

**NURSING HOME ADMINISTRATORS
FACT SHEET ON BIENNIAL LICENSING AND CONTINUING EDUCATION REQUIREMENTS**

Biennial Licensing

Effective January 1, 2004, licenses issued to nursing home administrators will be subject to renewal once every two years.

Renewal applications for these professions that are received prior to January 1, 2004 will be accepted with the current fee of \$50.00 and will receive a 1-year license. Renewal applications for these professions that are received on or after January 1, 2004 must be accompanied by the new fee of \$100.00 and will receive a 2-year license.

Please note that an application will not be processed until such time as the correct fee is received. Any applications received on or after January 1, 2004 that are not accompanied by the new fee will be returned to the licensee. Applications and fees received after the 90-day grace period cannot be processed.

Continuing Education Requirements

Effective January 1, 2004, licensed nursing home administrators are required to participate in continuing education activities. As a licensed nursing home administrator, you must comply with all of the laws and regulations governing your profession. Please note the following:

- Licensed nursing home administrators shall complete a minimum of forty hours of qualifying continuing education every two years, commencing January 1, 2004.
- The continuing education shall be in areas related to the licensee's practice. Qualifying continuing education activities are: courses offered or approved by the Connecticut Association of Healthcare Facilities, the Connecticut Association of Not-for-profit Providers for the Aging, the Connecticut Chapter of the American College of Health Care Administrators, the Association For Long Term Care Financial Managers, any accredited college or university, or programs presented or approved by the National Continuing Education Review Service of the National Association of Boards of Examiners of Long Term Care Administrators, or by federal or state departments or agencies. The Department does not approve continuing education courses or pre-approve specific coursework for individual licensees, nor does the Department maintain a list of continuing education courses.
- Each licensee must obtain a certificate of completion from the provider of the continuing education for all continuing education hours that are successfully completed and shall retain such certificate for a minimum of three years. Upon request by the department, the licensee shall submit the certificate to the department. A licensee who fails to comply with the continuing education requirements, including failure to maintain proof of course completion, shall be subject to disciplinary action.
- Each licensee applying for license renewal will be asked to attest that the licensee satisfies the continuing education requirements. Certificates of completion should not be mailed to the Department unless a licensee is specifically directed to do so.
- A licensee who is applying for license renewal for the first time is exempt from continuing education requirements until such licensee's next registration period.
- The Department may, for a licensee who has a medical disability or illness, grant a waiver of the continuing education requirements for a specific period of time or may grant the licensee an extension of time in which to fulfill the requirements. Waivers must be requested at the time of license renewal.

Should you have any questions regarding license renewal or continuing education requirements, or wish to request a waiver of the continuing education requirements, please contact the Office of Practitioner Licensing and Certification at (860) 509-7603.

Provisions of Connecticut General Statutes
Continuing Education for Nursing Home Administrators

Section 19a-515. (Formerly Sec. 19-596). License renewal. Continuing education requirement. (a) Each nursing home administrator's license issued pursuant to the provisions of sections 19a-511 to 19a-520, inclusive, shall be renewed once every two years, in accordance with section 19a-88, except for cause, by the Department of Public Health, upon forms to be furnished by said department and upon the payment to said department, by each applicant for license renewal, of the sum of one hundred dollars. Each such fee shall be remitted to the Department of Public Health on or before the date prescribed under section 19a-88. Such renewals shall be granted unless said department finds the applicant has acted or failed to act in such a manner or under such circumstances as would constitute grounds for suspension or revocation of such license.

(b) Each licensee shall complete a minimum of forty hours of continuing education every two years. Such two-year period shall commence on the first date of renewal of the licensee's license after January 1, 2004. The continuing education shall be in areas related to the licensee's practice. Qualifying continuing education activities are courses offered or approved by the Connecticut Association of Healthcare Facilities, the Connecticut Association of Not-For-Profit Providers for the Aging, the Connecticut Chapter of the American College of Health Care Administrators, the Association For Long Term Care Financial Managers or any accredited college or university, or programs presented or approved by the National Continuing Education Review Service of the National Association of Boards of Examiners of Long Term Care Administrators, or by federal or state departments or agencies.

(c) Each licensee shall obtain a certificate of completion from the provider of the continuing education for all continuing education hours that are successfully completed and shall retain such certificate for a minimum of three years. Upon request by the department, the licensee shall submit the certificate to the department. A licensee who fails to comply with the continuing education requirements shall be subject to disciplinary action pursuant to section 19a-517.

(d) The continuing education requirements shall be waived for licensees applying for licensure renewal for the first time. The department may, for a licensee who has a medical disability or illness, grant a waiver of the continuing education requirements for a specific period of time or may grant the licensee an extension of time in which to fulfill the requirements.