



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](mailto:Lhedrick@age.ohio.gov)) within five (5) 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		
<b>Name (print)</b>		
<b>NHA License #</b>		
Facility Name		
Facility Phone Number		
Date Program Attended		
Length of Program:		
<b>Webinar: Live? Recorded?</b>		
<b>Number of CEs Requested, e.g., 60-minute program = one CE (no .25/.50 hours)</b>		
<b>Name of Program Attended</b>		
<b>Name of Provider of Program</b>		
Objectives/Goals of Program or Domains of Practice Covered		
Short Summary of Content; major topics covered; objectives achieved		
<b>BELTSS Use Only</b>		
<b>Date</b>	<b>Name/Initials/Approval Code</b>	<b>Approved Y/N</b>

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Instructions for Completing Form

1. Access Pandemic 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](mailto:lhedrick@age.ohio.gov) within **30 calendar days** of program attendance.
3. The following providers will be considered for credit: County, State or Federal Government Agencies.
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 pandemic-related (COVID-19).
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 Pandemic CEs are considered self-study/distance learning.
8. Pandemic CEs count towards the annual limit on self-study/distance learning education.