

Assisted Living Director License Renewal begins September 1, 2022.

Watch the online tutorial guide to License and Continuing Education (CE) Clock hour renewal attached to this newsletter.

How to prepare for License Renewals:

Step 1: If you have not logged onto your online license portal, go to the login screen from the BELTSS website <https://mn.gov/boards/nursing-home/>. Click on LICENSING and then ONLINE SERVICES. The link to the login screen is also available here: <https://nha.hlb.state.mn.us/#/login>

m1 Board of Executives for Long-Term Services and Supports

Validation Messages ²

Notifications:

- Notice: All users must 'Register to Access Site'.

Login

Username


Password

Login

[Register to Access Site](#)
[Forgot Username/Password](#)

Step 2: Review your information in the **Profile View** to be sure your email address is current. If it is not, go to the blue pencil  on the right side to update.

You can also review your **Director of Record (DOR)** under the **profile view** to be sure you are listed for your location. Reminder: every facility needs a Director of Record (DOR) who is a Licensed Assisted Living Director (LALD) or a residency permit (RP). Any changes must be made within 5 working days.

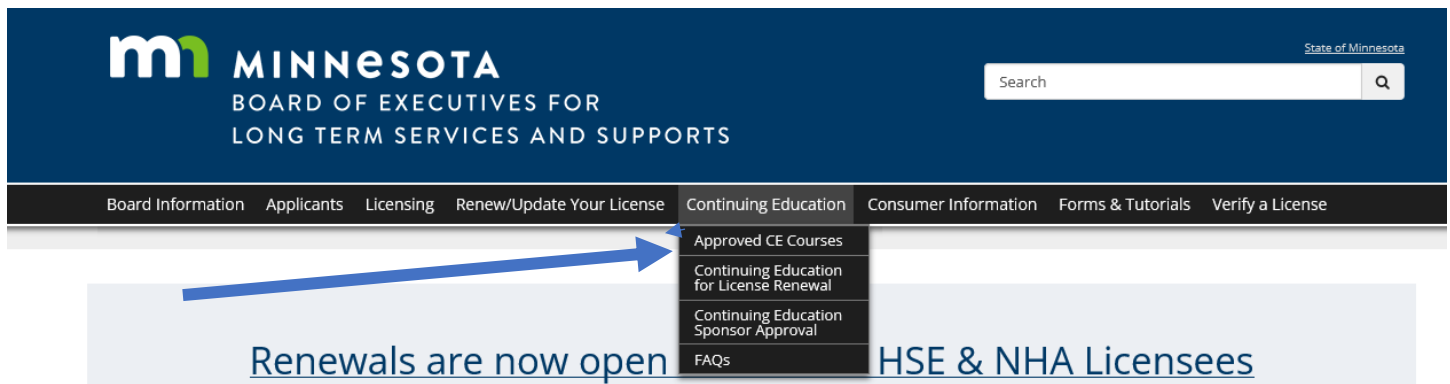
Step 3: Your license certificate will be mailed to the address on file. To Verify, and change your address on file, go to License (LALD) and click on the blue pencil  on the right side to change. Each licensee must have a public and mailing address listed. It can be the same address.

Step 4: Begin gathering your Continuing Education (CE) clock hours on the **LALD Continuing Education Record Sheet (included)**. You will no longer need to enter CE clock hours on the

license portal, and you DO NOT send to BELTSS unless you receive notification of an audit on your license renewal. As a reminder this first year of license renewal, if licensed on or before October 31, 2021, you will need 15 CE clock hours. This is for a partial two-year period, as licensing for Assisted Living facilities only began on August 1, 2021. Those licensed after November 1, 2021, will **NOT** have CE clock hours due until the next CE Renewal period ending on August 31, 2024.

Where do I find approved CE clock hours available to me?

Remember to make sure clock hours are approved by MN-BELTSS or NAB/NCERS for Administrators/Directors. Sponsors should denote on their marketing materials or on our website as approved by BELTSS with a MN22 (YR) or MN23 (YR) and an event number 12345. It'll resemble a number like MN23-12345.



