

Nursing Home Administrator Board
Frequently Asked Questions
(Updated 7/30/18)

Q: *How many hours of continuing education are required in order to renew a nursing home administrator license?*

A: 48 hours of PA approved or NAB approved continuing education programs or courses. See attachment for specific continuing education requirements.

Q: *Is there a limit on the number of hours of continuing education taken by homestudy?*

A: No.

Q: *This is my first renewal, am I exempt from the continuing education requirement?*

A: No. A licensee must complete a prorated amount of continuing education – 2 hours per month through the end of the biennial period – partial months count as whole months.

Q: *Am I required to use the NAB CE Registry to track my continuing education.*

A: The Board's regulations do not require a licensee to participate in the CE Registry offered by NAB. However, upon audit, the Board will accept the CE Registry to document completion of NAB approved continuing education. The Board cannot accept the CE Registry to verify any non-NAB-approved continuing education.

Q: *Where can I find a listing of the approved providers for the 120 hour program?*

A: The listing of the approved providers for the 120 hour program is available on the Board's website at www.dos.pa.gov/nursinghome by clicking on "General Board Information", followed by "Approved Providers of 120-Hour Programs".

Q: *What are the requirements to sit for the licensing examinations?*

A: The regulations offer 11 options for an individual to become qualified to sit for the examinations. The 11 options are outlined at §39.5(b) of the Board's regulations – regulations are available online at www.dos.pa.gov/nursinghome by clicking on "Board Laws & Regulations", followed by "Regulations".

Q: *Is there a time limit on how long my nursing home administrator license can remain on inactive/expired status?*

A: No, the Board's regulations do not limit the time in which a nursing home administrator license is on inactive/expired status.

Q: *Do you have a list of nursing homes where I could complete an Administrator In Training (AIT) program?*

A: No. It is the responsibility of the applicant to find a nursing home and a nursing home administrator who is willing to train the applicant in an AIT program.

Continuing Education Information

Nursing home administrator licenses expire on June 30th of the even numbered years. Before renewing your license, be sure to review your continuing education documentation to ensure that you have met the requirement.

Continuing education courses must be approved by the Pennsylvania State Board of Examiners of Nursing Home Administrators (PA Board) or the National Association of Long Term Care Administrator Boards (NAB).

- ➔ All 48 hours of continuing education may be satisfied by lecture, college or university, computer interactive, distance learning or correspondence courses preapproved by NAB or the PA Board.

Documentation

Certificates of attendance/completion must contain the following information:

- Your name
- Date of course/program
- Number of continuing education hours earned
- A statement that the course/program was approved by the PA Board or NAB (NAB approval may also be reflected as NCERS)

- ➔ A maximum of 12 hours of continuing education may be earned by serving as an instructor of an NAB or PA Board approved continuing education program or as an instructor of a college or university course approved by NAB or the Board. Instructors may earn 1 hour for each hour of instruction up to 12 hours.

Documentation

- i) For serving as an instructor of an NAB or PA Board approved continuing education program, a certificate or letter from the approved sponsor identifying the following:

- Your name
- Course/program name
- Date of course/program
- Number of hours
- A statement that the course/program was approved by the PA Board or NAB (NAB approval may also be reflected as NCERS)

- ii) For serving as an instructor of a college or university course, you must submit a copy of the approval letter received from the PA Board identifying the number of hours awarded (maximum of 12 hours).

- ➔ A maximum of 24 hours of continuing education may have been awarded by the PA Board for authoring an article on long-term care in a professional journal if you previously submitted an NHA Request for Continuing Education Approval application and received an approval letter from the Board.

Documentation

Copy of the approval letter received from the PA Board identifying the number of hours awarded.

- ➔ A maximum of 24 hours of continuing education may be obtained by serving as a supervisor in a Board-approved AIT program when the AIT successfully completes the AIT program.

Documentation

Copy of the Completed Administrator In Training Program approval letter received from the PA Board identifying your name as the Supervising NHA.

- ➔ A maximum of 12 hours of continuing education may have be awarded retroactively by the PA Board for attending programs, to include lectures, and college or university courses, which were not been preapproved by NAB or the PA Board if you previously submitted an NHA Request for Continuing Education application and received an approval letter from the Board.

Documentation

Copy of the approval letter received from the PA Board identifying the number of hours awarded.