

**10A NCAC 13F. 1703 RENEWAL OF ADMINISTRATOR CERTIFICATION**

(a) The Department shall renew an administrator's certification at the end of the year following the year of initial certification if the administrator submits documentation of completed coursework related to long term care management or the care of aged and disabled persons dated and issued by the course provider after certification. The required number of hours of coursework shall be prorated by the Department based on 30 hours of required continuing education biennially and the number of months from the date of the administrator's initial certification until December 31 of the next year following issuance.

(b) The Department shall continue to renew an administrator's certification biennially, pursuant to G.S. 90-288.15, based on an expiration date of December 31. For each renewal following initial renewal the administrator shall submit documentation totaling 30 hours of completed coursework related to long term care management or the care of aged and disabled persons dated and issued by the course provider within the current two-year certification period and a renewal fee of thirty dollars (\$30.00) pursuant to G.S. 90-288.15.

(c) For the purposes of this Rule, examples of coursework related to long term care management or the care of aged and disabled persons include financial management, human resource management, medication administration, dementia care, diabetic care, managing aggressive behaviors, and infection control.

*History Note:* Authority G.S. 90-288.15; 90-288.15A; 131D-2.16; 131D-4.3; 143B-165;  
Eff. April 1, 2017.