



Board of Executives of
Long-Term Services & Supports

Mike DeWine, Governor
Deborah Veley, Executive Director

This form MUST be submitted to the BELTSS office (Lhedrick@age.ohio.gov) within thirty (30) calendar days of program attendance. All CEs are subject to audit.

Topic:	Applicant to fill in information here; all items must be completed:	BELTSS Use Only- Y/N
Today's Date		
Name (print)		
NHA License #		
Facility Name		
Date Program Attended		
Length of Program:		
Webinar: Live? Recorded?		
Number of CEs Requested, e.g., 60-minute program = one CE (no .25/.50 hours)		
Name of Program Attended		
Name of Provider of Program		
Objectives/Goals of Program or Domains of Practice Covered		
Short Summary of Content; major topics covered; objectives achieved		
BELTSS Use Only BELTSS APPROVAL	BELTSS Use Only	BELTSS Use Only
Date	Approval Code	Approved Y/N

I hereby attest that I attended and completed the above listed training and that the form is filled out completely and truthfully.

Signature

Date

246 N. High St. / 1st Fl.
Columbus, OH 43215-2406 U.S.A.
www.beltss.ohio.gov

Main: (614) 466-5114
Fax: (614) 466-0271
TTY: Dial 711

Instructions for Completing Form

1. Access CE approval form on BELTSS website under “Continuing Education”. The form is searchable on Ohio BELTSS website at <https://beltss.ohio.gov/wps/portal/gov/beltss/>.
2. Accurately and completely fill out form and return to Lora Hedrick at Lhedrick@age.ohio.gov within 30 **calendar days** of program attendance.
3. The following providers will be considered for credit: ODH, ODA, ODM, CMS, ODMH, CDC, DODD.
4. CE credit is available only if:
 - a. The form is turned in within the deadline,
 - b. The form is completely filled out (form will be returned to LNHA otherwise),
 - c. The provider is one of the above-listed entities,
 - d. The content is applicable to the practice of nursing home administration.
5. Credit will only be given in one-hour increments (no quarter or half hours) for a minimum of one hour.
6. Forms will be reviewed and approved or denied and returned to the LNHA to upload into his/her MyBELTSS account.
7. All CEs in this program are considered self-study/distance learning.
8. These CEs count towards the annual limit on self-study/distance learning education.