

**CHAPTER 64B10-15
CONTINUING EDUCATION**

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64B10-15.001 Continuing Education for Licensure Renewal.

(1) All licensed Nursing Home Administrators shall be required to obtain continuing education which contributes to increasing or enhancing the license-holder's professional skill or which enables the license-holder to keep abreast of changes that affect the field of nursing home administration.

(2) Each license-holder shall complete forty (40) contact hours of continuing education in accordance with these rules.

(3) A licensee who attends a meeting of a national association involved in the establishment of standards of practice or the regulation of nursing home administrators may apply to the Board for approval. In order to receive approval, the licensee must submit a written statement to the Board within 60 days of attendance or participation in said conference, stating the name of the organization, dates of attendance, and a brief statement as to how the course contributed to the enhancement of the licensee's skills. The Board may approve up to 5 hours of continuing education per year under this subsection.

(4) A licensee may obtain three hours of continuing education credit by attending one full day of a Board meeting in compliance with the following:

(a) The licensee must sign in with the Executive Director or Program Operations Administrator of the Board before the meeting day begins.

(b) The licensee must remain in continuous attendance.

(c) The licensee must sign out with the Executive Director or Program Operations Administrator at the end of the meeting.

(5) A licensee who serves as a volunteer expert witness for the department in a disciplinary case shall receive 3 hours of continuing education credit.

(6) Licensees who participate in the development of Florida licensure exam questions may be awarded up to five hours of continuing education credit, upon request of the Board.

(7) Former Board members who serve on probable cause panels shall receive three hours of continuing education credit per meeting up to a maximum of 12 hours of continuing education credit, for each full or partial biennium served on the probable cause panel.

(8) Any licensee presenting a continuing education course shall earn the same amount of contact hours as the attendees up to a maximum of 12 contact hours per biennium.

(9) Board members shall receive 12 hours of continuing education credit for each full or partial biennium served on the Board.

Rulemaking Authority 468.1685(1), 468.1715(3) FS. Law Implemented 456.013(6), 468.1715(3) FS. History—New 12-11-80, Amended 2-20-83, 5-2-84, Formerly 21Z-15.01, Amended 12-31-86, 2-26-89, 11-19-91, Formerly 21Z-15.001, 61G12-15.001, Amended 9-4-96, 10-20-96, 7-21-97, Formerly 59T-15.001, Amended 5-15-00, 11-4-02, 5-7-06, 4-8-07, 10-24-07, 10-11-10, 8-8-13, 2-10-14.

64B10-15.002 Criteria for Approved Continuing Education.

(1) To be eligible for credit toward the licensee's continuing education requirement, a course shall be designed to enhance the learning and promote the continued development of knowledge and skills of the individual licensee's professional practice.

(2) Continuing education will be approved for credit if it is in one of the Domains of Practice as defined in Rule 64B10-16.005, F.A.C.

(3) Five hours of continuing education credit shall be granted for each college credit hour in the domains of practice successfully completed during the biennium. The college transcript shall be accepted as proof of attendance.

(4) Administrator certification or re-certification by American College of Health Care Administrators may be accepted as satisfying the total continuing education requirement for license renewal for the biennium in which certification is completed. Verification of certification shall be accepted as proof of attendance.

(5) To satisfy the requirements of this rule, in any biennium a licensee shall have a minimum of forty (40) hours of continuing education credit. In any biennium:

(a) A licensee shall have a minimum of twenty (20) hours of continuing education credits that include personal attendance at a live presentation.

(b) A licensee is allowed a maximum of twenty (20) hours of continuing education credits for web-based, video or audio-transmitted, or on-line instruction programs that require the licensee to interact or communicate back and forth with the instructor during the presentation of the program.

(c) A licensee is allowed a maximum of ten (10) hours home-study continuing education credits. Home-study education is independent study and includes pre-recorded programs that were previously classified as live or interactive under paragraphs (5)(a) and (b). A validation form shall be signed by the vendor and licensee verifying the subject covered and total viewing time. Home-study courses must not exceed five (5) hours per subject.

