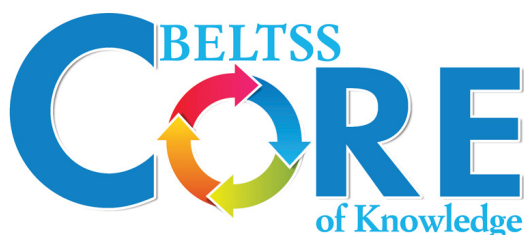




## BELTSS Core of Knowledge Course in Nursing Home Administration

*Approved by:*  
*Provided by:*

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



Winter 2022

# 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 4751-1-05.1 of the Administrative Code, section (A) requires 100 clock hours of study in core of knowledge subjects. Therefore this course will include face-to-face 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 face-to-face classroom presentations 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 10 - January 27, 2022

Classes will be held 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 will be sent out a few weeks before the class begins.

## Location

Nationwide Hotel and Conference Center  
100 Green Meadows Drive South  
Lewis Center, OH 43035

**Each participant is responsible for his/her own lodging and meal arrangements.**

**We encourage you to make your hotel reservations as early as possible.**

## Hotel Accommodations

Nationwide Hotel and Conference Center offers Core of Knowledge students the following overnight room rate: **Single:** \$129

A limited number of rooms have been blocked at the special rate above. Please make your reservation no later than three weeks prior to each week. Mention you are attending the BELTSS Core of Knowledge offered by LeadingAge Ohio for the group rate. The hotel may have additional rooms available once all of the LeadingAge Ohio rooms are gone, but they may not be at the special rate. To make a reservation, call the hotel directly at 866-233-9393 and ask for Reservations before December 10, 2021. For directions or additional information, please visit the hotel's website at [www.nwhotelandconferencecenter.com](http://www.nwhotelandconferencecenter.com).

Every room and suite includes complimentary wireless Internet access, VOIP Telephone with speakerphone and voicemail, pillow-top mattress, refrigerator, microwave and Keurig coffee makers. Free parking is available at the Conference Center.

## 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. In addition refreshments and snacks will be made available to students during the face-to-face classroom dates.

It does not include lodging, lunch or dinner. Credit card registrations are accepted. Space is limited, register to insure your spot.

## BELTSS Core of Knowledge Course

January 10 - January 27, 2022

Winter Course Tuition: \$1,200

### Please print clearly:

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

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_

### Registration Deadline: January 3, 2022

Limited space is available for this course, therefore we encourage you to register early as space may not be available even if you register prior to the deadline date.

### 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.*

### 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 face-to-face 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 27, 2021 will be fully refunded. Cancellations December 28, 2021 – January 3, 2022 will be refunded minus a \$150 cancellation fee. Cancellations received after January 3, 2022 will be charged the full registration fee.

### Core of Knowledge Program Contacts

#### Eligibility and Core Requirements:

**Jennifer Cunningham**

*Investigator, NHA Changes, AIT Coordinator*  
BELTSS

614-644-7518 • [JCunningham@age.ohio.gov](mailto:JCunningham@age.ohio.gov)

#### Winter Course

**Karen Lowe**

*Education & Special Projects Coordinator*  
LeadingAge Ohio  
614-545-9036 • [klowe@leadingageohio.org](mailto:klowe@leadingageohio.org)

#### Summer Course

**Kathy Chapman**

*Education Director*  
Ohio Health Care Association  
614-436-4154 • [kchapman@ohca.org](mailto:kchapman@ohca.org)