

# Mississippi State Board of Nursing Home Administrators

1755 Lelia Drive, Suite 305, Jackson, MS 39216

(601) 362-6914

www.msnha.ms.gov

## Instructions for Continuing Education Requests for Approval

Parties interested in sponsoring a continuing education program should follow these steps.

1. Determine that the program addresses one or more of the **Domains of Practice**. (see website for list)
2. Verify that the program is open to *all* Nursing Home Administrators
3. Complete the **Approval Request Form** in its entirety
4. Attach pertinent information that will assist with approval, i.e. agenda, objectives, brochure, etc.
5. Forward request for approval at least thirty (30) days prior to the program being held, according to the **Rules and Regulations** (see website). *Post approvals are not allowed.*
6. Submit sponsor fee using this formula:

### CONTINUING EDUCATION SPONSOR FEES:

1 - 6 Hours.....	\$200.00
Each additional hour/partial hour over 6 Hours.....	\$30.00
Each additional presentation of the same program.....	\$100.00

In addition, the sponsor will

1. Monitor the attendance at the program
2. Provide the attender with proof of attendance
3. Submit an alphabetized list of participants to the Board upon completion.
4. Submit a photocopy of the participant sign-in sheet to the Board.

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Programs will be reviewed as quickly as possible and the sponsor will be notified of approval. Once approved, the program will be listed on our website as an approved continuing education opportunity.

*Please note: Any changes to an approved program which are made after the initial submission and approval must be filed with the Board office.*