

From: Virginia Board of Long-Term Care Administrators
Date: Fri, Jan 29, 2021
Subject: Renewals for 2021



Board of Long-Term Care Administrators

Dear Licensees and Registrants:

Electronic renewal notices for the upcoming March 31, 2021 expiration date will be sent to the email address on record with the Board early next week.

If you need to update your individual address of record to ensure that your license is received, please log into your account using the [Online Licensing website](#) to make the necessary change.

As a reminder: We recommend that you submit your renewal fee as soon as possible in order to avoid any late fees and possible interruption in your ability to practice. The Board does not consider the date of postmarked mail, so any payments received after March 31, 2021 will be considered late.

The Board encourages you to read the following reminders and important information about renewals:

Final Paper Licenses in 2020

Following the 2020 renewal, the Board of Long-Term Care Administrators ceased mailing hard copy licenses and registrations on a yearly basis. During the 2020 renewal, a final hard copy was issued that contained no expiration date. This final copy should be maintained, carried, or posted in accordance with relevant applicable laws and regulations. Regulatory agencies, employers, insurance providers, and citizens seeking verification of current licensure status in the Commonwealth of Virginia may obtain this information via [License Lookup](#).

Continuing Education Requirements

Due to ongoing concerns with the COVID emergency and access to continuing education courses, licensees have been granted a partial exemption from completing 10 hours of continuing education for purpose of 2021 licensure renewals. This means that, for renewal of licenses by March 31, 2021, **licensees will be required to attest to completion of 10 CE contact hours for the previous year** (from April 1, 2020-March 31, 2021) instead of the usual 20 CE contact hours in order to renew their licenses.

Please review the [Board's Frequently Asked Questions](#) for more information.

NAB CE Registry

The National Association for Long Term Care Administrator Boards (NAB) offers a **voluntary and free** CE Registry for administrators to record and track their continuing education hours. The registry enables you to track both CE approved by NAB's National Continuing Education Review Service (NCERS) and non-NCERS approved CE. To access the NAB registry, please [click here](#).

If you already have a CE Registry account, please be sure to designate the Virginia Board to electronically access your registry to assist the Board when it conducts random CE audits in accordance with the Regulations.

No In-Person Renewals

In response to COVID-19 social distancing precautions, DHP's public reception area is not accommodating walk-in services for payments. You are encouraged to [renew your license online](#) or [by mail](#).

Online Renewals and PIN Requests

PIN numbers to renew your license/registration are provided with your emailed renewal notice. You should maintain this PIN number in a safe place, as this number does not change from year-to-year and will be required to renew your license online.