

WYOMING BOARD OF NURSING HOME ADMINISTRATORS

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Continuing Education Guidelines

1. The Wyoming Board of Nursing Home Administrator's rules and regulations require that each licensee shall submit twenty five (25) clock hours of continuing education every year.
2. Clock hours are the actual number of hours (contact hours) during which instruction was given. For academic courses, one (1) semester credit equals fifteen (15) clock hours. One (1) CEU credit is equal to ten (10) clock hours.
3. Continuing education activities should have significant intellectual or practical content, and the primary objective of the education should be to increase the participant's competence within nursing home administration. Presenters of education activity should be experts in their field. Education activities should be an organized program of learning, dealing with matters directly related to the practice, professional responsibility or ethical obligations of nursing home administration. The Board will review the continuing education activity of each licensee for relevancy to nursing home administration.
4. Documentation of attendance must be provided for each class submitted for review. Certificates of attendance should indicate the name of the licensee, as well as the workshop title, dates of attendance, sponsor, sponsor's signature, and number of clock hours attended. Letters certifying attendance and transcripts are also acceptable proof of attendance. Incomplete attendance documents will be returned to the licensee without approval.
5. It is the licensee's responsibility to obtain from the continuing education activity sponsor the necessary documentation to be submitted for renewal. The licensee should require that the sponsor keep an accurate long-term record of the activity, those in attendance, contact hours, credentials of the presenters and brochures describing continuing education activity for retrieval of documentation.
6. There is no process in place to approve, in advance, any continuing education activity. For further guidelines, please refer to the Wyoming Board of Nursing Home Administrator's Rules and Regulations, Chapter II, Section B.
7. In addition to attendance documentation, licensee must also submit the renewal application form, which indicates current work and home addresses and phone numbers, as well as the renewal fee. Incomplete renewal applications will not be processed.

