



For Class Schedule
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NAB/State Review

Register for class schedule
That suits you!

Preparation Classes using Real World Examples

The purpose of the preparation classes is to help you prepare to take both the State of Michigan and the National Nursing Home Administrator Examinations.

Each class is designed to help you to tactically prepare and manage your study time. From each class you will have a better understanding of the test's purpose, content and focus. You will also discover your areas of strength and disciplines requiring additional study.

The curriculum for both days includes experiences from previous test takers and the knowledge of many Licensed Nursing Home Administrators from the American College of Health Care Administrators. You will receive tips for studying and test taking, an overview of labor law, management, finance, safety, physical plant, clinical care and residents' rights with a state and federal perspective.

State of Michigan Review Class

The state of Michigan's exam is extremely regulation focused, and the class curriculum reflects this. The review class provides handouts on topics including the Life Safety Code as written by the National Fire Protection Association, Michigan's Public Act 368, Michigan Employment Security Commission rules, Michigan Medicaid rules, Public Act 139, Worker's Compensation law and the differences between state and federal law. The class will also cover the criteria for being approved to sit for the tests, the basics of the application, and how to register for a test.

Federal Review Class

The federal test requires vast memorization, plus interpretation and analysis – all across five domains of study. The course includes a study outline for the five domains, plus real world examples to help with how questions may be asked and how to break the questions down to get the “best” or “most right” answer from the choices. Throughout the day you will receive ten quizzes to assess your strengths in Resident Care and Quality of Life, Human Resources, Finance, Physical Environment and Atmosphere, and Leadership and Management. All domains of study from the National Association of Boards for Nursing Home Administration, are covered in the training.

“I passed both tests the first time. A lot of the reason was your classes. Thank you! Your examples and perspective helped me to know what to expect.

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Email from August student.

“Thanks for the tips on self management – you were right about the National test, too.”

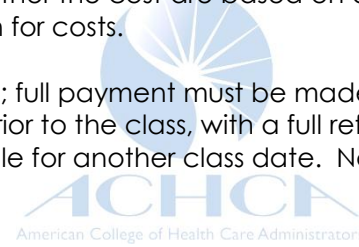
Email from June student.

Your classes made the whole study time so much more effective. Email from October student.

REGISTRATION

Each class, State or Federal, can be taken separately or taken together the cost are based on a member and non-member rate schedule, please see the website registration for costs.

A fifty dollar (\$50.00) deposit is required for a completed registration; full payment must be made prior to the class starting. The registration can be cancelled up to three days prior to the class, with a full refund. After the three days, no refund will be given and registrant may reschedule for another class date. No money will be taken at the door.



All registration is online. Go to MIACHCA.org and click on NAB/State Review

Susan Hurst, BS, FACHCA will be teaching all classes. Mrs. Hurst is a retired NHA with over 25 years of experience in LTC. She includes in each class, experiences from her tenure in the field

Registration begins at **8:00 am** on each day, and classes begin promptly at **8:30 am**. Classes break for lunch, which is provided, and ends by 4:00 pm. If you have questions on this Registration Form or about the class, please email Susan Hurst at hursts@wowway.com

State of Michigan Eligibility Requirements for State NAB Exam

To meet the requirements for examination, you must arrange for one of the following

- a. Proof of having completed an approved course of instructional training in Nursing Home Administration. Documentation of completion must be sent to the Board directly from the educational program using the Certification of Education Form that is part of this application packet.
- b. Proof of employment as a chief executive or administrative officer at a state- licensed hospital for not less than 5 of the 7 years immediately preceding the date of applying for the nursing home administrator license. The Director of the state- licensed hospital where you have been employed must submit the Certification of Employment Form (attached) directly to the hospital. 5. Once you have met the requirements for examination, you will be sent information about how to register online

APPROVED COURSE OF INSTRUCTION AND TRAINING the institution must certify that you took and passed a course of instruction and training that included, at a minimum, a total of 9 semester credits or 144 clock hours of instruction.

The instruction included all of the following subjects:

- o Administrative management of a nursing home
- o Human resources or personnel management in a nursing home
- o Financial management of a nursing home
- o State and federal laws governing the operation of a nursing home and the protection of patients in a nursing home
- o Gerontology or the aging process
- o Patient care
- o Services provided in a nursing home
- o Infection control
- o Environmental issues
- o Emergency preparedness

Note: To receive an NHA license in the state of Michigan, you are required to take and pass a Michigan Law based test, and a Federal Law based test. These classes are designed to help you prepare for these tests- they are not a substitute for the tests, nor are they a substitute for the required Michigan courses.