

Adult Care Home Administrator Licensure Renewal Application
Your Adult Care Home Administrator license will expire June 30, 2018. Renewal materials must be postmarked by June 30, 2018 to avoid a \$50.00 late fee.

License #: _____
Lic. End Date: June 30, 2018
CE Hrs Due: See Instruction Sheet
Renewal Fee: \$100.00

Name _____

Address _____

City, State, Zip _____

NOTE: ONLY use this application form if NOT using the online renewal process.

Disciplinary History:

During this licensure period, has your license, certification, or registration issued by Kansas or another state or entity been denied, refused for renewal, suspended, revoked, or subjected to any disciplinary action, or have you been convicted of a crime by any state or federal court in the United States?

No Yes (attach explanation)

Note: According to KSA 65-3505(d) and established board policy, a random check for criminal history will be made on renewal applications.

Continuing Education Attestation

The following attestation statement regarding continuing education must be signed to renew your license:

By signing this application, I affirm that I have completed the continuing education required by regulation (KAR 28-38-23). I understand that an audit will be conducted of a percentage of all applications, and should my application be subject to audit, I will provide all documentation as requested. I understand that my license will not be renewed until all required documentation is reviewed and approved. I also know that falsifying any of this documentation may result in disciplinary action against my license.

Signature _____ **Date** _____

If NOT renewing please indicate below:

I do not intend to renew my Kansas Adult Care Home Administrator license at this time because:

(Please return this application to the address below so we can update your records)

Before mailing your renewal application, be sure that you have:

- **Enclosed** a non-refundable fee of \$100 made payable to **KDADS**; or completed and enclosed the authorization form to charge fees to your Visa or MasterCard.
- **Answered** the disciplinary question.
- **Signed** the continuing education attestation.

NOTE: As mentioned above, applications postmarked after 06-30-2018 and before 07-30-2018 can still be processed for renewal if the required CE was obtained by 06-30-2018, but a \$50 late fee must be paid in addition to the \$100 renewal fee. After 07-30-2018, licenses are considered lapsed and would have to be reinstated. The fee for reinstatement is \$220.

Health Occupations Credentialing • 612 S Kansas Ave • Topeka, KS 66603

OPTIONAL Continuing Education Transcript Tool Kansas Adult Care Home Administrator License

Because each licensee is responsible for keeping program documentation including proof of attendance or completion of programs, this optional continuing education transcript tool may be helpful to you in tracking CE as it is accumulated during your license period. This form can be saved to your computer hard drive and added to throughout the license period.

While this tool is optional and will not be required as a condition for renewal, it may be helpful if your renewal application is randomly selected for CE audit as it would be a listing of accumulated CE. This tool could be submitted, if desired, along with the required proof of attendance or completion for all programs and course content, objectives, time frame agendas for programs not KDADS prior approved.

License # _____ Name _____

For licenses in effect 24 months at least 50 hours of continuing education are required; 10 hrs minimum in resident care; 30 hrs minimum in administration. The remainder may be obtained in elective or be extra hrs from the other two categories.

| KDADS Approval Number <i>ONLY required if program was pre-approved. If not, leave this column blank.</i> | Program Title | Date | Resident Care 10 Hours minimum | Administration 30 Hours minimum | Electives maximum 10 hours |
|---|---------------|------|---------------------------------------|--|-----------------------------------|
| | | | | | |
| Total | | | | | |

METHODS FOR EARNING CONTINUING EDUCATION – ADULT CARE HOME ADMINISTRATOR

| Types of Educational Activity | Procedure/Definition |
|---|---|
| NCERS/NAB APPROVED PROGRAMS | Programs approved by the National Continuing Education Review Service (NCERS), National Association of Long Term Care Administrator Boards (NAB) that receive a NCERS/NAB approval number are presumptively accepted by the Board for purposes of meeting Kansas's annual continuing educational requirements. |
| PRIOR APPROVED PROGRAMS | SPONSOR OR LICENSEE SUBMITS APPLICATION FOR PRIOR APPROVAL AT LEAST 3 WEEKS PRIOR TO THE PROGRAM. |
| Workshops, seminars, conferences, conventions, etc. | The Board reviews application submitted by sponsor or licensee prior to presentation. Activity is approved according to time frame agenda (clock hours) and content per "Core of Knowledge." Sponsor is responsible for providing participants with certificates of attendance/completion documenting approval number, clock hours, and Core of Knowledge area. |
| Electives State or National Conventions | Five hours CE credit in electives, if verified by sponsor, at state or national annual LTC conventions, in addition to continuing education credit approved for individual sessions at such state or national conventions, up to a maximum of 10 hours per two-year licensure period. |
| LONG TERM CE SPONSORSHIPS | |
| www.kdads.ks.gov/hoc | Check this site for lists BACHA approved sponsorships and prior approved CE programs. |
| OTHER PROGRAMS | |
| Workshops, seminars and like educational activities. | Clock hours are awarded per actual time spent on instruction in accordance to content in relation to "Core of Knowledge." |
| College semester credit hours from an accredited college or university. | Fifteen (15) clock hours may be earned for each credit hour of college course satisfactorily completed. Course must be within the "Core of Knowledge." |
| Preparation and presentation of a new continuing education offering. | Licensed administrators who serve as presenters at Board approved continuing education activities shall receive two (2) clock hours of continuing education per hour of presentation. Clock hours are not awarded for repeat presentations of the same program. |
| Preceptor for an approved practicum training. | Board approved preceptors may earn 15 clock hours of continuing education for teaching each trainee who satisfactorily completes a practicum training program. Clock hours are designated: 7.5 hours resident care, and 7.5 hours administration. |
| Correspondence, telenet, audio tape, video tape, on-line courses. | Clock hours considered for approval as requested by sponsor. Course content reviewed by the Board for content appropriate to "Core of Knowledge." Course must have a posttest or method to measure learning outcomes. |

