



## **BELTSS Core of Knowledge Course in Nursing Home Administration**

*Approved by:* The Board of Executives of Long-Term Services and Supports (BELTSS)  
*Provided by:* Ohio Health Care Association and LeadingAge Ohio



# Core of Knowledge Course

**T**he Core of Knowledge course is designed specifically for the Administrator-In-Training (AIT) participant. This course meets the special academic requirement set by BELTSS for qualifying to take the state licensure board examination. Ohio participants should call the Board at (614) 466-5114 to arrange their AIT internship. The CORE may be taken at any time during the process: before, during, or after the internship. CORE hours do not count towards the internship hours.



## Content

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The content of the course is designed to provide information and promote understanding that will lead to more effective performance in the administration of long-term care. The subject areas listed below have been recommended by the National Association of Long-Term Care Administrator Boards and endorsed by BELTSS.

These topics are included in the Core of Knowledge course:

- 1) applicable standards of environment, health and safety;
- 2) local health and safety regulations;
- 3) general administration;
- 4) psychology of care;
- 5) principles of medical care;
- 6) personal and social care;
- 7) therapeutic and supportive care and services in long-term care;
- 8) departmental organization and management; and
- 9) community interrelationships

## Enrollment

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Enrollment is open to anyone interested in becoming a nursing home administrator and any person wanting professional training in nursing home administration. If you plan to attend the course, online registration is available at: <https://www.efohca.org/pages/details.aspx?id=3690>

## Attendance Policy

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BELTSS expects you to attend every day of the consecutive three-week Core of Knowledge course. However, you may be granted an excused absence for illness, death in the family or personal conflict at the discretion of the Board. Such requests should be submitted to the program provider in writing and should include the day and reason you cannot attend. Your request will be submitted to BELTSS for approval. No person may be granted more than three days excused leave without repeating or making up the time at the next course which may incur an additional fee.

## Certificate of Completion

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All those satisfactorily completing the course will receive a certificate which satisfies the requirement with the Board of Executives for Long Term Services and Supports (BELTSS).

## Dates and Location

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The sessions will be held at the Nationwide Hotel & Conference Center, 100 Green Meadows Drive South, Lewis Center, OH 43035. Classes will be held for three weeks from Monday through Friday from approximately 9:00 a.m. to 5:00 p.m. each day. A final course schedule and further details will be sent out a few weeks before the class begins.

**Each participant is responsible for his/her own lodging and meal arrangements.  
We encourage you to make your hotel reservations as early as possible.**

Every room and suite includes complimentary wireless Internet access, VOIP Telephone with speakerphone and voicemail, pillow-top mattress, refrigerator, microwave and Keurig coffee makers. Free parking is available at the Conference Center.

## Tuition

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Tuition is \$1,700. The tuition includes instructional materials and morning refreshments. Also included in the tuition are two references from the NAB Reference list (*NAB Study Guide-How To Prepare for the Nursing Home Administrators Examination and the Long Term Care Survey book*). It does not include lodging, lunch or dinner. Credit card registrations are accepted. ***Space is limited, register today to insure your spot.***

## Core of Knowledge Program Contacts:

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### Eligibility and Core Requirements:

**Jennifer Cunningham, Administrator-In-Training (AIT) BELTSS Coordinator**

BELTSS  
614-644-7518  
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### Summer

**Kathy Chapman, Education Director**  
Ohio Health Care Association  
614-436-4154  
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### Winter

**Mary Ann Evans, Dir. of Professional Development**  
LeadingAge Ohio  
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# Core of Knowledge Registration



**OHCA**  
OHIO HEALTH CARE ASSOCIATION

*LeadingAge*<sup>™</sup>  
Ohio

**C**<sup>BELTSS</sup>  
**ORE**  
of Knowledge