

THE DISTRICT OF COLUMBIA BOARD OF NURSING HOME ADMINISTRATORS (DCBNHA) CONTINUING EDUCATION APPROVAL GUIDELINES

A. Procedures

1. New certified sponsor applications will be reviewed initially and annually by the District of Columbia Board of Nursing Home Administrators (DCBNHA).
 - i. Once approved, the sponsor must sign the Sponsor Agreement and enter each continuing education program it wishes to offer as a certified sponsor directly to DCBNHA. . This information must be entered 15 days prior to the first date of each program or a late fee will be assessed.
 - ii. Approval of continuing education programs, both In Person and Distance Learning, which they sponsor for long term care administrators, must comply with the criteria for program approval.
 - iii. Must publicize the DCBNHA email address to attendees for purpose of feedback to DCBNHA regarding all programs that are held.
 - iv. If the sponsor violates the agreement, certified sponsor status may be subject to cancellation upon 30 days notice.
2. Sponsor Compliance Complaints – If DCBNHA receives feedback from an attendee regarding a course not following DCBNHA Procedures, the following will occur:
 - i. DCBNHA will assign a reviewer to monitor the program. If the reviewer finds the **concern(s)** is valid, then the sponsor will receive:
 - a. First Notice – A letter from the Chairperson of DCBNHA stating the attendee's **concern(s)** and the monitor's review of the program. The sponsor will have 30 days to correct the issue and must contact DCBNHA and indicate what they have done to remediate the **concern(s)**.
 - b. Second Notice – If after 30 days, the sponsor has not corrected the **concern(s)**, the program status will be suspended for 30 days. The sponsor will be sent a second letter from the Chairman of DCBNHA stating that the **concern(s)** have not been remediated and that the program approval been suspended for 30 days. During this time, the sponsor will have to receive approval from the DCBNHA to grant CEU credit for the program. The sponsor has 30 days to remediate the **concern(s)**. If, at anytime during this 30 day period, the sponsor has remediated the **concern(s)**, the suspension will be lifted.
 - c. Final Notice – If after the additional 30 day period the program has not been remediated, the program approval will be revoked permanently. If the sponsor wants to have the program reinstated, they will need to submit the program as a new program and must go through the entire review process again.

ii. Once the correction(s) has been made, the monitor will review the program to make sure the program is in compliance. Notification will be sent to the sponsor letting them know the program is now in compliance.

iii. If a pattern of non-compliance is established with a sponsor's programs, sponsor's status may be subject to same process as described above.

B. Criteria for Certified Sponsors

1. Sponsor must be reputable in the field of expertise related to the subject presented and associated with any of the following: a accredited educational institution, a recognized professional or trade association, or other legitimate entities capable of conducting adult continuing education.

2. Sponsor must have been a proven sponsor of continuing education under the DCBNHA program for at least 2 years and have submitted a minimum of ten programs for review.

3. Sponsor must have complied fully with the DCBNHA's criteria for continuing education (see Section E)

4. The sponsor must complete and sign the Certified Sponsor Agreement which sets forth the stipulations for continued approval.

5. Certified Sponsors are required to pay the fees, if any, required for a program to be submitted.

6. Certified Sponsors are required to enter all the necessary information with the exception of:

i. Speaker Information: Only required to enter speaker's first and last name.

ii. Distance Learning: Pre and Post Test Questions, a list of test authors, description of test security, and failure to follow up procedures, as well as the PDF of Word Document for Web-based programs are not required to be submitted.

7. Certified sponsor's programs are not required to be reviewed by the DCBNHA and will automatically be approved and sent a program approval number from by DCBNHA Staff.

C. Corporate Sponsors - This category is for sponsors that would like to submit program application(s) for review and approval that is not open for public registration. Corporate Sponsor may also submit program applications that are open to the public. Sponsors wishing to become corporate sponsors must pay a corporate sponsor fee.

D. Academic Sponsors – This category is to be used by DCBNHA Accredited Colleges and Universities.

i. The annual sponsor fee for Accredited Colleges and Universities will be waived.

ii. Academic Sponsors must comply fully with the DCBNHA's THE DISTRICT OF COLUMBIA BOARD OF NURSING HOME ADMINISTRATORS criteria for continuing education.

E. Criteria for Review of Continuing Education Programs

1. Relevance of subject matter

- i. Must relate to long term care administration.
- ii. Must be designed to promote continued knowledge, skills and attitudes consistent with current standards in long term care administration.
- iii. Assist administrators in the improvement of their professional competencies.
- iv. Programs which deal with internal affairs of an organization do not qualify for credit.