Facility in-service meetings & facility licensee specific training shall not be considered a CE activity for the purpose of license renewal. (K.A.R. 28-38-23)

CORE OF KNOWLEDGE*

GENERAL ADMINISTRATION

1. Applicable standards of environmental health and safety:
 - a. Hygiene and sanitation
 - b. Communicable diseases
 - c. Management of isolation
 - d. The total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation)
 - e. Elements of accident prevention
 - f. Special architectural needs of nursing home residents
 - g. Drug handling and control
 - h. Safety factors in oxygen usage
2. Local health and safety regulations: Guidelines vary according to local provisions.
3. General administration:
 - a. Institutional administration
 - b. Planning, organizing, directing, controlling, staffing, coordinating, and budgeting
 - c. Human relations:
 - (i) Management/employee interrelationships
 - (ii) Employee/employee interrelationships
 - (iii) Employee/resident interrelationships
 - (iv) Employee/family interrelationships
 - d. Principles of supervision
 - e. Personnel management:
 - (i) Training of personnel
 - (ii) Training of employees to become sensitive to resident needs
 - (iii) Ongoing inservice training/education
 - (iv) Personnel policies
 - f. Legal aspects
 - g. State and federal laws and regulations
8. Department organization and management:
 - a. Criteria for coordinating establishment of departmental and unit objectives
 - b. Reporting and accountability of individual departments to administrator
 - c. Criteria for departmental evaluation (nursing, dietary, therapeutic services, maintenance, housekeeping, and administration)
 - d. Techniques of providing adequate professional, therapeutic, supportive, and administrative services
 - e. The following departments may be used in relating matters or organization and management:
 - (i) Nursing
 - (ii) Housekeeping
 - (iii) Dietary
 - (iv) Laundry
 - (v) Pharmaceutical services
 - (vi) Social service
 - (vii) Business office
 - (viii) Recreation
 - (ix) Medical records
 - (x) Admitting
 - (xi) Physical therapy
 - (xii) Occupational therapy
 - (xiii) Medical and dental services
 - (xiv) Laboratories
 - (xv) X-ray
 - (xvi) Maintenance
9. Community interrelations:
 - a. Community medical care, rehabilitative, and social services resources
 - b. Other community resources:
 - (i) Religious institutions
 - (ii) Schools
 - (iii) Service agencies
 - (iv) Government agencies
 - c. Third-party payment organizations
 - d. Comprehensive health planning agencies
 - e. Volunteers and auxiliaries

RESIDENT CARE

4. Psychology of resident care:
 - a. Anxiety
 - b. Depression
 - c. Drugs, alcohol, and their effect
 - d. Motivation
 - e. Separation reaction
5. Principles of medical care:
 - a. Anatomy of physiology
 - b. Psychology
 - c. Disease recognition
 - d. Disease process
 - e. Nutrition
 - f. Aging processes
 - g. Medical terminology
 - h. Materia Medica
 - i. Medical social service
 - j. Utilization review
 - k. Professional and medical ethics
6. Personal and social care:
 - a. Resident and resident care planning
 - b. Activity programming
 - (i) Resident participation
 - (ii) Recreation
 - c. environmental adjustment: Interrelationships between resident and:
 - (i) Resident
 - (ii) Staff (staff sensitivity to resident needs as a therapeutic
 - (iii) Family and friends
 - (iv) Administrator
 - (v) Management (self-government/resident council)
 - d. Rehabilitation and restorative activities:
 - (i) Training in activities of daily living
 - (ii) Techniques of group therapy
 - e. Interdisciplinary interpretation of resident care to:
 - (i) The resident
 - (ii) The staff
 - (iii) The family
7. Therapeutic and supportive care and services in long-term care:
 - a. Individual care planning as it embraces all therapeutic care and supportive services (overall plan of care)
 - b. Meaningful observation of resident behavior as related to total
 - c. Interdisciplinary evaluations and revision of resident care plans and procedures
 - d. Unique aspects and requirements of geriatric care
 - e. Professional staff interrelationships with physician
 - f. Professional ethics and conduct
 - g. Rehabilitative and remotivational role of individual therapeutic and supportive services
 - h. Psychological, social, and religious needs, in addition to physical needs of resident
 - i. Needs for dental service
10. **ELECTIVES**
 - a. State or national annual conventions
 - b. Other health-related areas applicable to geriatrics

*Federal Register, Volume 37, #61, Part II, March 29, 1972, 252.20(i)(1-9), page 6452