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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 8@ Residential Care Facilities for the Elderly (RCFE)

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Article 15@ Administrator Certification Training Programs - Vendor Information

|-&gt;

Section 87789@ Continuing Education Training Program Course Approval Requirements

## **87789 Continuing Education Training Program Course Approval Requirements**

### **(a)**

Any Continuing Education Training Program course shall be approved by the Department prior to being offered to certificate holders.(1) At the sole discretion of the Department, continuing education credit may be granted for training provided by the Department's licensing staff.

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### **(b)**

Any vendor applicant seeking approval of a Continuing Education Training Program course shall submit a written request to the Department using the Request for Course Approval form LIC 9140 for each course. The request shall be signed by an authorized representative of the vendor certifying that the information submitted is true and correct, and contain the following: (1) Subject title, classroom hours, scheduled dates, duration, time, location, and proposed instructor(s). (2) Written description and educational objectives, teaching methods, hourly topical content outline, and a description of course and participant evaluation methods. (A) The use of videos, videotapes, video clips, or other visual recordings, are permitted as media teaching aids in a continuing

education course but shall not, in themselves, constitute the course. (3)

Qualifications of each proposed instructor, as specified in Section 87788(h)(3). (4)

A list and the location(s) of records to be maintained, pursuant to Section

87788(h)(2). (5) A statement of whether or not the proposed instructor held or currently holds a license, certification or other approval as a professional in a

specified field and the license or certificate number. (6) A statement of whether or

not the proposed instructor held or currently holds a State-issued care facility license or was, or is, employed by a State-licensed care facility and the license

number. (7) A statement of whether or not the proposed instructor was the subject of any legal, administrative or other action involving licensure,

certification or other approvals as specified in Sections 87789(b)(5) and (6).

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A list and the location(s) of records to be maintained, pursuant to Section 87788(h)(2).

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A statement of whether or not the proposed instructor held or currently holds a license, certification or other approval as a professional in a specified field and the license or certificate number.

**(6)**

A statement of whether or not the proposed instructor held or currently holds a State-issued care facility license or was, or is, employed by a State-licensed care facility and the license number.

**(7)**

A statement of whether or not the proposed instructor was the subject of any legal, administrative or other action involving licensure, certification or other approvals as specified in Sections 87789(b)(5) and (6).

**(c)**

Course approval shall expire on the expiration date of the vendor's Continuing Education Training Program vendorship approval, as provided in Section 87788(c). (1) To renew a course, the vendor applicant shall submit a written request to the Department's Administrative Certification Section using the Renewal of Continuing Education Course Approval form LIC 9139 and the Vendor Application/Renewal form LIC 9141, at least thirty (30) days prior to the course expiration. (2) Course renewal requests received by the Department after the course expiration date shall be denied, and the vendor required to resubmit the courses for approval pursuant to Section 87789(b). (3) Course renewal requests received for courses where the content is known to have changed, or needs to be updated, shall be denied. The vendor will need to submit the revised course for

approval pursuant to Section 87789(b).

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To renew a course, the vendor applicant shall submit a written request to the Department's Administrative Certification Section using the Renewal of Continuing Education Course Approval form LIC 9139 and the Vendor Application/Renewal form LIC 9141, at least thirty (30) days prior to the course expiration.

**(2)**

Course renewal requests received by the Department after the course expiration date shall be denied, and the vendor required to resubmit the courses for approval pursuant to Section 87789(b).

**(3)**

Course renewal requests received for courses where the content is known to have changed, or needs to be updated, shall be denied. The vendor will need to submit the revised course for approval pursuant to Section 87789(b).

**(d)**

If a request for approval or renewal of a Continuing Education Training Program course is incomplete, the Department shall, within thirty (30) days of receipt, give written notice to the vendor applicant that: (1) The request is deficient, describing which documents or information are outstanding and/or inadequate and informing the vendor applicant that the information must be submitted within thirty (30) days of the date of the notice.

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**(e)**

If the vendor applicant does not submit the requested information within thirty (30) days, the request for approval or renewal shall be deemed withdrawn, provided that the Department has not denied or taken action to deny the request.

**(f)**

Within thirty (30) days of receipt of a complete request for an approval or renewal, the Department shall notify the vendor applicant in writing whether the course has been approved or denied.

**(g)**

Any changes to previously approved courses must be submitted to the Department for approval prior to being offered, as specified in Section 87789(b).