



BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND
ASSISTED LIVING FACILITY MANAGERS

Continuing Education Course Application- Sponsor

Sponsor Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Contact Person: _____ Title: _____

This course is for: Managers Administrators

Teaching method: Classroom Online Webinar Self-Study Other: _____

Title of Course: _____

Requested Hours: _____

Subject Areas: Statutes/Rules Principles of Management Psychology Patient Care
 Personal/Social Care Therapeutic/Supportive/Nutrition/Pharmacology/Disease Resources Patient Rights
 Quality Assurance Ethics Recordkeeping

Date Course Offered: _____ Time: _____

Location Address: _____

Instructor: _____

Signature: _____ Date: _____

Requirements:

- Copy of any examination that will be given to those who attend the continuing education;
- Curriculum vitae of each instructor;
- Agenda of the continuing education showing the hours of instruction;
- Certificate of attendance that meets the requirements in R4-33-501(D);
- Copy of any brochure prepared regarding the continuing education; and
- \$10.00 for each hour of continuing education

FOR OFFICIAL USE

Course approval #: _____ Hours approved: _____ Receipt #: _____

Approved Date: _____ Expiration Date: _____

Approved by: _____

Determining Total Hours for Classroom, Seminars, and Conferences

Awarding continuing education hours will be determined on the following basis.

Single hour sessions:

1. One hour will be awarded for each single hour session. Breaks or lunch times will not be counted.
2. Fractional hours will be awarded down to a quarter hour (.25)

Example: Time slot 10:00 a.m. to 11:15 a.m.

Session- Ethics

Since it is a single topic session the time awarded would be 1.25 hours

Multiple sessions within a single hour time slot

1. Each session is separate and counts as one hour or fractional hour within the time slot.

Example: Time slot 10:00 a.m. to 11:15 a.m.

Session 1- Patient Care

Session 2- Medication administration

Session 3- Management principals

Since there are three separate sessions running concurrently in the time slot, each counts for 1 hour so the total award would be 3 hours (Time slot time, multiplied by the number of sessions, equals total hours awarded).

Seminar and conference sponsors, total hours are determined by time, multiplied by sessions. They are not determined by time only or the maximum number of hours a participant can attain.

If there is a question on determining the number of hours for the sponsor application for continuing education, please call or e-mail me.

Elizabeth Bronold

Project Specialist

602-542-5993

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