The National Association of Long Term Care Administrator Boards (NAB) Continuing Education (CE) Program Sponsor Agreement

Terms and Conditions of Continuing Education Review and Approval

This agreement is entered into by the National Association of Long Term Care Administrator Boards (NAB), and organizational sponsors (Sponsors) of continuing education (CE) seeking NAB’s approval of CE programs for Senior Living and Health Services administrators (i.e. nursing homes (NHA), residential care/assisted living (RCAL) and home and community based services (HCBS). Approval is granted through the NAB’s National Continuing Education Review Service (NCERS). This agreement outlines the responsibilities of the Sponsor and applies to all programs being offered.

The National Continuing Education Review Service (NCERS) Purpose

NCERS strives to provide a continuing education review service that assures the over 45,000 licensed long term care administrators in the U.S. who attend these approved programs, along with state licensing jurisdictions who accept NAB approval as meeting their CE requirement, that the educational content has been reviewed as relevant to the NAB Domains of Practice and is qualified as continuing education. NCERS reviewers ensure that these programs meet high standards for program content, presenter qualifications, and attendance verification.

Application Standards for Program Content

All CE program applications are accepted through NAB’s online CE system. Program fees remitted to the NAB are non-refundable. In order for programs to be considered for CE approval, subject matter:

- relates to long term senior living and health services administration.
- promotes continued knowledge and skill(s) within the NAB Domains of Practice.
- has been developed by the sponsor organization offering the CE program or CE Sponsor has explicit approval from the content owner to present the program content.
- does not contain subject matter dealing with the internal affairs of the organization.*
- does not contain commercial promotion of specific products and services.*

*NAB approval will not be granted for sessions related to the internal affairs of the organization and/or advertisement of products/services. These specific activities will need to be deducted from the total CE hours requested prior to approval.

Application Standards for Speakers/Presenters

As part of the submission process, NAB requests speaker information in order to verify qualifications. To be approved to present NAB accredited content, speakers/presenters must have:

- expertise in the subject matter presented.
- Insight into educational and instructional methods for adult learners.

Programs that do not meet the above criteria will be requested to provide additional information or will be denied.
Attendance Monitoring and Verification Process

By submitting a program to the NCERS for review (*with subsequent approval*), Sponsors agree to adhere to all current monitoring and reporting requirements as specified by NAB.

**FOR LIVE PROGRAMS:** The attendance monitoring and verification procedures are listed below:

- Sponsors will verify attendance to ensure attendees receive credit for only sessions attended.
- If no credits were awarded for an approved program, sponsors will report “No Attendance” to the NAB CE Registry.
- Report all credits to NAB’s national CE Registry within 30 days of session completion.

**FOR SELF-STUDY PROGRAMS:** The attendance monitoring and verification procedures are listed below:

- Sponsors will administer a program post-test to verify learning and ensure course completion (*post-tests should contain a minimum of 5 questions per 1 hour of CE content. Additional CE credits will be awarded for completion of the post-test*)
- Report all credits to NAB’s national CE Registry within 30 days of session completion.
- If no NAB credits were awarded for an approved program, sponsors will report “No Attendance” to the NAB CE Registry.
- Require a score of 70% or better on the post-test to receive a certificate of completion

For more information regarding NAB’s CE Registry, please visit [https://www.nabweb.org/ceregistry](https://www.nabweb.org/ceregistry).

Application and Review Process

**Submission of application—Timelines and Late Fees:** The recommended timeframe for application submission is 60 days prior to scheduled program date. This allows the Sponsor to obtain the maximum advertising benefits of their program on the NAB Approved CE Database. In order to be added to the NAB Approved CE Database, CE programs are required to be open to the public to attend and are approved for CE credit.

In order to not incur a late fee, programs must be submitted through the NAB NCERS online application system at least 45 days in advance of the program date (*a minimum of 3 days for certified sponsors*). A late fee of $400 will be applied in addition to the program application fees if submitted less than 45 days (*or 3 days for certified sponsors*) in advance of the program date. Programs not paid within 10 business days of submission date will be returned to the Sponsor and late fees will be applied if applicable. **All fees are non-refundable, even if program is denied.**

Due to the volume of program reviews, applications received less than 15 days prior to program date may be rejected.

**Notification of NCERS Application Approval/Denial:** Sponsors will receive email notification once a program review is complete. If approved, the notification email will contain the official NCERS approval code along with the number of approved hours. Sponsors should use the NCERS approval code along with the NAB CE language found within the email received as well as in the NCERS Sponsor User Guide on all advertising and promotional material.

If the program approval is denied, Sponsors will receive email notification along with a follow-up letter outlining the reasoning behind the denial and how to appeal the decision.
**NAB Program Appeal Process:** If the program is denied or partially approved *(approved for less hours than requested)*, the Sponsor has 30 days from the date that the notice of denial/partial approval was received to appeal the decision. All appeals must be made in writing and include additional information that addresses the reason for denial. Once received, additional information will be reviewed to determine if it is sufficient to reverse the initial decision. *All appeal decisions are final.*

**Records Maintenance**

In order to ensure an accurate license renewal process for all long term administrators, Sponsors agree to retain the items below for a minimum of two years from the date of the program occurrence:

- Attendance sheets documenting participation for in person courses. *(If using electronic scanners, please retain a digital copy of data received.)*
- Data or post-tests to demonstrate how attendance and/or completion of a course was monitored for Distance Learning courses.
- A summary of course evaluation results submitted by program attendees pursuant to the "Program Evaluation" provisions noted within the *NCERS CE Sponsor Handbook.*
- A master list of all individuals who participated in the course along with total participant hours earned. **
- An example certificate that was presented to attendees. Please refer to the *NCERS CE Sponsor Handbook* for a sample certificate. **

** If a program date occurred on or after April 1, 2017, and CE credits have been reported to the NAB CE Registry, items noted with ** are NOT required to be kept for the requisite two years. If individual course attendance has not been reported due to failure in providing a NAB ID number, CE records must be retained, but Sponsors are not obligated to issue a completion certificate to the participant after efforts have been made to obtain the ID.

**Terms and Conditions of NCERS Approval**

By signing below, the Sponsor is attesting that they have read, understand, and agree to comply with the requirements set forth by the NAB as provided above and specified within this agreement. In addition, CE Sponsors are acknowledging their intent to comply with any and all changes within the NAB NCERS program as noted within the *NAB Policies, NAB Procedures*, the *NCERS CE Sponsor Handbook*, and within the Continuing Education section within the NAB website at https://www.nabweb.org/continuing-education. Failure to follow the procedures set forth in this agreement shall result in a temporary and/or permanent suspension of sponsor membership.

_______________________________________  __________________________________________
(Organization Representative Signature)  (Organization Name)

_______________________________________  __________________________________________
(Date)  (Contact Phone)

_______________________________________  __________________________________________
(Contact Name)  (Contact Email)

NCERS CE Sponsor Agreement