

**Title 19 – DEPARTMENT OF  
HEALTH AND SENIOR SERVICES  
Division 73 – Missouri Board of  
Nursing Home Administrators  
Chapter 2 – General Rules**

**PROPOSED AMENDMENT**

**19 CSR 73-2.060 Registration of Training Agencies and Single Offering Providers.** The department is amending the Purpose statement and sections (1), (2), and (3).

*PURPOSE: This amendment allows a two-year training agency status versus the one (1) year and less time constraints on submission of continuing education offerings.*

(1) All organizations described in 19 CSR 73-2.010[(8)](12) as a **training agency** which offer any course of study or program of instruction and training to prepare applicants for licensure as [nursing home] administrators or for the renewal of license as [nursing home] administrators shall register with the board.

(A) These entities shall complete the application for registration as a training agency and submit it to the board along with the supporting documentation required by the form.

(B) This registration, if granted by the board, shall be established for up to [twelve (12) months] **two (2) years** and notice of this registration and time periods [will] **shall** be made available to licensees by the [executive secretary of the] board **office**. The registration of any agency may be terminated at any time at the discretion of the board **and with thirty (30) days written notice to the training agency**. The agency's board approval number [must] **shall** be printed in all program promotional materials that are approved for [nursing home] **licensed** administrators.

(C) The program shall follow the long-term care core of knowledge areas as described in 19 CSR 73-2.031[(2)]. All approved training agencies [must] **shall** submit to the board office in advance, the following information regarding each program they wish to approve for [nursing home] administrator clock hours:

1. Date, time and location of presentation broken down into specific time periods, topic titles and speakers;

2. A program outline including the purpose and content objectives;

3. Statements regarding presenter qualifications in his/her particular subject matter area;

4. Number of clock hours requested, deleting time allotted for breaks and lunch; and

5. For on-line (**web-based, teleconference, self-study, and webinar**) **continuing education** courses, the program materials [must] **shall** also include:

A. Description of the total learning package including the method/rationale used for determining the number of study hours required to complete the program. One (1) clock hour [will] **shall** be awarded for each hour needed to complete the course.

B. Instruction for program completion; and

C. Post-test as part of the total learning package, **except for webinars and teleconferences**. The information [must] **shall** demonstrate test security, include a minimum of five (5) multiple choice or true/false questions per clock hour, and require a grade of seventy-five percent (75%) or higher in order to pass.

(D) *[If the training agency wishes to approve a program but is not the sponsoring agency and provider, the agency must submit the application for approval of a single offering as described in section (2) of this rule. No fee will be charged for this process as referenced in subsection (2)(B). If the application for a single offering is submitted less than forty-five (45) days in advance of the presentation but more than thirty (30) days in advance, there will be a nonrefundable late fee of fifty dollars (\$50).*

(E) Thirty (30) days prior to the date the training agency status will expire, the agency *[must]* **shall** make reapplication if the agency wishes to continue as an approved provider beyond the designated period. The training agency's ability to comply with the board's rules and policies for offering continuing education programs to licensed *[nursing home]* administrators *[will]* **shall** be carefully reviewed during the reapplication process.

(2) Organizations or persons who do not qualify under 19 CSR 73-2.010[(8)](12) **as a training agency**, but *[who]* wish to sponsor **in-person** education seminars shall submit *[three (3) copies of]* the application for approval of a single offering a minimum of *[forty-five (45)]* **thirty (30)** days in advance of the presentation. If the application for a single offering is submitted less than *[forty-five (45)]* **thirty (30)** days in advance of the presentation *[but more than thirty (30) days in advance]*, there *[will]* **shall** be a separate, nonrefundable late fee of fifty dollars (\$50).

(A) The sponsoring agency and its role *[must]* **shall** be clearly identified in the application. For first time single offering providers, the organization's mission statement/goals *[must]* **shall** be included.

(B) There shall be a separate, nonrefundable fee *[of fifteen dollars (\$15) per requested clock hour]* **as referenced in 19 CSR 73-2.015** for each single offering application filed with the board. The education and training unit of any state agency, or a section of a department, *[will]* **shall** be exempt from these application fees.

(C) The program shall follow the long-term care core of knowledge areas as described in 19 CSR 73-2.031(2).

(D) *[Applications]* **Single offering applications** approved by the board *[must]* **shall** reflect the board approval number in the program's promotional materials.

(3) *[The]* **In order to provide topical education that may be of an immediate nature, the** education and training unit of the Missouri Department of Health and Senior Services[,] shall be exempt from the *[forty-five (45)-day]* **thirty- (30-) day** advance notice stipulation.

(4) The training agency and single offering provider *[must]* **shall** —

(A) Record attendance accurately at each presentation, *[with the use of sign-in/out sheets as needed,]* reflecting the number **and type** of clock hours of actual attendance of each *[nursing home]* administrator;

(B) Submit, within thirty (30) days of the conclusion of the approved program, to the board office a *[composite]* **summative** evaluation and a roster *[signed by each nursing home administrator attendee]* including *[his/her]* license number, *[and]* number and **type of** clock hours issued to each licensee; and

(C) Provide each *[nursing home]* administrator written evidence of his/her attendance which shall include: title of offering, date of offering, number **and type** of clock hours actually attended and the board approval number.

*AUTHORITY: section 344.070, RSMo Supp. [2009] 2016. This rule was previously filed as 13 CSR 73-2.060. Original rule filed May 13, 1980, effective Aug. 11, 1980.*

*Original authority: 344.070, RSMo 1969, amended 1979, 1993, 1995, 2007.*

*PUBLIC COST: This proposed amendment will not cost state agencies or political subdivisions more than five hundred dollars (\$500) in the aggregate.*

*PRIVATE COST: This proposed amendment will not cost private entities more than five hundred dollars (\$500) in the aggregate.*

*NOTICE TO SUBMIT COMMENTS: Anyone may file a statement in support of in opposition to this proposed amendment with Sally McKee, Missouri Board of Nursing Home Administrators, 3418 Knipp Drive, P.O. Box 570, Jefferson City, MO 65102. To be considered, comments must be received within thirty (30) days after publication of this notice in the **Missouri Register**. No public hearing is scheduled.*