Click on **Approved CE Courses** as show by the blue arrow. This is a list that has been BELTSS approved. Sample is shown below.

Approved Continuing Education Unit/Courses (CEUs) for May 1, 2021 - June 30, 2022

For programs overlapping renewal periods, you may use the sessions for only one renewal period. Programs that are not "open to the public" and limit attendance to a specific facility or organization will be placed on this web roster after the event. An approval # followed by a "P" signifies the program has been submitted and approved for an individual licensee. It is the CEU applicants responsibility to keep your application materials and approval notices from the Board office. More information and the instructions on how to submit a CE application as a provider or individual is available on our website at <https://mn.gov/boards/nursing-home/>

CE Approval Number	Sponsor Contact Person Contact Phone	Location (Place, City)	Program Title (Weblink, if available)	Date	Clock Hours
MN22-001	Minnesota Home Care Association Melissa Stenberg, Education Manager 651-635-0923	Zoom	Home Care Summit: Diversity, Equity & Inclusion	May 26, 2021	3.5
MN22-002	American College of Healthcare Executives- MN Chapter Matthew Bedard 765-453-2350	Virtual	Managing COVID-19 in Long-Term Care/Skilled Nursing Facilities & Assisted Living Environments	May 27 2021	1.5

Activities which may earn continuing education clock hours (Included):

View the list of specific activities to earn clock hours are found in Minn. Rules 6400.7091. This includes if you are a Mentor to an ALDIR/ALD.

Approved Continuing Education Vendors:

Continuing Education (CE) clock hours be validated by BELTSS approved CE vendors. These vendors have been vetted and maintain evidence of your active participation in the education and the hours earned for that active participation. Those CE providers include:

- 1) NAB/NCERS nationally approved and recorded in the NAB CE Registry. You may also review NAB approved CE database here <https://www.nabweb.org/continuing-education>.
- 2) Care Providers of Minnesota
- 3) LeadingAge Minnesota
- 4) University of Minnesota

Reminder Notifications:

All LALD licenses expire on October 31st every year. The renewal period for LALD is between September 1 and October 31 every year. When it is time to renew your LALD, you will receive a reminder email from BELTSS prior to the expiration date.

Email Notification Reminders will be sent:	License Renewal Timeframes:
August 2022	Open License renewal begins September 1, 2022
September 2022	License renewal deadline October 1, 2022
October 2022	Final email reminder of license expiration date October 31, 2022*

*All LALD licenses will expire on October 31, 2022. After this date, license holder is subject to reinstatement and late renewal fees.

Required Fees:

- License Renewal fee of \$125 will be due at time of renewal and paid online via credit card.
- License Renewal fee for additional Shared Licenses of \$125 will be due at time of renewal and paid online via credit card. All shared licenses will be required to submit a NEW application on or after September 1, 2022.

For more Information on Assisted Living Director licensee or applications, visit <https://mn.gov/board/nursing-home/>

	Activity Description	Maximum Allowed
A	<p>Licensee attends a BELTSS board approved seminar, webinar, institute, or workshop on a clock hour basis.</p> <p>Documentation Required: Certificate/Documentation from the Sponsor with the BELTSS approval number.</p>	Actual time spent rounded down – to nearest lower one-quarter hour.
B	<p>BELTSS board-approved home study course, including correspondence work, such as XXXXXX, televised courses and audio or video recordings.</p> <p>Documentation Required: Certificate/Documentation from the Sponsor with the BELTSS approval number.</p>	Actual number of clock hours determined by the board.
C	<p>Licensee attends a seminar, webinar, institute, or workshop, or completes a home study course approved by NAB</p> <p>Documentation Required: Certificate/Documentation from the Sponsor with the NAB approval number.</p>	Actual clock hours assigned by NAB.
D	<p>Licensee attends, in another state, a seminar, webinar, institute, or workshop, or completes a home study course approved by the Assisted Living Director or Health Services Executive Licensing authority of the other state.</p> <p>Documentation Required: Certificate and verification by the state’s licensing authority with clear evidence of the award of the hours.</p>	Actual number of clock hours attended.
E	<p>A licensee who passes academic courses applicable to the domains of practice taken at an accredited postsecondary institution.</p> <p>Documentation Required: To verify passage of academic courses, the licensee must maintain a copy of an academic transcript showing the course grade and the date it was awarded.</p>	Nine credits per quarter credit and 12 credits per semester credit
F	<p>A licensee who writes an article on a topic related to long-term services and supports that is published in a national periodical shall receive two CE credits for an article of 500 to 1,000 words and one additional credit for each additional 500 words</p> <p>Documentation Required: To verify, the licensee must maintain a copy of the periodical containing the published article.</p>	10 clock hours per year
G	<p>A licensee who presents a paper or lecture on a topic related to long-term services and supports of at least one hour at a national or statewide meeting shall receive two CE credits per one hour of initially presented lectures and one CE credit per hour of lectures repeating previously presented material.</p> <p>Documentation Required: To verify the presentation, the licensee must maintain a copy of the text of the information delivered and a copy of the program for the conference or workshop at which the paper or lecture was delivered.</p>	10 clock hours per year