(6) Providers, and licensees who self-submit continuing education hours earned, shall identify the course type as described in subsection (5).

(7) Any licensee who acts as a consultant to the Department of Health's Testing Services Unit shall be allowed a maximum of four (4) hours of continuing education credit for that biennium.

(8) Any licensee who acts as a preceptor for an Administrator-in-Training and completes such preceptorship within any biennium shall be allowed a maximum of ten (10) hours of continuing education credit for that biennium.

(9) Any licensee who acts as a preceptor for an internship and completes such preceptorship within any biennium shall be allowed a maximum of five (5) hours of continuing education credit for that biennium.

(10) Continuing education courses approved by the National Association of Boards of Examiners of Long Term Care Administrators are accepted as long as the requirements are similar to or more stringent than those required by the Board in subsection 64B10-15.002(1) and Rule 64B10-16.005, F.A.C.

(11) The Board shall not accept credit for continuing education programs of less than 1 contact hour.

(12) Any subject matter dealing with internal affairs of an organization will not qualify for credit hours.

Rulemaking Authority 468.1685(1) FS. Law Implemented 456.013, 468.1685(2), 468.1715 FS. History—New 12-11-80, Amended 2-20-83, Formerly 21Z-15.02, Amended 6-22-87, 2-26-89, 12-6-89, 11-11-92, Formerly 21Z-15.002, 61G12-15.002, 59T-15.002, Amended 10-12-97, 12-2-02, 8-11-03, 8-9-04, 2-23-06, 10-24-07, 5-8-08, 1-7-10, 8-19-13.

64B10-15.0021 Approved Providers.

(1) To become a continuing education provider, the applicant shall submit an application for approval at least 120 days prior to presenting continuing education programs or courses. Continuing education offered prior to obtaining approved provider status shall not be granted credit.

(2) The applicant seeking approval status shall submit to the board the following:

(a) Course outline;

(b) Learning objectives;

(c) Domain(s) of Practice;

(d) Sample evaluation form;

(e) Method of presentation;

(f) Curriculum vitae of the course speakers or instructors; and

(g) Agenda.

(h) Evidence that the fee specified in Rule 64B10-12.017, F.A.C., has been paid by the provider or sponsor.

(3) All approved providers shall provide to each licensee attending a course a certificate of attendance.

(4) The approved continuing education provider shall be granted authority to give continuing education courses and the board will conduct audits for cause and randomly during renewal of the continuing education programs.

(5) The Board shall deny continuing education provider status to any applicant who submits false, misleading or deceptive information or documentation to the Board or whose proposed sample program fails to comply with all the provisions of Rule 64B10-15.002, F.A.C.

(6) The licensee seeking approval status of a continuing education program shall submit to the Board the following information:

(a) Compliance with the criteria or course contact specified in paragraphs (2)(a)-(h) above and date and time of each course; or

(b) Submission of the course number if the program previously has been approved by the National Association of Long Term Care Administrator Boards (NAB).

Rulemaking Authority 468.1685, 468.1725 FS. Law Implemented 456.1685(5), 468.1715, 468.1725 FS. History–New 2-20-83, Amended 7-31-84, Formerly 21Z-15.021, Amended 3-5-89, 3-15-90, Formerly 21Z-15.0021, 61G12-15.0021, 59T-15.0021, Amended 11-15-99, 8-9-04, 3-14-06, 3-17-08.

64B10-15.003 Initial Renewal Requirements.

For the first renewal period after licensure, the licensee is exempt from continuing education requirements of Rule 64B10-15.001, F.A.C., except for the hours mandated for medical errors and HIV/AIDS.

Rulemaking Authority 456.033, 468.1685(1), 468.1715, 468.1725 FS. Law Implemented 456.013(6), 456.033, 468.1715(3), 468.1725 FS. History–New 8-30-05.