South Dakota Board of Nursing Facility Administrators
P.O. Box 340, 1351 N. Harrison Ave. Pierre, SD 57501-0340
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CONTINUING EDUCATION PROGRAM APPROVAL FORM

Continuing education courses must pertain to health care or to business administration to receive approval. **Note that the Board has provided ongoing approval for systems of care that operate South Dakota nursing facilities (please see below). These entities do not need to submit approval for individual programs, but are instead considered an approved provider of continuing education in South Dakota.** Courses related to the duties of a nursing facility administrator will be accepted if these entities are the sponsoring organization. The Board will not accept courses that related to training on a facility's computer programs and/or software.

Please provide attendees with verification of attendance for your continuing education programs. This verification should include the number of hours earned, program name, sponsoring entity, date and location of the program. When verification of attendance is needed, the Board will request this verification from licensees. You do not need to submit a list of attendees to our office.

Date Requested: _____Date of Course: _____

Name of Person Requesting Approval: _____Phone:_____

Email: *(you will be notified of outcome via email)*_____

Course Length: _____ Hrs.

Title of Course: _____

Brief Description of how this course relates to nursing facility administrators:
_____

_____

Sponsor: _____

Speaker: _____

Location: _____

Curriculum Vitae or resume of speaker and
detailed course outline is ***required***.

For Office Use Only:
Approved: y/n _____CE Type/Code_____ Hrs: _____

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CONTINUING EDUCATION GUIDELINES

A minimum of 40 hours of continuing education pertaining to health care, healthcare administration or business administration is required biennially for renewal of license. The Board does not limit the number of online courses that a licensee can take. The following continuing education courses are accepted by the South Dakota Board of Nursing Facility Administrators:

- Academic courses pertaining to health care, healthcare administration or business administration offered through a higher education institution accredited by an organization recognized by the Council for Higher Education Accreditation.
- The Board will accept programs approved or provided by:
    - Other state licensing boards for nursing facility administrators
    - National Association of Long Term Care Administrator Boards (NAB)
    - American College of Healthcare Executives (ACHE)
    - American College of Health Care Administrators (ACHCA)
    - American Health Care Association (AHCA) and State Affiliates
    - American Hospice Foundation
    - American Hospital Association (AHA) and State Affiliates
    - American Medical Directors Association
    - Catholic Health Association
    - Centers for Medicare and Medicaid Services (CMS)
    - Leading Age (formerly AAHSA) and State Affiliates
    - National Rural Health Association
    - Systems of care that operate South Dakota nursing home facilities (such as: Avera, Sanford, Welcov, Ev. Good Samaritan Society, Tealwood, Blackhills Healthcare, Rapid City Regional Health)

The Board does not accept courses specific to your facility's computer programs and/or software.