

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES

OFFICE OF COMMERCIAL SERVICES

NURSING HOME ADMINISTRATORS' BOARD

GENERAL RULES

(By authority conferred on the nursing home administrators' board by section 308 of Act No. 299 of the Public Acts of 1980, as amended, being S339.308 of the Michigan Compiled Laws)

PART 1. GENERAL PROVISIONS

R 339.14001 Definitions.

Rule 1. (1) As used in these rules:

(a) "Accredited college or university" means a college or university which meets the standards set forth in R 339.14005.

(b) "Act" means Act No. 299 of the Public Acts of 1980, as amended, being S339.101 et seq. of the Michigan Compiled Laws, and known as the occupational code.

(c) "Board" means the nursing home administrators' board.

(d) "Sponsor" means a person offering continuing education courses relating to the practice of nursing home administration.

(2) The terms defined in the act have the same meanings when used in these rules.

History: 1992 AACCS.

R 339.14003 Board meetings to be conducted in accordance with the open meetings act.

Rule 3. The board shall conduct all of its board meetings in accordance with Act No. 267 of the public acts of 1976, as amended, being §15.261 et seq. of the Michigan Compiled Laws, and known as the open meetings act, and shall open the meetings to the public.

History: 1992 AACCS; 1998-2000 AACCS.

R 339.14005 Accredited college or university.

Rule 5. The department adopts by reference in these rules the criteria for accreditation of the north central association of colleges and schools included in the publication entitled "Handbook of Accreditation", 2nd edition. Accreditation by the north central association of colleges and schools or one of its affiliated associations is proof of a college or university having met the criteria. Copies of the handbook are available for inspection or purchase from the Nursing Home Administrators Board, Michigan Department of Consumer and Industry Services, P.O. Box 30018, Lansing, Michigan 48909-7518, or from the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 30 N. LaSalle Street, Suite 2400, Chicago, Illinois 60602, at a cost as of the time of adoption of these rules of \$18.00.

History: 1992 AACCS; 1998-2000 AACCS.

R 339.14007 Approved course of instruction and training.

Rule 7. (1) The department shall furnish a list of approved courses of instruction and training to each applicant.

(2) A course of instruction and training that is offered by an accredited educational institution which meets the educational criteria for licensing as established in the act and these rules is deemed approved by the department.

(3) Except as provided in subrule (2) of this rule, the department shall approve a course offered by an educational institution, association, professional society, or organization for the purpose of qualifying applicants for licensure before the course is offered to applicants. The course shall meet the requirements of the federal government for federal financial aid participation.

History: 1992 AACCS; 1998-2000 AACCS.

R 339.14009 Application for examination.

Rule 9. (1) Applicants for the licensure examination shall be required to complete forms provided by the department and comply with all educational and training requirements currently in effect. All educational and training requirements shall be completed before an applicant sits for the examination.

(2) An examination application shall be submitted not less than 30 days before the date of the examination.

History: 1992 AACCS.

R 339.14011 Examinations.

Rule 11. (1) An applicant who has satisfied the required educational and training qualifications shall pass all written examinations as prescribed by the department.

(2) The examination topics shall include, but are not limited to, all of the following:

- (a) Applicable standards of environmental health and safety.
- (b) General administration and management.
- (c) Psychology of patient care.
- (d) Principles of health care.
- (e) Personal and social care.
- (f) State and federal laws.

(3) An applicant shall attain a scaled score of 75 on all examinations.

History: 1992 AACCS; 1995 AACCS; 1998-2000 AACCS.

R 339.14013 Scheduling of examinations; reexaminations.

Rule 13. (1) The department shall administer examinations not less than twice yearly at times and places the department designates.

(2) A score on any examination is valid for 1 year from the date of the examination.

History: 1992 AACCS; 1998-2000 AACCS.

R 339.14015 Professional designation.

Rule 15. Only a holder of a valid license for the current licensing period may use the title "nursing home administrator" or the abbreviation "N.H.A." after his or her name.

History: 1992 AACCS.

R 339.14019 Rescission.

Rule 19. R 338.2801 to R 338.2849 of the Michigan Administrative Code appearing on pages 2585 to 2593 of the 1979 Michigan Administrative Code, are rescinded.

History: 1992 AACS.

PART 2. CONTINUING EDUCATION

R 339.14021 Reporting requirements.

Rule 21. Licensees shall report qualifying hours biennially on a form provided by the department for the continuing education period immediately preceding each licensing period.

History: 1992 AACS; 1998-2000 AACS.

R 339.14023 Qualifying subjects.

