

**NOTICE OF INTENT TO ADOPT PROPOSED AMENDMENTS TO THE  
GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY  
ADMINISTRATORS  
BOARD RULE CHAPTER 393-13 CONTINUING EDUCATION, RULE 393-13-.01  
CONTINUING EDUCATION REQUIREMENTS FOR NURSING HOME  
ADMINISTRATORS, RULE 393-13-.02 CONTINUING EDUCATION SOURCES,  
AND RULE 393-13-.04 CONTINUING EDUCATION REQUIREMENTS FOR  
PERSONAL CARE HOME ADMINISTRATORS AND ASSISTED LIVING  
COMMUNITY ADMINISTRATORS  
AND NOTICE OF PUBLIC HEARING**

RULE 393-13-.01 CONTINUING EDUCATION REQUIREMENTS FOR NURSING  
HOME ADMINISTRATORS

RULE 393-13-.02 CONTINUING EDUCATION SOURCES

RULE 393-13-.04 CONTINUING EDUCATION REQUIREMENTS FOR PERSONAL  
CARE HOME ADMINISTRATORS AND ASSISTED LIVING  
COMMUNITY ADMINISTRATORS

**TO ALL INTERESTED PARTIES:**

Notice is hereby given that pursuant to the authority set forth below, the Georgia State Board of Long-Term Care Facility Administrators (hereinafter “Board”) proposes an amendment to Rules 393-13-.01, 393-13-.02, and 393-13-.04 (herein after “proposed rules”).

This notice, an exact copy of the proposed rules, and a synopsis of the proposed rules are being sent to all persons who have requested, in writing, to be included on a notification list. This notice, an exact copy of the proposed rules, and a synopsis of the proposed rules may also be reviewed during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. The documents will also be available for review on the Board’s website at <https://sos.ga.gov/board-long-term-care-facility-administrators>. Copies may also be requested by contacting the Board office at (844) 753-7825.

The public will have an opportunity to comment upon and provide input into the proposed rules amendment at a public hearing to be held at 10:00 a.m., October 10, 2024, in the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. Please see the Board’s website for information on how to join the meeting via teleconference.

Interested parties affected by the rule may submit written comments to the Board no later than close of business on October 2, 2024. Written comments must be legible, signed, contain contact information from the maker (address, telephone number, email address), and addressed to Brad Coman, Executive Director, Secretary of State, Professional Licensing Boards Division, Georgia State Board of Long-Term Care Facility Administrators, 237 Coliseum Drive, Macon, Georgia 31217. Written comments may be faxed to (866) 888-9718.

During the public hearing, anyone may present data, make a statement, comment, or offer a viewpoint or argument, whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for the official record. Oral statements will be limited to five (5) minutes per person.

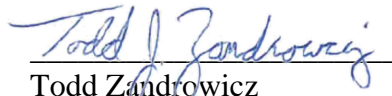
The Board voted to post this Notice of Intent at its meeting on July 11, 2024. The Board also voted that the formulation and adoption of this rule amendment does not impose an excessive regulatory cost on any licensee, and any cost to comply with the proposed rules amendment cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 43-27-8. Additionally, the Board voted that it was neither legal nor feasible in meeting the objectives of O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 43-27-8 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed in the field of Long-Term Care Facility Administration.

According to the Department of Law of the State of Georgia, the Georgia State Board of Long-Term Care Facility Administrators has the authority to adopt proposed Rules 393-13-.01, 393-13-.02, and 393-13-.04 pursuant to authority contained in O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 43-27-8.

For further information, contact the Board office at (404) 424-9966.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This the 9th day of August, 2024.



Todd Zandrowicz  
Division Director  
Professional Licensing Boards Division

Posted: 08/09/2024

**SYNOPSIS TO PROPOSED CHANGES TO  
RULE 393-13-.01 CONTINUING EDUCATION REQUIREMENTS FOR NURSING  
HOME ADMINISTRATORS, RULE 393-13-.02 CONTINUING EDUCATION  
SOURCES, AND RULE 393-13-.04 CONTINUING EDUCATION REQUIREMENTS  
FOR PERSONAL CARE HOME ADMINISTRATORS AND ASSISTED LIVING  
COMMUNITY ADMINISTRATORS**

**Purpose/Main Feature:** These proposed amendments aim to make the continuing education requirements easier to understand as well as make it simpler for licensees to obtain the required continuing education by reducing the number of in-person or live continuing education hours required as well as expanding the scope of approved sources of continuing education. The Board has considered multiple variations of these proposed rules and has determined this to be the most succinct wording while adhering to requirements in the statute.

