

Guidelines for Approval of
Continuing Education Programs for
Licensed Assisted Living Administrators in Alabama

The Program:

- The subject matter must be relative to the philosophy, management and operations of assisted living and/or specialty care assisted living.
- The subject matter must help improve the professional competency of the administrator or the quality of the facility.
- The agenda of the program, the biographical information on each speaker and a course outline or course objectives for each presentation must be submitted to the Board of Examiners at least 30 days prior to the date of the program in order to publish its approval by newsletter or website.

The Speaker(s) and Objectives:

- The speaker(s) must have suitable academic qualifications and experience for the subject being presented.
- The learning objectives or outline must be reasonable and clearly stated.

Contact Hours:

- Credit for contact hours is based on clock hours (60 minute presentation = 1 contact hour)
- Actual instruction time is only counted. Breaks, meals, registrations, business meetings, and social activities are not included.

Target Group:

- The program must be open to all assisted living administrators.
- The program may be open to other professions.

Notification of Attendance

- The sponsor of the program is to send a master list of licensed assisted living administrator attendees or copies of their certificate of attendance. The master list or certificates must include the name of the program, the date of the program, the sponsor, the administrator's name, license number and total number of hours attended.

**State of Alabama Board of Examiners of Assisted Living Administrators
5921 Carmichael Road
Montgomery, Alabama 36117
Phone (334) 262-6719 Fax (334) 819-8715
Amy Findley, Executive Director**

**Continuing Education Pre-Approval Request Form
for
Licensed Assisted Living Administrators**

Please make sure you attach a brochure or complete program agenda for review.

In order to be reviewed, this completed form and course brochure must be received in the Board of Examiners' office at least 30 days prior to the date of the course.

Date: _____

Open to the public: Yes No

Licensee's Name: _____

Mailing Address: _____

A.L.A. License Number: _____

Program Title: _____

Program Date: _____ Program Location: _____

Program Objective & Content (A brief description of the purpose of the program)

Number of Contact Hours Requested: _____

(Only count actual classroom hours. No credit will be given to the time spent in registration, breaks, luncheons, dinners, or other non-instructional activities.)

Sponsor(s) of the Program Name: _____

Address: _____

Phone: _____

Contact Person: _____

This form may be reproduced.

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