

ADULT CARE HOME OPERATOR REGISTRATION RENEWAL INSTRUCTIONS

Your Kansas Adult Care Home Operator registration will expire April 30 of the year that is less than two years from issuance. Thereafter, the registration will expire biennially.

Acquisition of 30 clock hours of continuing education in the “core of knowledge” subject area will be required to renew:

Administration – 15 hrs minimum **Resident Care** – 10 hrs minimum **Elective** – maximum of 5 hrs

Each registrant whose initial registration period is less than 24 months shall be required to obtain pro-rated continuing education for each month in the initial registration period. The total hours and breakdown of continuing education categories is as follows for registrations effective less than 24 months:

Month in which registration was issued	TOTAL	Administrative (50%) (Minimum)	Resident Care (34%) (Minimum)	Electives (16%) (Maximum)
June (23 month registration)	29	14	10	5
July (22 month registration)	28	14	9	5
Aug (21 month registration)	27	13	9	5
Sept (20 month registration)	25	13	8	4
Oct (19 month registration)	24	12	8	4
Nov (18 month registration)	23	11	8	4
Dec (17 month registration)	21	11	7	3
Jan (16 month registration)	20	10	7	3
Feb (15 month registration)	19	10	6	3
Mar (14 month registration)	17	8	6	3
Apr (13 month registration)	16	8	5	3

Please refer to the Methods for Earning Continuing Education. For a listing of approved continuing education programs, approved continuing education sponsorships, Core of Knowledge and NAB Domains of Practice visit our website at www.kdads.ks.gov/hoc. Please be familiar with CE requirements for your registration. Read the regulations for continuing education.

At least 30 days prior to expiration of your registration, the department will mail a renewal notice to you. Failure to receive the renewal notice does not alleviate you from responsibility for application. KAR 26-39-506 requires that you provide notice to the department within 30 days of change of mailing address. Adherence to this regulation is imperative in keeping your record and registration current. If a registrant has a name change, he/she must submit documentation, e.g., marriage license, court decree, driver's license, or social security card. A new registration card will be issued upon request.

Should you have any questions concerning registration renewal or continuing education, please feel free to contact Wendy Davis at wendy.davis@ks.gov or 785.296.0061.