

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					