

Dear Licensee,

DC Health is happy to announce that renewals for the **Board of Long Term Care Administration** is now [LIVE!](#)

The licensure renewal for the Board of Long Term Care Administration is scheduled to start on the **first week of April** and will end on **June 30, 2024**. **Please note that the Criminal Background Check (via Name Search, Not fingerprinting) portion of the renewal process may take longer than expected.** Therefore, it is **highly recommended** that you renew your license early to avoid delays in the renewal process and ensure that you can continue practicing without interruptions. If your license is not renewed by the close of business on **June 30, 2024**, you will not be allowed to practice in the District of Columbia.

It is important to remember that practicing with an expired license is illegal and could lead to disciplinary action by the Board of Long Term Care Administration. Licensees can renew within the 60-day grace period (July 1, 2024, to August 31, 2024) with an \$85 late fee assessment. Additionally, please be aware that the renewal fees for the Board of Long Term Care Administration is \$203.00 for nursing home administrators.

RENEWAL OPTIONS

1. Online Only.

HELPFUL TIPS TO REMEMBER

1. **The deadline for renewal is June 30, 2024.**
2. CAREFULLY read all renewal screening questions.
3. If you respond "yes" to a screening question(s) you **MUST** provide complete documentation before your license will be renewed.
4. If you respond "no" to the continuing Education completion question, you **MUST** provide complete documentation before your license will be renewed.
5. To place your license on PAID INACTIVE Status, please complete the renewal portal online and select the paid inactive status option.

INFORMATION ABOUT CONTINUING EDUCATION AUDITS:

After the renewal is complete, you may be randomly selected for an audit and be required to submit continuing education (CE) documents to the Board.

Nursing Home Administrators: Forty (40) contact hours of continuing education credits including **two (2) hours in LGBTQ** and **ten (10) hours** in one or more of the current area of practice listed under section 6206.4(a) of the [Nursing Home Administration Regulations](#).

- 6206.4(a) 1) staff management, 2) continuity in assigning the same nursing staff to the same resident; 3) creating a resident-centered environment; 4) activities of daily living and instrumental activities of dialing living; 5) wound care; 6) pain management; 7) prevention and treatment of depression; 8) prevention of pressure ulcers; 9) urinary incontinence management, 10) discharge planning

and community transition; 11) fall prevention; 12) geriatric social services and individual competency; 13) and behavior management.

CE's must be taken between **July 1, 2022 and June 30, 2024**.

ALL First Time Renewal Applicants: If you are renewing for the **first time**, CEs are not required.

Once you are ready, you may begin the renewal process by going to the DC Health Licensing Portal Page. On that page you will select **the “Apply for License Renewal” tab on the left side of the page:**

- <https://doh.force.com/dchealthrenewals/s/portal-page>

If this is your first renewal, you will need to **create a new username and password**.

If you are experiencing issues with your renewal that is not identified below, please submit a “case” to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support/> . We are asking users to be patient as we respond to all inquiries and cases on a first come, first serve basis.

Please read the FAQs below before you renew.

FREQUENTLY ASKED QUESTIONS (FAQ)

Below are a series of frequently asked questions from the licensees:

RENEWAL FEES

- *How much does it cost to renew?*

\$203 for nursing home administrator

CRIMINAL BACKGROUND CHECK (CBC) FEE

- *Do I need a Criminal Background Check?*

All licensees are required to pay a mandatory fee of \$50 for the CBC which is a name-based search. Licensees are not required to get fingerprinted again at this time.

CONTINUING EDUCATION (CE)

- *How come I am not able to upload my CE documents?*

Several users have stated they are unable to upload proof of having completed their CE. Our IT department has identified certain issues with document uploads on browsers **OTHER** than Google Chrome or Firefox. If you are not using the most up-to-date versions of Google Chrome or Firefox, first try uploading your CE document using these web browsers {Google Chrome/Firefox}. To submit your

uploaded CEs, you must **WRITE** something in the continuing education **DESCRIPTION BOX**. For example, you may write “*I have uploaded all my CEs or CEs are attached*”.

Finally, if you still have upload issues, you can submit your renewal application by selecting the "I will have completed my CE by June 30, 2024" option in the CE category of the renewal application. By selecting this, you can skip the document uploads and proceed with the rest of your application so you may renew your license on time.

- ***What are my CE requirements?***

CEs must be taken between **July 1, 2022 and June 30, 2024**.

Nursing Home Administrators: Forty (40) contact hours of continuing education credits including **two (2) hours in LGBTQ** and **ten (10) hours** in one or more of the current area of practice listed under section 6206.4(a) of the [Nursing Home Administration Regulations](#).

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ALL First Time Renewal Applicants: If you are renewing for the **first time**, CEs are not required.

INFORMATION ABOUT CONTINUING EDUCATION AUDITS

- ***Will I be audited?***

After the renewal you may be audited and required to submit continuing education (CE) documents to the Board. CEs must be taken between **July 1, 2022 and June 30, 2024**. The required continuing education units are listed above.

If you are renewing for the **first time**, CEs are not required.

RENEWAL CONFIRMATION

- ***How can I get confirmation of my renewal?***

All licensees who submit a renewal application will receive a confirmation email that either states your license has been approved, and include a digital copy of your new license, or that your renewal application has been sent to staff for further review. (*Note: Users who place their license in Paid Inactive Status will not receive a digital license.*) DC Health is not currently issuing hard copies of the renewed license.

For users who've not received any such email, you should log back into the system and check to ensure you entered the correct email address as any typos will result in the confirmation email not being sent to you correctly. Licensees should also check their spam filters to ensure the confirmation email did not accidentally go to their spam junk or trash folders.

If you've checked all of the above, but still have not received either a confirmation email or a copy of your license, you should submit a "case" to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support>. Our IT department will review any and all reported errors, and we will update our licensees as more information becomes available.

PAYMENT ISSUE

- ***Why isn't my credit card being accepted?***

The renewal system will only accept **Visa or MasterCard credit cards for payment**. Please ensure you entered the correct information for your payment. Once the payment has been received, a receipt will be sent to your email of record.

If you are using a Visa or MasterCard, but are still having issues, you should submit a "case" to our Customer Support site: <https://dohlicenseinfo.secure.force.com/support>. Our IT department is reviewing any and all reported errors, and we will update our licensees as more information becomes available.

HELPFUL TIPS TO REMEMBER

1. **The deadline for renewal is June 30, 2024.**
2. CAREFULLY read all renewal screening questions.
3. If you respond "yes" to a screening question(s) you **MUST** provide complete documentation before your license will be renewed.
4. If you respond "no" to the continuing Education completion question, you **MUST** provide complete documentation before your license will be renewed.
5. To place your license on PAID INACTIVE Status, please complete the renewal portal online and select the paid inactive status option.

Refer to the District of Columbia Municipal Regulations for [Nursing Home Administration](#) for any additional questions regarding nursing home administrator requirements.

DC Health greatly appreciates your patience during the implementation of the new renewal system and look forward to your feedback.

Sincerely,
DC Board of Long Term Care Administration