



## BELTSS Core of Knowledge Course in Nursing Home Administration

*Approved by:*  
*Provided by:*

The Board of Executives of Long-Term Services and Supports (BELTSS)  
LeadingAge Ohio and Ohio Health Care Association



Winter 2021

# Core of Knowledge Course

**T**he Core of Knowledge course is designed specifically for the Administrator-In-Training (AIT) participant. This course meets the special academic requirement set by BELTSS for qualifying to take the state licensure board examination. Ohio participants should call the Board at (614) 466-5114 to arrange their AIT internship. The CORE may be taken at any time during the process: before, during, or after the internship. CORE hours do not count towards the internship hours.

## Content

The content of the course is designed to provide information and promote understanding that will lead to more effective performance in the administration of long-term care. The subject areas listed below have been recommended by the National Association of Long-Term Care Administrator Boards and endorsed by BELTSS.

These topics are included in the Core of Knowledge course:

- 1) applicable standards of environment, health and safety;
- 2) local health and safety regulations;
- 3) general administration;
- 4) psychology of care;
- 5) principles of medical care;
- 6) personal and social care;
- 7) therapeutic and supportive care and services in long-term care;
- 8) departmental organization and management; and
- 9) community interrelationships

## Enrollment

Enrollment is open to anyone interested in becoming a nursing home administrator as well as those wanting professional training in nursing home administration. If you plan to attend the course, online registration is available at: [www.leadingageohio.org](http://www.leadingageohio.org).

## Course Format

Per 4751-1-16 of the Administrative Code, section (5)(a) requires 100 clock hours of study in core of knowledge subjects. Therefore this course will include virtual classroom learning as well as several self-study assignments. Students will complete web-based self-study, traditional DVD as well as written assignments. Students must attend every day of the virtual classroom presentations, participating fully, as well as complete all self-study assignments to successfully graduate from the BELTSS Core of Knowledge.

## Certificate of Completion

All those satisfactorily completing the course will receive a certificate which satisfies the requirement with the Board of Executives for Long Term Services and Supports (BELTSS).



## Dates

**The winter session will take place January 11 - January 28, 2021**

All classes will be held on a virtual platform, Monday through Thursday, for three weeks from approximately 9:00 a.m. to 5:00 p.m. each day. A final course schedule and further details, including virtual platform access links, will be sent out a few weeks before the class begins.

## Tuition - \$1,200

Included in the tuition are the following reference materials:

### Class & Exam References

- 1-year subscription to the NAB Study Guide
- Accounting Made Simple, Mike Piper
- Alive Inside DVD
- The Long Term Care Survey, American Health Care Association
- Principles of Health Care Administration, 2017 Edition, Joseph Townsend
- NHA Practice Exam packet prepared by Joseph Townsend
- Ohio Nursing Home Law & Rules Packet

Students will have access to all web-based self-study assignments.

Credit card registrations are accepted.

## Requirements

Due to the virtual presentation platform, participants will need a strong internet connection, web camera and computer mic in order to participate fully. Attendance will be monitored.

## Registration Deadline: January 4, 2021

Early registration is encouraged in order to receive all course materials prior to the January 11 start date.

### Please print clearly:

Name \_\_\_\_\_ Nickname \_\_\_\_\_  
(to appear on certificate)

Address \_\_\_\_\_

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

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

## Two Easy Ways to Register



Online registration is required when paying by credit card.  
Visit [www.LeadingAgeOhio.org](http://www.LeadingAgeOhio.org)



*Click on Education and Events; select date and event, click link to register.*



Mail registration and payment to:  
LeadingAge Ohio  
2233 North Bank Drive  
Columbus, OH 43220

To pay by check or money order, please make payable to:

LeadingAge Ohio

*Please do not staple or tape checks to this form.*

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## Cancellation & Substitution Policy

Should you not be able to attend the BELTSS Core of Knowledge as planned, please notify the provider at least ten business days prior to the first virtual classroom date. Student understands cancelling their enrollment will void any web-based self-study assignments completed prior to the date of the cancellation. Cancellations received through December 28, 2020 will be fully refunded. Cancellations December 29, 2020 – January 4, 2021 will be refunded minus a \$150 cancellation fee. Cancellations received after January 5, 2021 will be charged the full registration fee.

## Core of Knowledge Program Contacts

### Eligibility and Core Requirements:

**Jennifer Cunningham**

*Investigator, NHA Changes, AIT Coordinator*  
BELTSS

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### Winter Course

**Karen Lowe**

*Education & Special Projects Coordinator*  
LeadingAge Ohio

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### Summer Course

**Kathy Chapman**

*Education Director*

Ohio Health Care Association  
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