



STATE OF LOUISIANA
BOARD OF EXAMINERS OF
NURSING FACILITY ADMINISTRATORS
www.labenfa.com

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Criteria for Continuing Education Courses

Relevance of subject matter:

- Must be open to all long term care administrators.
- Must relate to long term care administration.
- Must be designed to promote continued knowledge, skills and attitudes consistent with current standards in long term care administration.
- Should assist administrators in the improvement of their professional competencies.

Note: Programs which deal with internal affairs of an organization do not qualify for credit.

Faculty qualifications:

- Must have experience in long term care, if appropriate, in content and subject matter.
- Must have expertise in teaching and in instructional methods suitable to the subject presented.
- Must have suitable academic qualifications and experience for subject presented.

Certification of attendance:

- Sponsor must provide certificates to each participant, listing number of clock hours actually attended.
- Sponsor must retain for one year (July 1st–June 30th), certified list of participants and CEU's obtained.
- Sponsor must accurately record attendance reflecting the number of clock hours of actual attendance of each long term care administrator.

Instructional hours:

- Must be based upon clock hours (60 minutes = 1 clock hour).
- Breaks and meal times are omitted and time schedule needs to be identified in program agenda.
- Can not be more than eight hours per day.
- Each session can not be more than two hours in length.
- Breaks need to be at least 15 minutes between sessions and at least 30 minutes for lunch. We do not approve working lunches, unless the attendee has at least 30 minutes for just lunch.
- Only full and half hours are counted. Any quarter hours shown in the total hours training are dropped.

Target group for program:

- Should be open to all long term care administrators.
- May be open to other disciplines.