, on-line, and independent study.

Webinars are considered self-study courses.

Standard requirements to provide a self-study course are:

- ❖ **10 post test questions for 1<sup>st</sup> hour of CEU ( 5 per additional hour/CEU)**
- ❖ **Passing score of not less than 80%**
- ❖ **Submit post test questions with BELTSS E-2 form or Preferred provider monthly report.**

- All provider types are permitted to offer Self- Study courses.
- Only (10) hours of Self-Study courses will be counted toward an LNHA annual license renewal.
- Providers must ensure that .25 clock hours of continuing education is earned by 15 minutes of instruction.

### **CEU PROVIDER**

Complete and submit a BELTSS Form E-1 to request approval as a CEU Provider. One (1) copy of this application **must** be returned via mail or email:

BELTSS  
246 N. High Street, 1st Floor  
Columbus, OH 43215  
[lhedrick@age.ohio.gov](mailto:lhedrick@age.ohio.gov)

Once an organization has been approved as the provider may begin submitting forms for program approval.

## **PROVIDER RENEWAL REQUIREMENTS**

A new applicant becoming a provider will initially be granted a one-year probationary provider status. Approval thereafter shall be granted for a two-year period. Existing providers must renew every two years.

To remain in “active” status all providers must submit a completed E-1 form by April 30th of their renewal year. Failure to submit the renewal form will result in the provider status becoming “inactive.” Should this occur, the provider would not be able to submit continuing education programs for approval until a current renewal form has been received and approved by the board’s CEU Committee.

### **Course Approval—**

Certified and Limited providers must complete and submit BELTSS Form E-2 to request CEU credit for the programs they wish to offer.

Key things to remember:

- The application **must** be received at least sixty (60) days prior to the presentation date of the program or the program will automatically be denied BELTSS credit.
  - Amended Rule 4751-1-08 permits the board to grant a variance to the time frame for proof that a recent change in state or federal regulatory requirements affecting the nursing home industry requires prompt approval of the program so that nursing home administrators can receive timely information relative to compliance with the requirements. This does **not** alter the 60-day requirement for the submittal of all other program approval applications.
    - a) The Board, in its sole discretion, may deny approval for continuing education credits which it determines to not directly impact the art and function of the practice of nursing home administration as defined in Chapter 4751-1-06 of the Revised Code.
- Make photocopies of the BELTSS E-2 form to use for future program approvals.
- To request that board’s CEU Committee waive the 60-day requirement for your program, a 60-Day Waiver Request Form must be obtained from this office, completed, and returned with the completed E-2 Form.
- A separate E-2 form **must** be submitted each time you plan to offer a program. This is true even if it is a repeat of a previously approved program or identical programs to be held on different dates and/or in different locations.
- In-service training programs do **not** qualify as continuing education programs. All programs **must** be open to the public.
- The educational objectives of each program **must** be specifically related to nursing home administration for credit to be granted. Please give specific details of the program objectives, and include any brochures or additional information that may assist the board in evaluating the program.
- Be certain to submit an accurate, detailed agenda showing the exact times and topics scheduled.

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- ❖ The agenda **must** show the beginning and ending time for each portion of the program. Breaks, lunch, viewing exhibits, and evaluation **etc.**, **must** be included on the agenda.
- The board will grant credit hours for actual instructional time only. Registration, lunch, breaks, viewing exhibits, etc., do **not** count as CEU hours. When listing program instructors, be sure to include all relevant education and experience qualifications to assist the board in determining the eligibility of the individual.
- Once a program has received board approval, no changes should be made to the program date, content, speakers, or location, without notifying the CEU coordinator.
- The board requires that participants receive only full credit for attending a program. **Partial credit may not be granted for those attending only part of a program.**
- The Program Evaluation Form is to be used at all BELTSS-approved continuing education programs. One copy of the form is to be given to each nursing home administrator in attendance. The administrator is to complete the form and return it to the provider.
- You will be required to monitor administrator attendance and issue a certificate of completion.
- This certificate **must** include the following information:
  - ❖ Attendee's name
  - ❖ NHA license number
  - ❖ Core of knowledge subject area into which the program falls (see section rule 4751-1-06 for complete listing)
  - ❖ Provider's name
  - ❖ Title and date of program
  - ❖ **BELTSS approval number**
  - ❖ Number of continuing education hours earned
- **The certificate of completion must be completed and signed by a program coordinator and have the attendee's name printed on it before it is issued.**
- **The provider is responsible for mailing all completed Program Evaluation Forms and Attendance Sheets to the BELTSS office (30) thirty days following the completion of the program.**
- For your assistance in determining dates to offer continuing education programs, please note that the NHA License Renewal has four (4) renewal dates per year: January 1, April 1, July 1, and October 1.
- For continuing education programs that have multiple approvals, (Ohio, other states, NAB), Ohio BELTSS approval shall take precedence over any other approval for administrators wishing to use those programs for their annual license renewal.
- Improperly completed/submitted applications may be returned
- A training agency for continuing education shall apply for either preferred, certified or limited provider status as defined by the Board, as defined in 4751-1-081 of the Laws & Rules.
  - Provider must cooperate with the Board

### **AFTER application are received...**

All applications will be evaluated by the Board's CEU Committee. Providers will be notified of the Board's decision.

## **Approval Code Terminology**

***All BELTSS approved CEU programs will be posted on the CEU Approved list at [www.beltss.ohio.gov](http://www.beltss.ohio.gov)***

**Limited Providers** are identified by the BELTSS approval numbers with the letter “L” in the middle (e.g. 000-L-00).

**Certified Providers** are identified by the BELTSS approval numbers with the letter “C” in the middle (000-C-00).

**Preferred Providers** are identified by the BELTSS approval numbers with the letter “P” in the middle (e.g. ABCD1-P-00).

**Self Study** is defined by the BELTSS approval numbers starting with the letters "SS" (e.g. SS-00-00)

**NOTE: NAB approved courses are identified with "in" or "dl"**

The board will also accept continuing education courses approved by the National Association of Boards of Examiners of Long-Term Care Administrators (NAB). There are no restrictions on the number of hours you may submit from NAB-approved courses (excluding Self Study/webinar/dl).

**in** = in class; the continuing education course occurs in a classroom setting. There is no limit to number of hours accepted.

**dl** = distance learning; the continuing education course is the same as webinar, Self-Study, or on-line type courses. Only (5) hours of this type of units are accepted

**NOTE: Each program will receive its own BELTSS approval number**

## **ALL PROVIDER RENEWALS ARE DUE IN APRIL**

A renewal form will be mailed to you approximately four (4) weeks before the expiration date. If you do not receive it three (3) weeks before this date, please contact the BELTSS's office.

***Last updated, 12/15/2014***