

Per OAC 310:679-10-20, Long-Term Care Administrator license and certificate holders must submit evidence of meeting the required continuing education hours for their license or certificate type.

Failure to submit evidence of continuing education at the time of renewal may delay licensure or certification renewal.

Continuing education hour requirements are found in OAC 310:679-9-4 and are as follows:

- Tier 1 (NHA and ICF/IID ≥ 17) license holders and Certified Administrative Assistants must complete and submit 24 clock hours of continuing education annually
- Tier 2 (RC, AL, RCAL, ADC, and ICF/IID ≤ 16) license holders must complete and submit 16 clock hours of continuing education annually

Additionally:

- License and certificate holders are responsible for maintaining their own CEU records.
- Required CEUs must be completed within the licensure period.
- Credit will only be given once per approved program for each licensure period; duplication of credit for the same course is not permissible in the same licensure year.
- A written request for an extension may be submitted to the Department when a license or certificate holder cannot meet the requirements for continuing education due to illness, emergency, or other hardship. Extension requests will be reviewed by the Department and determinations made on a case-by-case basis.
- CEU documentation must be uploaded in the online renewal portal at the time of renewal for review by the Department. Renewal applicants must complete CEUs prior to the Department issuing a renewal to the renewal applicant.
- All licensees, even those subject to enforcement action, are required to complete continuing education.
- Continuing education requirement hours will be required for first year license and certificate holders are:
 - Tier 1 administrators and certified CAAs shall be required to complete six (6) hours of continuing education for each quarter in which they hold a license.
 - Licensed Tier 2 administrators shall be required to complete four and a half (4 1/2) hours of continuing education for each quarter in which they hold a license.