Rule 23. Subjects qualifying for continuing education credit include the following:

- (a) Behavioral science.
- (b) Economics/finance.
- (c) Geriatrics/gerontology.
- (d) Health care.
- (e) Management.
- (f) Marketing.
- (g) Pharmacology and toxicology.
- (h) Labor relations.
- (i) Law.
- (j) Communications.
- (k) Any other related subjects contributing to the professional competency of a licensee. The responsibility for substantiation of such subjects rests solely with the licensee.

History: 1992 AACS.

R 339.14025 Application for approval of programs.

Rule 25. (1) A continuing education sponsor seeking approval of a continuing education program shall apply on forms provided by the department. Except as provided in subrule (4) of this rule, a continuing education sponsor shall submit the completed application not less than 30 days before the first date of instruction.

(2) A sponsor seeking approval of a program of group instruction shall submit all of the following materials with the application:

- (a) A course outline.
- (b) A list of instructional materials.
- (c) Instructor resumes.
- (d) The methodology for verifying and monitoring attendance.
- (e) A written policy regarding refunds of course fees.

(3) A sponsor seeking approval for a self-study program shall submit all of the following materials with the application:

- (a) A course outline.
- (b) A list of instructional materials.
- (c) The methodology for verifying satisfactory completion.
- (d) A written policy regarding refunds of course fees.

(4) An individual applying for continuing education credit for a course the individual completed that was not approved by the department at the time the course was taken shall submit all of the following materials:

- (a) A course outline.
- (b) Instructor credentials.
- (c) A certificate of completion.

History: 1992 AACS; 1995 AACS; 1998-2000 AACS.

R 339.14027 Approval of programs.

Rule 27. (1) The department shall approve a continuing education group program for the designated continuing education period if the continuing education group program is in compliance with all of the following requirements:

- (a) The subject matter is listed in R 339.14023.
- (b) Attendance is taken.
- (c) The program is not less than 50 minutes in duration.
- (d) The program is conducted by an instructor or discussion leader whose background, training, education, or experience makes it appropriate for him or her to lead a discussion on the subject matter.
- (e) The sponsor of the program maintains written records of individual attendance for a period of 3 years.

(2) The department shall approve a continuing education self-study program for the designated continuing education period if the continuing education self-study program is in compliance with all of the following requirements:

- (a) The subject matter is listed in R 339.14023.
- (b) The program is an educational course which is designed for self-study and which requires evidence of satisfactory completion.
- (c) The sponsor maintains written records of individual course completion, including a program outline and the qualifying hours earned by participants, for a period of 3 years.
- (3) The department shall issue an approval number to all approved programs.
- (4) The department shall approve a college or university course for continuing education credit if the subject matter is listed in R 339.14023.

History: 1992 AACCS; 1995 AACCS; 1998-2000 AACCS.

R 339.14029 Withdrawal of approval.

Rule 29. Approval of a continuing education program may be withdrawn by the department for failure to comply with the requirements of R 339.14027(1).

History: 1992 AACCS.

R 339.14031 Continuing education hours.

Rule 31. (1) Each 50 minutes of instruction in an approved program equals 1 continuing education hour. Continuing education credit shall begin for whole hours only.

(2) For the purpose of this rule, "instruction" means education time, exclusive of coffee breaks; breakfast, luncheon, or dinner periods; or any other breaks in the program.

(3) An academic semester credit hour earned from an accredited college or university shall equal 15 continuing education hours.

(4) An academic quarter credit hour earned from an accredited college or university shall equal 10 continuing education hours.

History: 1992 AACCS.

R 339.14033 Proof of completion of approved program.

Rule 33. (1) At the close of each approved program, a sponsor shall give to each person in attendance a completion certificate, which shall include all of the following information:

- (a) The name of the person.
- (b) The name of the program.
- (c) The approval number of the program.
- (d) The date of the program.
- (e) The number of approved continuing education hours for the program.

(2) Within 30 days after the date of an approved program, the sponsor shall submit to the department a list of persons in attendance at the program.

(3) Proof of completion of a course at an accredited college or university shall consist of a transcript or a grade report showing that the course has been satisfactorily completed and that university or college credit has been earned.

History: 1992 AACCS.

R 339.14035 Satisfactory completion of continuing education requirements.

Rule 35. (1) Individuals who receive their first Michigan license during a continuing education period, as supported by the records of the department, shall be deemed to have completed continuing education requirements for that licensing period by having completed the course of instruction and training required by law. Such an applicant for renewal may certify completion of the requirements without providing additional documentation.

(2) Hours earned during one continuing education period cannot be carried forward to the next period.

(3) A licensee shall not submit for credit, and the board shall not give credit for, attendance in more than 1 presentation of the same program within the same continuing education period.

(4) Credit for completion of a self-study program shall not be more than 50% of the required qualifying hours in any continuing education period. Credit shall not be given for more than 1 completion of any self-study program.

History: 1992 AACCS; 1995 AACCS.