



JOHN ELIAS BALDACCI
GOVERNOR

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
Nursing Home Administrators Licensing Board
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

ANNE L. HEAD
DIRECTOR

REQUEST FOR CONTINUING EDUCATION POST-APPROVAL

Attendees/program sponsors who wish to apply for post-approval must submit a copy of this form along with a copy of their certificate of completion (attendees only) and a program brochure that includes information regarding program topics and presenters. A separate form should be submitted with each request. **All requests must be received by the Board within thirty (30) days of program completion.**

Part I: This part must be completed by the program attendee or program sponsor

PROGRAM APPROVAL IS REQUESTED BY: PROGRAM SPONSOR ATTENDEE

NAME OF ATTENDEE OR PROGRAM SPONSOR REQUESTING APPROVAL: _____

LICENSE NUMBER (IF APPLICABLE): _____ TELEPHONE: _____

ADDRESS, INCLUDING ZIP CODE: _____

PROGRAM TITLE: _____

PROGRAM SPONSOR: _____

(Please note, licensees need not request post-approval if the program sponsor is The National Association of Long-Term Care Administrator Boards (NAB) or a deemed status provider (current list available on the Board's website).

PROGRAM LOCATION: _____ PROGRAM DATE: _____

REQUESTED NUMBER OF CONTINUING EDUCATION UNITS: _____

Part II: This part will be completed by the Nursing Home Administrators Licensing Board's Continuing Education Committee.

Your request has been reviewed by the Continuing Education Committee and has been approved/denied for the following reason(s):

_____ APPROVED AS SUBMITTED FOR _____ CEUs

_____ ADDITIONAL INFORMATION IS REQUIRED (SEE REMARKS)

_____ DENIED AS SUBMITTED FOR _____ CEUs

_____ NUMBER OF CEUs APPROVED _____

REMARKS: _____

EDUCATION COMMITTEE MEMBER: _____ DATE: _____

ATTENDEES: A copy of your approval letter should be attached to your certificate of completion as proof of approval when you submit your continuing education documentation upon written notice of random audit.

PROGRAM SPONSORS: Program attendees must be issued a certificate of attendance, which includes the name of the program sponsor, program title, number of continuing education units (CEUs), name of attendee, program location and program date.



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