**Rule 393-13-.01 Continuing Education Requirements for Nursing Home Administrators**

- (1) Forty (40) clock hours of continuing education are required biennially to renew a license.
- ~~(2)~~ A minimum of six (6) of the forty (40) hours shall be on Professional Development/Integrity and/or Resident Rights.
- ~~(3)~~(2) The remaining ~~thirty-four (34)~~ clock hours shall be in any or all of the following health care subject areas:
  - (a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;
  - (b) Gerontology and Special Populations;
  - (c) Human Resources;
  - (d) Finance/Financial Practice/Financial Integrity;
  - (e) Leadership Skills and Management;
  - (f) Ancillary Services Management/Development;
  - (g) Regulatory Compliance;
  - (h) Quality Assurance;
  - (i) Emergency Preparedness training;
  - (j) Infection Control;
  - (k) Alzheimers and Dementia Care.
- ~~(4)~~ Online study from a NAB/N.C.E.R.S. approved course is allowed (see #5).
- ~~(5)~~(3) No more than ~~twenty~~ thirty-two (2032) clock hours of the total 40 clock hours may be obtained online. At least ~~20~~ 8 clock hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.
- ~~(6)~~(4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be twenty (20) hours in any combination of the

categories set out above. Licensees obtaining licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.

~~(7)~~(5) Continuing education hours must be obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 43-27-8.

### **Rule 393-13-.02 Continuing Education Sources**

- (1) Continuing education hours may be obtained by participation in activities sponsored, co-sponsored or approved by any of the below listed sources. The licensee's certificate of attendance must document the number of clock hours of educational content in each activity and indicate the source of education (NAB, N.C.E.R.S, etc.) or it may not be accepted as proof of completion. Continuing education hours must be obtained within the two (2) year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).
  - (a) Professional trade associations in long-term care, ~~or~~ out of State Long-Term Care Facility Administrator Licensing Boards, courses approved by those boards, or courses that are required to work in a Long-Term Care Facility in this or any other state, OR,
  - (b) Educational institutions accredited by a regional body recognized by the Council on Post Secondary Accreditation. The educational institution shall certify the number of clock hours of educational content in each activity. One semester hour of course credit shall be equivalent to fifteen (15) clock hours of continuing education, and one (1) academic quarter hour of course credit shall be equivalent to ten (10) clock hours of continuing education, OR,
  - (c) National Continuing Education Review Services (N.C.E.R.S.) of the National Association of Long Term Care Administrator Boards (NAB). Continuing education hours may be obtained by participating in programs approved by N.C.E.R.S., OR,
  - (d) Government Agencies, Educational Institutions and Hospitals. Continuing education hours may be obtained by participating in "in-service" training, courses or workshops pertaining to long term care sponsored by federal, state or local government agencies, educational institutions and licensed hospitals.
- (2) Educational hours earned from an unapproved source shall NOT be counted toward the required continuing education hours for any two year biennium renewal cycle.

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5 and 43-27-8.

**Rule 393-13-.04 Continuing Education Requirements for Personal Care Home Administrators and Assisted Living Community Administrators**

- (1) Thirty (30) clock hours of continuing education are required biennially to renew a license.
- (2) Clock hours shall be in any or all of the following health care subject areas:
  - (a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;
  - (b) Gerontology and Special Populations;
  - (c) Human Resources;
  - (d) Finance/Financial Practice/Financial Integrity;
  - (e) Leadership Skills and Management;
  - (f) Ancillary Services Management/Development;
  - (g) Regulatory Compliance;
  - (h) Quality Assurance;
  - (i) Emergency Preparedness training;
  - (j) Infection Control;
  - (k) Proxy Caregiver/Medication Management;
  - (l) Alzheimers and Dementia Care.
- ~~(3)~~ Online study from a NAB/N.C.E.R.S. approved course is allowed (see #4).
- ~~(4)~~(3) No more than ~~fifteen~~ twenty-two (1522) clock hours of the total thirty (30) clock hours may be obtained online. At least ~~fifteen~~ eight (158) of the required thirty (30) clock hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.
- ~~(5)~~(4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be fifteen (15) hours in any combination of the categories set out above. Licensees obtaining licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.
- ~~(6)~~(5) Continuing education hours must be obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).
- ~~(7)~~(6) If an individual holds more than one license issued by this Board they are required to complete the highest number of continuing education hours which are required to renew any one license. A maximum of 40 clock hours total may be required.

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 43-27-8.

