

**METHODS FOR EARNING CONTINUING EDUCATION**  
**Registered Adult Care Home Operator**

Type of Educational Activity	Procedure/Definition
<b>PRIOR APPROVED PROGRAMS</b>	<b>SPONSOR SUBMITS APPLICATION FOR PRIOR APPROVAL</b>
Workshops, seminars, conferences, conventions, etc.	The department reviews application submitted by sponsor prior to presentation. Activity is approved according to time frame agenda (clock hours) and content per ACore of Knowledge@ and/or NAB Domains of Practice. Sponsor is responsible for providing attendants with certificates of attendance documenting approval number, clock hours, and subject 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 5 hours per two-year licensure period.
<b>LONG TERM CE SPONSORSHIPS</b>	
<a href="http://www.kdads.ks.gov">www.kdads.ks.gov</a>	Check this site for lists of KDADS approved sponsorships.
<b>OTHER PROGRAMS</b>	
Workshops, seminars and like educational activities	Clock hours are awarded per actual time spent on instruction in accordance to content in relation to ACore of Knowledge@ and/or NAB Domains of Practice.
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 ACore of Knowledge@ and/or NAB Domains of Practice.
Preparation and presentation of a new continuing education offering	Registered operators who serve as presenters at department 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.
Correspondence, telenet, audio tape, video tape, on-line courses	Clock hours considered for approval as requested by sponsor. Course content reviewed by the department for content appropriate to ACore of Knowledge@ and/or NAB Domains of Practice. Course must have a posttest or method to measure learning outcomes.

Facility inservice meetings, and facility registrant specific training shall not be considered a continuing education activity for the purpose of license renewal. (KAR 28-38-23)