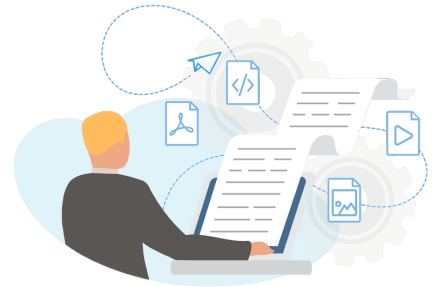




Create your Provider Account in CE Broker today!

CE Broker is the official CE tracking system of the Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers. There is no mandatory cost, though Providers must have an account and register courses on the platform.



Provider Registration Requirements | When registering as a board-approved Provider, CE Broker will lead you through a simplified registration process. You will be asked to submit a CE provider profile and primary contact information. Your organization will need to submit documents with each course submission for approval by the Arizona Board of Nursing Care Institution Administrators and Assisted Living Facility Managers. CE Broker does not make any eligibility determinations.

Rule-approved Providers will simply need to provide proof of accreditation/approval by either the ACHCA or NAB.

Already approved by AZ NCIA? Your provider profile and courses have been added to CE Broker. Look for an email from CE Broker with steps to access your account.

How to create your CE Broker Provider Account

- 1 | Visit cebroker.com/providers
- 2 | Choose **Arizona** from the drop down menu and click **Get Started**.
- 3 | Select the **Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers**, review application fees and requirements, and click **Register**.

Already have a CE Broker account? Follow [these simple steps](#) to get approval from the Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers.

Course Application Requirements | When submitting a course application, it will route directly to the board for approval. Once the course has been approved by the Board you will receive notification. The course will then be listed in the provider account and providers can report course completions. Rule-approved Provider courses are automatically approved.

More Provider Resources

- [Complete Application Requirements](#)
- [Educational Provider Help Desk](#)
- [CE Broker Support Center](#)

To ensure you have met the requirements and have all of the required documents for submission, please review Article 5 of the Board Rules found on our website at nciaboard.az.gov > About > Board Directory of Rules

Requirements:

- a. Copy of any examination that will be given to those who attend the continuing education
- b. Curriculum vitae (resume) of each instructor
- c. Agenda of the continuing education showing hours of instruction
- d. Certificate of Attendance that meets the requirements in R4-33-501(D)
- e. Copy of any brochure prepared regarding the continuing education and
- f. \$12.20 for each credit hour of continuing education

R4-33-502. Approval of Continuing Education

A. The Board shall approve any continuing education approved by NAB or the ACHCA.

B. The Board shall approve a continuing education only if it is taught by a qualified instructor and addresses at least one of the following subject areas:

1. Laws regarding environmental health and safety,
2. Principles of management,
3. Psychology and principles of patient or resident care,
4. Personal and social care,
5. Therapeutic and supportive care and services in long-term or assisted care,
6. Community health and social resources,
7. Quality assurance,
8. Ethics, and
9. Record keeping.

C. To obtain the Board's approval of a continuing education, an administrator, manager, or continuing education provider shall:

1. Submit a form, which is available from the Board, containing the following information:

- a. Title of the continuing education;
 - b. Name and address of the continuing education provider;
 - c. Name, telephone and fax numbers, and e-mail address of a contact person for the continuing education provider;
 - d. Date, time, and place at which the continuing education will be taught;
 - e. Whether the continuing education is intended for administrators or managers;
 - f. Subject matter of the continuing education;
 - g. Teaching methods and learning activities that will be used;
 - h. Learning objectives;
 - i. Description of how learning objectives will be evaluated;
 - j. Whether an examination will be given;
 - k. Number of continuing education hours requested; and
2. Signature of the person requesting approval of the continuing education.

3. Submit the following documents:

- a. Copy of any examination that will be given to those who attend the continuing education;
- b. Curriculum vitae of each instructor;
- c. Agenda of the continuing education showing the hours of instruction;
- d. Certificate of attendance that meets the requirements in R4-33-501(D);
- e. Copy of any brochure prepared regarding the continuing education; and
- f. Fee required under R4-33-104.

D. The Board's approval of a continuing education is valid for one year unless there is a change in subject matter, instructor, or hours of instruction. At the end of one year or when there is a change in subject matter, instructor, or hours of instruction, the continuing education provider shall apply again for approval.