



Division of Provider Services & Quality Assurance
P.O. Box 8059, Slot S409, Little Rock, AR 72203-8059

MEMORANDUM

LTC-A-2021-07

TO: Nursing Home Administrators, Nursing Facilities, ICFs/MR 16 Beds and Over, HDCs, ICFs/MR Under 16 Beds, Assisted Living Facilities, and other Long-Term Care Facilities

FROM: Martina Smith, J.D., Division Director

DATE: Tuesday, May 4, 2021

RE: Advisory Memo – Continuing Education Approvals for Nursing Home Administrators

Effective immediately, DPSQA- Office of Long-Term Care will only be reviewing and authorizing Continuing Education Units (CEUs) or Hours for Nursing Home Administrator Licenses.

Continuing Education requests for any other licensed profession (i.e.: Social Work, Nursing, etc.) will be returned to the submitter. If you need CEUs for a nursing license, please visit the Department of Health's Board of Nursing website: <https://www.healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing>.

A new CE approval request form has been uploaded to the NHA website at <https://humanservices.arkansas.gov/divisions-shared-services/provider-services-quality-assurance/office-of-long-term-care/nursing-home-administrator-licensing/>. CE requests must be submitted on this new form for review.

CE Approval Numbers will be awarded on individual dates and times. This means that you will receive a unique approval number for each class per session.

For any questions regarding Nursing Home Administrator CE applications or approvals, please email NHA.Licensure@dhs.arkansas.gov.