

DATE: October 10, 2024

RE: Continuing Education

Attn. License or Certificate Holder:

Per OAC 310:679-10-20, Long-Term Care Administrator license and certificate holders must submit evidence of meeting the required continuing education hours for their license or certificate type. Failure to submit evidence of continuing education at the time of renewal may delay licensure or certification renewal.

Continuing education hour requirements are found in OAC 310:679-9-4 and are as follows:

- Tier 1 (NHA and ICF/IID  $\geq 17$ ) license holders and Certified Administrative Assistants must complete and submit 24 clock hours of continuing education annually
- Tier 2 (RC, AL, RCAL, ADC, and ICF/IID  $\leq 16$ ) license holders must complete and submit 16 clock hours of continuing education annually

The Department is providing this notice, in advance of the 2024 renewal season, to afford license and certificate holders ample time to prepare for renewal. You can access courses which meet continuing education requirements through the [NAB Approved CE Database](#).

If you have any questions about continuing education requirements, please reach out to [longtermcareadminlicensing@health.ok.gov](mailto:longtermcareadminlicensing@health.ok.gov).

### **Long-Term Care Administrator Licensing Program**

Oklahoma State Department of Health

O. 405-426-8970 | F. 405-900-7559

[Oklahoma.gov/Health](https://Oklahoma.gov/Health) | [Oklahoma.gov/LTCALP](https://Oklahoma.gov/LTCALP)