2. Faculty qualifications

- i. Must have experience in long term care, if appropriate, in content and subject matter.
- ii. Must have expertise in teaching and in instructional methods suitable to the subject presented.
- iii. Must have suitable academic qualifications and experience for subject presented.

3. Learning objectives/Competencies

- i. Must be seen as reasonable by the DCBNHA and clearly stated.
- ii. Must be stated in behavioral terms, defining the expected outcomes for participants.
- iii. Must demonstrate the consistency of content (objectives).
- iv. Must identify mechanism by which learning objectives/competencies are shared with participants.

4. Teaching methods

- i. Must be clearly stated.
- ii. Must be appropriate to subject matter and allow suitable time.
- iii. Must describe instructional aids and resource materials utilized.

5. Sponsors must be reputable in the field of expertise related to the subject presented and associated with any of the following:

- i. Accredited educational institutions;
- ii. Recognized professional or trade associations;
- iii. Other legitimate organizational entities capable of conducting adult continuing education.

6. Registration fee for programs

- i. Must be published clearly on promotional material.
- ii. Must recognize reasonable DCBNHA differences between member and nonmember fees, if applicable.

7. Evaluation of program

- i. Must use an evaluation tool.
- ii. Must be provided to each program participant.
- iii. Data from evaluation should be kept one year.
- iv. Must publicize the DCBNHA email address Fatima.abby@dc.gov for attendees to give feedback to DCBNHA regarding all programs that are held.

8. Certification of attendance

- i. Must state method of validating attendance and must accurately record attendance reflecting the number of clock hours of actual attendance and that the learning objectives were met for each long-term care administrator. DCBNHA, as part of the application process, must approve the procedure.
- ii. Sponsor ensures validation of attendance
- iii. Must provide "Certificates" to each participant, listing number of clock hours actually attended, the DCBNHA approval number and if it was approved for Nursing Home Administrators, Assisted Living Administrators or both Nursing Home Administrators and Assisted Living Administrators. (Relevant when AL situation is approved)
- iv. Must provide certified list of participants to respective boards and/or examiners1licensing authority where required.

9. Instructional hours

- i. Must be based upon clock hours (60 minutes = 1 clock hour).
- ii. Must omit break (minimum of 15 minutes) and meal times (minimum of 30 minutes), and time schedule needs to be identified on program materials and DCBNHA application.
- iii. Are suggested to be a minimum of three hours in length, eight hour maximum per day.
- iv. Each session can not be longer than two hours without a break.
- v. No credit will be issued for attendees attending a Tradeshow.

10. Target group for program

- i. Should be open to all long term care administrators.
- ii. May be open to other disciplines.

11. DCBNHA reserves the right to monitor any or all approved programs. Programs approved by other DC Allied Health Boards through CE Broker will be automatically approved by DCBNHA.

- i. Approximately one-percent of the continuing education offerings may be monitored annually.
- ii. Communication related to consumer satisfaction that is received by DCBNHA will be forwarded to the chairperson of the continuing education committee.

F. Additional Criteria for Distance Learning Programs

1. Distance Learning Programs Defined

- i. May be any combination of or just one of the following:

- a. Printed Material
- b. Web-based
- c. CD/DVD/Videotape
- d. Teleconference
- e. Video and Audio Conference (Webinar)

2. Distance Learning Product Description

- i. Must describe total learning package.
- ii. Must include outline of course content.
- iii. Must include instructions for program completion.
- iv. Must submit a minimum of **15** double-spaced standard size pages (PDF or Word Format Required) per CEU if printed or web-based.
- v. Must include pre-and post-test as part of total learning package (except for video and audio conference (webinar) or teleconference, with attendance verification approved by DCBNHA).

3. Testing Design Procedures

- i. Must provide test writer's qualifications.
- ii. Sponsor must demonstrate test security.

- iii. Must submit a minimum of 5 multiple choice or true/false questions per CEU for both pre- and post-tests.
- iv. Participant must receive a grade of 70% or higher in order to pass test.
- v. Must have follow-up procedure for participants scoring less than 70%.

4. Certificate of Completion

- i. Must provide "Certificate" to each participant who scores 70% or better on post-test, listing number of DCBNHA-approved clock hours, DCBNHA approval number, date of completion and if it was approved for Nursing Home Administrators, Assisted Living Administrators or both Nursing Home Administrators and Assisted Living Administrators.
- ii. Must notify all respective board of examiners and/or licensing authority of participant's successful completion (score of at least 70%) of distance learning program where required.

5. Instructional Hours

- i. Must describe the method/rational used for determining the number of study hours required to complete the program of study.
- ii. Clock hours will be approved by DCBNHA based upon the ratio of one (1) clock hour for each hour needed to complete the learning activity.
- iii. The number of distance learning program hours eligible for re-licensure shall be determined by the individual state.