

**STATE OF NEVADA**  
**BOARD OF EXAMINERS FOR LONG-TERM CARE ADMINISTRATORS**  
**3157 North Rainbow Blvd., #313**  
**Las Vegas, NV 89108**  
**(702) 486-5445**  
**FAX: (702) 486-5439**  
**e-mail: beltca@beltca.nv.gov**

**Application for Accreditation of  
Continuing Education Units  
By Sponsoring Organization**

**Program Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Number of Contact Hours Requested:** \_\_\_\_\_ **Ethics** \_\_\_\_\_ **Regulations** \_\_\_\_\_

**Registration Fee: \$** \_\_\_\_\_

**Please Check Intended Audience Below:**

**Nursing Home Administrator:** \_\_\_\_\_

**Residential Care Administrator:** \_\_\_\_\_

**Both:** \_\_\_\_\_

**Name of Person Submitting Application:** \_\_\_\_\_

**Agency Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**CE Committee Use Only**

**Program Number:** \_\_\_\_\_ **Reviewers:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Contact Hours:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Pending:** \_\_\_\_\_ **Required Items:** \_\_\_\_\_

**Denied:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

1. Must be provided by a competent instructor as demonstrated by documentation of his/her educational, professional and teaching experience:
2. Must contain current educational material relevant for nursing home and/or residential care facility administrators:
3. Must be of professional quality:
4. Must be appropriately designed for instructional purposes.

**The following MUST accompany all applications:**

Event flyer or Registration Form

Instructor's/speaker's resume

Detailed time schedule

Statement of the educational objectives of the program

Certificate of completion

**Note: Applications for continuing education accreditation will not be reviewed for accreditation until all of the items listed above are received.**

Within 30 days after the presentation of the program, a list of licensed nursing home and/or residential care facility administrators who attended must be provided to the Board office.

Records must be maintained for three (3) years after the completion of the course or program.