**RULES**  
**OF**  
**GEORGIA STATE BOARD OF LONG-TERM CARE FACILITY**  
**ADMINISTRATORS**

**CHAPTER 393-13**  
**CONTINUING EDUCATION**

**TABLE OF CONTENTS**

<b>393-13-.01</b>	<b>Continuing Education Requirements for Nursing Home Administrators</b>
<b>393-13-.02</b>	<b>Continuing Education Sources</b>
<b>393-13-.04</b>	<b>Continuing Education Requirements for Personal Care Home Administrators and Assisted Living Community Administrators</b>

**Rule 393-13-.01 Continuing Education Requirements for Nursing Home Administrators**

- (1) Forty (40) clock hours of continuing education are required biennially to renew a license.
- (2) The hours shall be in any or all of the following health care subject areas:
  - (a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;
  - (b) Gerontology and Special Populations;
  - (c) Human Resources;
  - (d) Finance/Financial Practice/Financial Integrity;
  - (e) Leadership Skills and Management;
  - (f) Ancillary Services Management/Development;
  - (g) Regulatory Compliance;
  - (h) Quality Assurance;
  - (i) Emergency Preparedness training;
  - (j) Infection Control;
  - (k) Alzheimers and Dementia Care.
- (3) No more than thirty-two (32) clock hours of the total 40 clock hours may be obtained online. At least 8 clock hours must be obtained in-person or via live webinar that is

instructor led with student interaction, where student participation is monitored and verified.

- (4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be twenty (20) hours in any combination of the categories set out above. Licensees obtaining licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.
- (5) Continuing education hours must be obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 43-27-8.

### **Rule 393-13-.02 Continuing Education Sources**

- (1) Continuing education hours may be obtained by participation in activities sponsored, co-sponsored or approved by any of the below listed sources. The licensee's certificate of attendance must document the number of clock hours of educational content in each activity and indicate the source of education (NAB, N.C.E.R.S, etc.) or it may not be accepted as proof of completion. Continuing education hours must be obtained within the two (2) year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).
  - (a) Professional trade associations in long-term care, out of State Long-Term Care Facility Administrator Licensing Boards, courses approved by those boards, or courses that are required to work in a Long-Term Care Facility in this or any other state, OR,
  - (b) Educational institutions accredited by a regional body recognized by the Council on Post Secondary Accreditation. The educational institution shall certify the number of clock hours of educational content in each activity. One semester hour of course credit shall be equivalent to fifteen (15) clock hours of continuing education, and one (1) academic quarter hour of course credit shall be equivalent to ten (10) clock hours of continuing education, OR,
  - (c) National Continuing Education Review Services (N.C.E.R.S.) of the National Association of Long Term Care Administrator Boards (NAB). Continuing education hours may be obtained by participating in programs approved by N.C.E.R.S., OR,
  - (d) Government Agencies, Educational Institutions and Hospitals. Continuing education hours may be obtained by participating in "in-service" training,

courses or workshops pertaining to long term care sponsored by federal, state or local government agencies, educational institutions and licensed hospitals.

- (2) Educational hours earned from an unapproved source shall NOT be counted toward the required continuing education hours for any two year biennium renewal cycle.

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5 and 43-27-8.

**Rule 393-13-.04 Continuing Education Requirements for Personal Care Home Administrators and Assisted Living Community Administrators**

- (1) Thirty (30) clock hours of continuing education are required biennially to renew a license.
- (2) Clock hours shall be in any or all of the following health care subject areas:
  - (a) Resident Centered Care and Quality of Life to include Abuse, Neglect, Exploitation and Investigation;
  - (b) Gerontology and Special Populations;
  - (c) Human Resources;
  - (d) Finance/Financial Practice/Financial Integrity;
  - (e) Leadership Skills and Management;
  - (f) Ancillary Services Management/Development;
  - (g) Regulatory Compliance;
  - (h) Quality Assurance;
  - (i) Emergency Preparedness training;
  - (j) Infection Control;
  - (k) Proxy Caregiver/Medication Management;
  - (l) Alzheimers and Dementia Care.
- (3) No more than twenty-two (22) clock hours of the total thirty (30) clock hours may be obtained online. At least eight (8) of the required thirty (30) clock hours must be obtained in-person or via live webinar that is instructor led with student interaction, where student participation is monitored and verified.
- (4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be fifteen (15) hours in any combination of the categories set out above. Licensees obtaining licensure in odd numbered years shall



not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the qualifying national examination at any time during the biennium shall be equal to twenty (20) hours of continuing education.

- (5) Continuing education hours must be obtained within the two year biennium renewal cycle (i.e. January 1st of Even Numbered years and December 31st of Odd Numbered years).
- (6) If an individual holds more than one license issued by this Board they are required to complete the highest number of continuing education hours which are required to renew any one license. A maximum of 40 clock hours total may be required.

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 43-27-8.