

Important Information About Continuing Education for the 2022 Renewal

1. What is the Continuing Education (CE) hour requirement for license renewal in 2022?

For renewal of licenses by March 31, 2022, **licensees will be required to attest to completion of 20 CE contact hours for the previous year** (from April 1, 2021-March 31, 2022).

- At least 10 of the 20 hours are required to be “live” coursework hours.
- The balance of the hours (up to 10 of the 20 hours) may be obtained through internet or self-study courses.
- In addition, up to 10 CE hours in excess of the number required for renewal (10 hours in 2021; 20 hours in 2022) may be transferred or credited to the next renewal year.

For new licensees: A licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.

For more information on the Board’s CE requirements for renewal of active licenses, please review the Board’s regulations, [18VAC95-20-175 \(NHA\)](#) and [18VAC95-30-70 \(ALFA\)](#).

2. What are “live” coursework hours for CE purposes?

The Board of Long-Term Care Administrators (“Board”) voted at its October meeting to update the Board’s [Guidance on the Completion of Continuing Education](#) to continue the interpretation that live coursework hours may be satisfied through attendance of **(1) in-person programs or courses, or (2) real-time, interactive programs delivered via teleconference or webcast where there is an opportunity to interact with the speaker.**

The amended language from Guidance Document 95-13, excerpted below, will become effective on December 23, 2021, after a [30-day comment period](#).

“18VAC95-30-70. Continuing Education Requirements.

A. In order to renew an assisted living administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

The Board interprets these provisions to mean that, in addition to the hours that may be obtained “through Internet or self-study courses,” at least 10 hours of continuing education are required

to be live coursework hours. These live coursework hours may be satisfied by attendance of (1) in-person programs or courses or (2) real-time, interactive programs delivered via teleconference or webcast where there is an opportunity to interact with the speaker.”

3. Who is an approved provider or sponsor of CE contact hours?

The Board’s regulations provide the following:

NHA - [18VAC95-20-175](#):

B. In order for continuing education to be approved by the board, it shall (i) be related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency or (ii) as provided in subdivision A 2 of this section.

ALFA – [18VAC95-30-70](#):

B. In order for continuing education to be approved by the board, it shall (i) be related to the Domains of Practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution, or a governmental agency or (ii) be as provided in subdivision A 2 of this section.

Please note that Board staff is unable to pre-determine whether continuing education courses qualify for credit. As the licensee, you should use your best and professional judgment when determining if a course meets the requirements of the Board's regulations.

4. Where do I find more information about NAB’s CE Registry and NAB-approved programs?

To access the NAB CE Registry, or to register for an account, please visit: <https://www.nabweb.org/ceregistry>.

As of April 1, 2018, all NAB approved continuing education (NCERS) providers were required to report credit for long-term care administrators to the CE Registry. Administrators licensed by a NAB member board are required register for a NAB ID to receive CE certificates from NCERS sponsors.