

## SUBCHAPTER 37H - CONTINUING EDUCATION

### SECTION .0100 - CONTINUING EDUCATION REQUIREMENTS

#### 21 NCAC 37H .0101 CONTINUING EDUCATION HOURS REQUIREMENT

Every licensee shall document successful completion of at least 30 hours of approved continuing education for each biennial period of registration.

*History Note: Authority G.S. 90-285;  
Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

#### 21 NCAC 37H .0102 CONTINUING EDUCATION PROGRAMS OF STUDY

(a) The Board shall certify and administer courses in continuing education for the professional development of nursing home administrators and to enable persons to meet the requirements of the Rules in this Chapter. The licensee shall keep a record of his or her continuing education hours. Certified courses, including those sponsored by the Board, an accredited university, college or community college, associations, professional societies, or organizations shall:

- (1) contain a minimum of one classroom hour of academic work and not more than eight classroom hours within a 24-hour period; and
- (2) include instruction in one or more of the following general subject areas or their equivalents:
  - (A) Resident Care and Quality of Life;
  - (B) Human Resources;
  - (C) Finance;
  - (D) Physical Environment and Atmosphere; or
  - (E) Leadership and Management.

(b) In lieu of certifying each course offered by a provider, the Board may certify the course provider for an annual fee not to exceed four thousand dollars (\$4,000.00). The Board Office shall conduct a review annually of the number of courses each provider presented in the prior year. The annual fee shall be set at one hundred dollars (\$100.00) for every course offered in the prior year. The course provider shall submit a list of courses offered for credit and agree to comply with the requirements of Paragraph (a) of this Rule.

(c) Certified courses not administered by the Board shall be:

- (1) submitted to the Board for approval 30 days prior to the presentation of the program; and
- (2) accompanied with a processing fee to cover the cost of reviewing and maintaining records associated by the continuing education program. The fee schedule is as follows:
  - (A) any course submitted for review, up to and including six hours, shall be accompanied by a non-refundable fee of one hundred dollars (\$100.00); and
  - (B) the sponsor shall pay ten dollars (\$10.00) for each additional hour for any course submitted for review that is greater than six hours.

(d) Courses shall be approved for a period of one year from the date of initial presentation.

(e) In order to receive Board approval for distance learning programs that are via printed material, cd, dvd, videotape, or web-based, the course shall have tests before and after the session. For every credit hour claimed, the course shall include five questions on each test administered before and after the course. These questions may be the same.

(f) Continuing education credit for licensees may include up to 10 hours for participation in distance learning courses only if:

- (1) the distance learning course is approved by the Board or the National Association of Boards of Examiners of Long Term Care Administrators (NAB). The NAB is a certifying association of continuing education across the nation; and
- (2) the approved course sponsor sends to the Board a verification of the individual's completion of the distance learning course.

(g) The Board shall charge a fee covering the cost of continuing education courses it sponsors, not to exceed five hundred dollars (\$500.00).

*History Note: Authority G.S. 12-3.1(c)(3); 90-278; 90-280; 90-285; 90-286;  
Eff. February 1, 1976;  
Amended Eff. April 8, 1977;  
Readopted Eff. December 15, 1977;*

*Readopted w/change Eff. October 1, 1981;  
Amended Eff. August 2, 1993; February 1, 1991; May 1, 1989; February 1, 1986;  
Transferred and Recodified from 21 NCAC 37A .0404 Eff. April 1, 1996;  
Temporary Amendment Eff. August 15, 1999;  
Amended Eff. July 1, 2014; September 1, 2004; July 1, 2000;  
Readopted Eff. October 1, 2015.*

**21 NCAC 37H .0103 VERIFICATION OF ATTENDANCE**

Upon completion of a certified continuing education course, the sponsor of the course shall issue certificates of attendance to those who attend. The sponsor shall also submit a roster of those who attend to the Board within 10 days. It is the participant's responsibility as a licensed Nursing Home Administrator to maintain course certificates and submit copies with the biennial renewal fee.

*History Note: Authority G.S. 90-278; 90-285; 90-286;  
Eff. February 1, 1976;  
Readopted Eff. October 1, 1981; December 15, 1977;  
Amended Eff. February 1, 1991; May 1, 1989;  
Transferred and Recodified from 21 NCAC 37A .0405 Eff. April 1, 1996;  
Amended Eff. April 1, 1996;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*

**21 NCAC 37H .0104 PRECEPTOR CREDIT**

A preceptor applying for renewal who has served as a preceptor for a North Carolina AIT within the previous two years may receive:

- (1) 10 hours continuing education credit for attendance at a Preceptor Course offered by the Board;
- (2) five hours of continuing education credit for each Administrator in Training precepted by the preceptor during previous two years. No preceptor may receive more than five hours of credit per year under this Item.

*History Note: Authority G.S. 90-285;  
Eff. April 1, 1996;  
Amended Eff. July 1, 2000;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 22, 2014.*