

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. The first step is applying to be approved as a provider of continuing education credits. The second step is submitting the programs for approval. Provider fees are listed in Rule 4751-1-08 of the Ohio Administrative Code.

## **CEU provider categories**

- **Preferred –**
  - must first be a Certified Provider for at least a year
  - Must offer at least 50 courses a year
- **Certified –**
  - Accredited college or university per 4751-1-08(A)
  - Statewide or national government agency relating to long-term services and supports administration education.
  - Statewide or national association or professional society relating to long-term services and supports administration education.
  - Society, organization, or individual having a specific and primary educational focus on long-term services and supports administration education.

## **Types of courses**

**Self -Study** - Non-traditional/not in classroom presentations. For example, webinars, on-line courses, and independent study.

The standard requirements to provide CEU credit for 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's annual license renewal.
- Providers must ensure that .25 clock hours of continuing education is earned by 15 minutes of instruction.

**In person** - traditional, in-classroom presentations

- All provider types are permitted to offer in person courses.
- An unlimited number of in person courses may be counted toward an LNHA's annual license renewal.

## **TO BECOME A CEU PROVIDER**

Step 1 – Send an email to advise your interested in becoming a BELTSS CEU provider. You will receive an email to register your company, along with your user id.

Step 2 - Complete the E-1 form that tells us about you and your company.

Step 3 - Begin submitting E-2 forms for the courses you wish to present. Once the forms are completed and the invoices are paid, the Continuing Education Committee will approve or deny the course. Approved courses will be listed in our online catalog, located on the BELTSS website. Courses that are denied may be returned to you for additional information prior to 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. There is a biennial renewal fee of \$150 upon submission of renewal paperwork. 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 will not be able to submit continuing education programs for approval until a current renewal form is received and approved by the board's CEU Committee.

## **Course Approval**

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

Key things to remember:

- The request **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.
  - Courses submitted within 30-59 days of the course date will be charged a \$150 late fee.
  - Courses submitted less than 30 days from the course date will not be considered for approval.
    - 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.
- 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.

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

- A separate E-2 form **must** be submitted each time provider plans 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.
  - ❖ The agenda **must** show the beginning and ending time for each portion of the program. Breaks, lunch, viewing exhibits, and evaluation **must** be included on the agenda.
- The board will grant credit hours for actual instructional time only. Registration, lunch, breaks, introductions, 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 individuals.
- 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 may be used at all BELTSS-approved continuing education programs, or the provider may use its own form. The form must include contact information for BELTSS and a statement that the administrator may contact BELTSS directly with problems or concerns. 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.
- **The provider is responsible for mailing all completed Program Evaluation Forms and Attendance Sheets to the BELTSS office only when requested to do so by BELTSS.**
- Provider 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
    - ❖ 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.**
- 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.

- The provider must cooperate with the Board in regards to requests to randomly audit compliance with these standards including providing any additional information needed for the Board's review.

## **AFTER application are received**

All applications will be evaluated by the Board's CEU Committee. Providers will be notified of the Board's decision within 7 to 10 business days via email.

### **Approval Code Terminology**

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

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

The board will also accept continuing education courses approved by the National Association of Long-Term Care Administrator Boards (NAB).

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

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

**dl** = distance learning; the continuing education course is the same as webinar, Self-Study, or on-line type courses. Only (10) ten hours of this type of courses are accepted.

## **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 office.

## **Fees**

The fee structure for providers is as follows:

Preferred:

- An annual fee of \$750;
- Biennial renewal fee of \$150 upon submission of renewal paperwork. This is in addition to the annual fee.

Certified:

- Initial application fee of \$250;
- Biennial renewal fee of \$150 upon submission of renewal paperwork.
- A fee of \$15 per continuing education hour or partial hour reviewed.

Courses submitted within 30-59 days of the course date will be charged a \$150 late fee.

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

Courses submitted less than 30 days from the course date will not be considered for approval.

Same course multiple site or date approval fee within current year: \$10 per site/date.

Fees must be paid prior to providers receiving a course approval number. Fees are non-refundable, even if courses are not approved. Adjustments to continuing education training agency categories will not be made in order to change or avoid fees. Fees may be adjusted at the Board's discretion via the rule revision process. Fees are waived for state government agencies.