

6400.7090 CONTINUING EDUCATION REQUIREMENTS.

Subpart 1. **Renewal requirements.** At the time of license renewal, each licensee shall provide evidence to the board that the licensee has completed in the preceding two years 30 continuing education credits of continuing education activities as specified in this part and Minnesota Statutes, section 144A.20, subdivision 4, paragraph (c). Licensees in their first year of licensure shall have the number of CE credits required for license renewal prorated for the number of months they were licensed during the preceding year. For purposes of obtaining and presenting CE credits, a year runs from September 1 to August 31.

Subp. 2. **Evidence of continuing education requirement completion.** Licensees must maintain proof as described in part 6400.7091 of having completed the number of CE credits claimed at the time of renewal and shall, upon request of the board, make that proof available for audit to verify completion of the number and validity of credits claimed. Documentation to prove completion of CE credits must be maintained by each licensee for four years from the last day of the licensure year in which the credits were earned.

Subp. 3. **Audit.** The board shall annually select on a random basis at least five percent of the licensees applying for renewal to have their claims of CE credits audited for compliance with board requirements. Nothing in this subpart prevents the board from requiring any individual licensee from providing evidence to the board of having completed the CE credits required for license renewal.

Subp. 4. **Acceptable content for continuing education activities.** Unless otherwise specified in part 6400.7091, the content of continuing education activities must relate to one or more of the following:

- A. administration of services for persons needing long-term services and supports;
- B. current issues and trends in long-term services and supports and assisted living licensure;
- C. the relationship of long-term services and supports to other aspects of the health care continuum; and
- D. responsibilities, tasks, knowledge, skills, and abilities required to perform assisted living director functions as outlined in the NAB domains of practice.

Subp. 5. **Credits to maintain another professional license.** Continuing education required to maintain another professional license, such as a nursing home administrator license, nursing license, social worker license, mental health professional license, or real estate license, may be used to satisfy the requirements of subpart 4 when approved by the board. The board shall approve continuing education credits under this subpart when the continuing education is related to the domains of practice of assisted living as identified in the NAB job analysis for assisted living directors.

Subp. 6. **Unacceptable content for continuing education activities.** Subjects for continuing education that are not acceptable to meet license renewal requirements include:

- A. general personal development including stress management;
- B. assisted living facility or company orientation;
- C. assisted living facility or company policies or procedural issues;
- D. organizational functions such as business meetings and election of officers;
- E. medical treatment at a clinical level beyond that required for licensure as an assisted living director; and
- F. any other subject unrelated to content specified under subpart 4.

Subp. 7. **Requirements in specified subjects.** The board shall, when compelled by advancement in scope of practice or emerging long-term services and supports issues, and by public written notice to each licensee on or before September 1, require all licensees to attend continuing education programs in specified subjects.

Statutory Authority: *MS s 144A.20; 144A.21; 144A.22; 144A.23; 144A.24; 214.06*

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