H	<p>A licensee who delivers a lecture on a topic related to long-term services and supports of at least one hour at an academic institution or through a course provider shall receive two CE credits per one hour of initially presented lectures and one CE credit per hour of lectures repeating previously developed material.</p> <p>Documentation Required: To verify lecture delivery, the licensee shall maintain corroboration from the participating academic institution.</p>	10 clock hours per year
I	<p>A licensee who serves as a member of the board, committee, council, or work group that includes members from several nursing or assisted living facilities or organizations and deals primarily with issues in assisted living facility operation or long-term services and supports shall receive CE credit per membership position held provided the group meets at least quarterly or for at least four hours of work in a year.</p> <p>Documentation Required: To verify board, committee, council, or work group participation, the licensee must maintain written verification of membership and attendance from an officer of the group and must provide the learning objectives of the meeting. The sponsoring organization may provide a list of the earned CE directly to BELTSS or provide individual documentation to the licensee of the earned CE.</p>	6 CE credits per year
J	<p>A mentor for a student's nursing facility administration or an assisted living director in residence's field experience shall receive two CE credits per month spent serving as director.</p> <p>Documentation required: To verify mentor service, the mentor must maintain documentation of service from the participating course provider.</p>	16 CE credits per year
K	<p>Other continuing education activities not specified in items A to J may be approved on an individual basis upon submission to the board concerning the activity in which the licensee engaged and if the activity contributed to the advancement and extension of professional skill and knowledge of the license.</p> <p>Documentation Required: To verify activity, submit the results of learning, the number of hours involved, and some means of verifying completion of the activity. The board will make a final determination, if approved, and will be retained by the licensee.</p>	10 CE credits per year

Licensed Assisted Living Director (LALD) Continuing Education Record Sheet

Licensee First Name:

Licensee Last Name:

License #:

License Type: LALD

Renewal Year: September 1

(preceding year of renewal) August 31

- 30 Earned Clock Hours for the LALD earned every **EVEN** year from the prior date of renewal.
- See Approved list of Activities for CE Credit according to 6400.7091 (A-K)
- We **RECOMMEND** you register for the NAB CE Registry to insure meeting the requirements of licensure

Attestation Statement

I attest by this renewal of license, that I have completed in the preceding two year 30 approved Continuing Education clock hours that meet the requirement of competency and knowledge of the Assisted Living Director professional license. I will maintain proof of having completed the number of CE credits and the validity of clock hours earned as described in 6400.7091. I understand documentation and the continuing education record must be maintained for three years. If audited, I will provide the documentation to validate my completion. I further understand any discrepancies from validating these requirements will be reviewed by the Board's Standard of Practice Committee.

_____ Date

 Signature of Licensee

Total Hours:

Board Approved #	# of CE Hours	Provider/Sponsor	Date	Activity Description
EXAMPLE Number: MN22-53686	5	Leading Age	1/10/2022	Item A: Annual Institute: Class Medication Administration
