

From: Virginia Board of Long-Term Care Administrators
Date: February 2, 2022
Subject: LTCA Renewals for 2022



Virginia Board of Long-Term Care Administrators

Dear Licensees and Registrants:

Electronic renewal notices for the upcoming March 31, 2022 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, 2022 will be considered late.

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

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.

If you need assistance with your PIN number, please contact the Board at (804) 367-4595, and select option #2 to reach Board staff.

Continuing Education Requirements

As a reminder, in order to renew your license, you are required to attest to the completion of 20 continuing education hours for the previous year (April 1, 2021 – March 31, 2022). (See [18VAC95-30-70](#) for ALFA or [18VAC95-20-175](#) for NHA.)

If you are a new licensee by examination, you are exempt from the continuing education requirements for the first renewal following the date of initial licensure. (See [18VAC95-30-70\(A\)\(3\)](#) for ALFA or [18VAC95-20-175\(A\)\(3\)](#) for NHA.)

Please read the Board's November 2021 News Email regarding "[Important Information About CE for the 2022 Renewal](#)".

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.

Reminder: Final paper licenses were issued 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](#).