

CHAPTER 981  
CONTINUING EDUCATION FOR NURSING HOME ADMINISTRATION

[Prior to 8/24/88, see Nursing Home Administrators Board of Examiners [600], Ch 3]

[Prior to 9/13/95, see 645—Chapter 142]

[Prior to 9/18/24, see Professional Licensure Division[645] Ch 143]

Chapter rescission date pursuant to Iowa Code section 17A.7: 6/19/29

**481—981.1(272C) Definitions.** For the purpose of these rules, the following definitions will apply:

“*Active license*” means the license is current and has not expired.

“*Approved program/activity*” means a continuing education program/activity meeting the standards set forth in these rules.

“*Audit*” means the selection of licensees for verification of satisfactory completion of continuing education requirements during a specified time period.

“*Continuing education*” means planned, organized learning acts designed to maintain, improve, or expand a licensee’s knowledge and skills in order for the licensee to develop new knowledge and skills relevant to the enhancement of practice, education, or theory development to improve the safety and welfare of the public.

“*Hour of continuing education*” means at least 50 minutes spent by a licensee in actual attendance at and completion of an approved continuing education activity.

“*Inactive license*” means a license that has expired because it was not renewed by the end of the grace period.

“*Independent study*” means a subject/program/activity that a person pursues autonomously that meets standards for approval criteria in the rules and includes a posttest.

“*License*” means license to practice.

“*Licensee*” means any person licensed to practice as a nursing home administrator in the state of Iowa.

“*National Continuing Education Review Service (NCERS)*” means the continuing education review service operated by the National Association of Boards of Examiners for Nursing Home Administrators.

[ARC 7972C, IAB 5/15/24, effective 6/19/24; Editorial change: IAC Supplement 9/18/24]

**481—981.2(272C) Continuing education requirements.**

**981.2(1)** The biennial continuing education compliance period will extend for a two-year period beginning on January 1 of each even-numbered year and ending on December 31 of the next odd-numbered year. Each biennium, each person who is licensed to practice as a licensee in this state will be required to complete a minimum of 40 hours of continuing education. Licensees who complete continuing education hours in excess of the requirements for renewal may apply up to 50 percent of the required hours to the following renewal period. Licensees may apply a maximum of 20 hours from the previous renewal period.

**981.2(2)** Requirements of new licensees. Those persons licensed for the first time will not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used.

**981.2(3)** Hours of continuing education credit may be obtained by attending and participating in a continuing education activity.

**981.2(4)** The licensee is responsible for the cost of continuing education.

[ARC 7972C, IAB 5/15/24, effective 6/19/24; Editorial change: IAC Supplement 9/18/24; ARC 9284C, IAB 5/14/25, effective 6/18/25]

**481—981.3(155,272C) Standards.**

**981.3(1)** *General criteria.* A continuing education activity that meets all of the following criteria is appropriate for continuing education credit if the continuing education activity:

*a.* Is an organized program of learning fundamental to the practice of the profession that contributes directly to the professional competency of the licensee;

*b.* Is conducted by individuals who have specialized education, training and experience in the subject matter of the program;

- c. Fulfills stated program goals, objectives, or both; and
- d. Provides proof of attendance including:
  - (1) Date(s), location, course title, presenter(s);
  - (2) Number of program contact hours; and
  - (3) Certificate of completion or evidence of successful completion of the course provided by the course sponsor.

**981.3(2) Specific criteria.** Licensees may obtain continuing education hours of credit by:

a. Participating in the continuing education programs approved by the National Continuing Education Review Service (NCERS).

b. Academic coursework that meets the criteria set forth in these rules. Continuing education credit equivalents are as follows:

1 academic semester hour = 15 continuing education hours

1 academic quarter hour = 10 continuing education hours

c. Attendance at or participation in a program or course that meets the requirements in subrule 981.3(1).

d. Making presentations; conducting research; producing publications; preparing new courses; participating in home study courses; attending electronically transmitted courses; and attending workshops, conferences, or symposiums.

e. Self-study coursework that meets the criteria set forth in these rules. Continuing education credit equivalent for self-study is as follows:

180 minutes of self-study work = 1 continuing education hour

The maximum number of hours for self-study, including television viewing, video or sound-recorded programs, correspondence work, or research, or by other similar means that is not directly sponsored by and supervised by an accredited postsecondary college or university or NCERS, is eight hours.

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**481—981.4(155,272C) Exemptions.** A licensee is exempt from the continuing education requirement when that person:

- 1. Served honorably on active duty in the military service;
- 2. Resided in another state with continuing education requirements that the applicant met;
- 3. Was a government employee working in the licensee's specialty and assigned to duty outside the United States; or
- 4. Has a disability, illness, or primary caregiver status requiring an extension of time or exemption upon approval by the board office.

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