

Amended by R.2005 d.15, effective January 3, 2005.
See: 36 N.J.R. 2402(a), 37 N.J.R. 55(a).
Rewrote the section.

SUBCHAPTER 7. CONTINUING EDUCATION

8:34-7.1 Purpose and scope

The requirements set forth under this subchapter shall apply to all nursing home administrators licensed to practice nursing home administration in accordance with applicable State and Federal rules and regulations within the State of New Jersey except where the rules provide for exemption or waiver.

Amended by R.2005 d.15, effective January 3, 2005.
See: 36 N.J.R. 2402(a), 37 N.J.R. 55(a).
Rewrote the section.

8:34-7.2 Licensure renewal continuing education credit requirement

(a) By the completion of each triennial licensing period, each administrator shall, as a condition of license renewal identified at N.J.A.C. 8:34-6.2 successfully complete 60 hours of approved continuing education in health or health-related courses, seminars, or programs relevant to long term care administration as determined by the Board.

(b) The continuing education period shall commence on May 1 and end on April 30.

(c) Attendance at meetings of, and/or service for, professional trade associations and associations of licensed administrators approved by the Board, may yield up to ten hours of continuing education credits every three years.

(d) Each licensee shall be permitted to carry over up to ten excess credit hours from one licensing period to the next.

Amended by R.2005 d.15, effective January 3, 2005.
See: 36 N.J.R. 2402(a), 37 N.J.R. 55(a).

In (a), substituted "triennial" for "biennial" and "license" for "licensure"; in (b), deleted "in an odd numbered year" following "May 1" and "in the succeeding odd numbered year" following "April 30"; in (c) substituted "three" for "two".

8:34-7.3 Continuing education; scope

(a) The Board shall develop and promulgate, in accordance with N.J.S.A. 52:14B-1 et seq. and N.J.A.C. 1:30, standards for determining which, if any, courses, seminars, or programs qualify for the credit hour requirement for licensure identified at N.J.A.C. 8:34-7.2(a).

(b) Criteria for continuing education courses shall include:

1. Material designed to acquaint administrators with the utilization and application of new techniques, meth-

ods, procedures and information relating to nursing home administration; and

2. Professional competency and ethics, as well as legal aspects relating to the practice of nursing home administration.

(c) Continuing education includes workshops and seminars attended in person or through electronic media such as audio and video tape or computer, self-study programs, college courses for credit taken in person or through distance learning, reading articles, and contributing to the profession through research and publications. Other written requests for continuing education credit will be considered on an individual basis.

(d) Continuing education credit may be recognized by the Board, for continuing education programs approved by the NAB or its member states, as long as the content of the program shall not apply specifically to another state.

(e) Continuing education credit may be awarded by the Board, up to an amount to be determined by the Board based on course content, for successful completion of the following activities:

1. Teaching, for the first time, a course, seminar, workshop or program relevant to the practice of nursing home administration as determined by the Board;

2. Teaching subsequent times, the same course, seminar, workshop or program relevant to the practice of nursing home administration, as determined by the Board;

3. Serving as the preceptor to an individual applying for an initial license as a nursing home administrator;

4. Serving as the preceptor to an individual who is engaged in a remedial internship at the Board's direction;

5. Teaching, for the first time, a semester course in an accredited institution of higher education relevant to the practice of nursing home administration as determined by the Board;

6. Teaching subsequent times, the same semester course in an institution of higher education relevant to the practice of nursing home administration as determined by the Board;

7. Completing a semester course (48 class hours) from an accredited institution of higher education (taken in person, through home study, or through electronic medium) relevant to the practice of nursing home administration as determined by the Board;

8. Completing an approved assisted living certification course;

9. Completing an approved education program for Certified Assisted Living Administrators;

10. Completing a master's thesis in an area relevant to the practice of nursing home administration as determined by the Board;

11. Completing a doctoral dissertation in an area relevant to the practice of nursing home administration as determined by the Board;

12. Publishing a book in an area relevant to the practice of nursing home administration as determined by the Board;

13. Publishing an article or manuscript for a professional trade publication or journal in an area relevant to the practice of nursing home administration as determined by the Board;

14. Writing a chapter in a published book in an area relevant to the practice of nursing home administration as determined by the Board; or

15. Writing a published article for a magazine in an area relevant to the practice of nursing home administration as determined by the Board.

Amended by R.2005 d.15, effective January 3, 2005.
See: 36 N.J.R. 2402(a), 37 N.J.R. 55(a).

In (b), substituted "nursing home" for "long-term care" throughout; rewrote (c).

8:34-7.4 Program approval

(a) Any course of study offered by an educational institution, association, professional society, person or organization for the purpose of qualifying applicants for licensing in this State as nursing home administrators and/or for license renewal shall require the approval of the Board.

(b) Any person or organization desiring approval as a sponsor of a health or health-related course, seminar, or program shall apply to the Board through written application. The Board shall receive such written application at least 15 business days prior to the date of the Board meeting at which approval is requested and shall include:

1. The dates that the course, seminar or program is to be offered;
2. The objectives and content of the course, seminar or program;
3. The total hours of instruction and credit;
4. The names and resumes of instructors; and
5. Any additional information regarding (b)1 through 4 above which the Board may require of a specific applicant.

(c) All sponsors shall secure Board approval prior to representing that the course, seminar or program fulfills the requirements of this subchapter.

(d) Board approval of a course, seminar or program shall be considered valid for one year from date of approval, provided that the items identified at N.J.A.C. 8:34-7.6(b)2 through 4 remain unchanged during the one-year time period.

(e) Notice of the date, time and place the course is to be offered shall be provided to the Board if the course is offered additional times during the one year approval period.

(f) Sponsors of continuing education shall maintain and submit to the Board upon request an original copy of any advertisement or announcement of the program, the original attendance sheets or other records which verify attendance or completion by individuals at a Board approved continuing education program for one year following the licensure period for which the Board has granted continuing education credit.

(g) The Board shall review and monitor all approved courses, seminars or programs. Upon evidence that the courses, seminars or programs fail to meet the criteria in this subchapter, or the sponsoring entity has failed to maintain adequate records of attendance and/or other documentation verifying completion, the Board may withhold future approval for a temporary or permanent period of time.

Amended by R.2005 d.15, effective January 3, 2005.
See: 36 N.J.R. 2402(a), 37 N.J.R. 55(a).

Rewrote (b); added (f) and (g).

8:34-7.5 Record of continuing education credits

(a) An applicant for licensure or licensure renewal shall be required to maintain the original verifying documentation for one year following the licensure period for which the Board has granted the licensee continuing education credit.

(b) An applicant for license renewal shall submit to the Board upon its request, original documentation verifying continuing education hours accumulated by the licensee. Verification material shall be evidence of the successful completion of an approved course, seminar or program, and include the following:

1. A certificate or similar official record of attendance signed by the approved sponsor;
2. A copy of the published material;
3. A copy of the program, syllabus, outline and bibliography for presentations;
4. A copy of the syllabus, bibliography, course outline and verification from the academic institution that the course was or was not previously taught by the licensee, for teaching appointments; or
5. An official transcript, official grade report, or a letter written on the institution's stationery from a duly authorized individual from the academic institution verifying completion of academic coursework.