



## **BELTSS Core of Knowledge Course in Nursing Home Administration**

*Approved by:* The Board of Executives of Long-Term Services and Supports (BELTSS)  
*Provided by:* Ohio Health Care Association and LeadingAge Ohio



**Summer 2017**

# Core of Knowledge Course

**T**he 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 and any person wanting professional training in nursing home administration. If you plan to attend the course, online registration is available at: <https://www.efohca.org>

## Course Format

Per 4751-1-16 of the Administrative Code, section (5)(a) requires 100 clock hours of study in core of knowledge subjects. Therefore this course will include face-to-face classroom learning as well as several self-study assignments. Students will complete web-based self-study, traditional DVD as well as written assignments. Students must attend every day of the face-to-face classroom presentations as well as complete all self-study assignments to successfully graduate from the BELTSS Core of Knowledge.

## 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 program begins on July 31 and will conclude on August 17. Classes will be held for three weeks Monday through Thursday from approximately 9:00 am to 5:00 pm 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 three weeks prior to each week. Mention you are attending the BELTSS Core of Knowledge offered by OHCA for the group rate. The hotel may have additional rooms available once all of the OHCA 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.northpointecenter.com](http://www.northpointecenter.com)

Nationwide Hotel & Conference Center offers Core of Knowledge students the following overnight room rate and benefits:

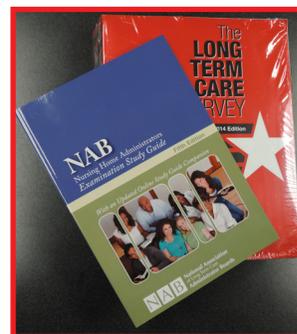
**Single:** \$ 125\*      **Double:** \$ 125\*      *\*includes 2 drink tickets per overnight guest*

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 is available at the Conference Center.

## Tuition

Tuition is \$1,700. The Tuition includes all instructional materials. Also included in the tuition are the following reference materials: NAB Study Guide – How to Prepare for the Nursing Home Administrators Examination, The Long Term Care Survey book, Accounting Made Simple, Alive Inside DVD. Students will have access to all web-based self-study assignments. In addition refreshments and snacks will be available to students during the face-to-face classroom dates.

It does not include lodging, lunch or dinner. Credit card registrations are accepted. Space is limited, register today to insure your spot.



## Core of Knowledge Program Contacts:

### Eligibility and Core Requirements:

**Jennifer Cunningham**, Investigator, NHA Changes, AIT Coordinator

BELTSS  
614-644-7518  
[JCunningham@age.ohio.gov](mailto:JCunningham@age.ohio.gov)

### Registration Questions:

**Kathy Chapman**, Education Director

Ohio Health Care Association  
614-436-4154  
[kchapman@ohca.org](mailto:kchapman@ohca.org)

# Core of Knowledge Registration

## Three easy ways to register

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### Online:

<https://www.efohca.org>

### Mail:

Mail the enclosed registration form to the address listed below.  
Checks should be made payable to EFOHCA.

### FAX:

This completed form and payment to 614-436-0939.

## Registration Deadline:

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**July 24, 2017**

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

## BELTSS Core of Knowledge course

**July 31 - August 17, 2017**

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### Please Print Clearly:

Name: \_\_\_\_\_ Nickname \_\_\_\_\_  
(to appear on Certificate)

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Tuition

**Summer Course Tuition:** \$1,700

### Credit Card Payment:

Visa    MasterCard    AmEx    Discover

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date : \_\_\_\_\_ / \_\_\_\_\_ Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

## Cancellation & Substitution Policy

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Should you not be able to attend the BELTSS Core of Knowledge as planned, please notify the provider at least ten business days prior to the first face-to-face classroom date. Student understands cancelling their enrollment will void any web-based self-study assignments completed prior to the date of the cancellation.

Cancellations received through July 17 will be fully refunded. Cancellations received July 18 through July 25 will be refunded minus a \$150 processing fee. Cancellations July 26 and after will be charged the full registration fee.

Please do not staple or tape checks to this form. Make checks payable to Educational Foundation of Ohio Health Care Association (EFOHCA)

**Mail to:**  
EFOHCA  
55 Green Meadows Dr. S.  
PO Box 447  
Lewis Center, OH, 43035

or

**Fax:** 614-436-0939