

TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING
CHAPTER 13 NURSING HOME ADMINISTRATORS
PART 13 CONTINUING EDUCATION REQUIREMENT

16.13.13.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board
[10-31-95; 16.13.13.1 NMAC – Rn, 16 NMAC 13.13.1, 1-25-2001; A, 04-15-2002]

16.13.13.2 SCOPE: The provisions in Part 13 of Chapter 13 apply to licensees.
[10-31-95; 16.13.13.2 NMAC – Rn, 16 NMAC 13.13.2, 1-25-2001]

16.13.13.3 STATUTORY AUTHORITY: Part 13 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6B and 61-13-9.B (1993 Repl. Pamp.).
[10-31-95; 16.13.13.3 NMAC – Rn, 16 NMAC 13.13.3, 1-25-2001]

16.13.13.4 DURATION: Permanent.
[10-31-95; 16.13.13.4 NMAC – Rn, 16 NMAC 13.13.4, 1-25-2001]

16.13.13.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.13.5 NMAC – Rn, 16 NMAC 13.13.5, 1-25-2001]

16.13.13.6 OBJECTIVE: The objective of Part 13 of Chapter 13 is to set forth the continuing education requirements for renewal of a nursing home administrators license.
[10-31-95; 16.13.13.6 NMAC – Rn, 16 NMAC 13.13.6, 1-25-2001]

16.13.13.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.13.7 NMAC – Rn, 16 NMAC 13.13.7, 1-25-2001]

16.13.13.8 HOURS REQUIRED:
A. Upon renewal, reactivation, or reinstatement, a minimum of twenty-four (24) contact (60-minute) hours of Board-approved continuing education must be accrued within the twelve (12) months immediately preceding the license expiration month.
B. Up to six (6) **contact** hours accrued over the required number may be carried over to the next renewal period.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.13.8 NMAC – Rn, 16 NMAC 13.13.8, 1-25-2001; A, 04-15-2002]

16.13.13.9 HOURS PRORATED:
A. The Board may prorate the number of continuing education hours required for a licensee to renew the license (see 16.13.7.10 and 16.13.12.10 NMAC).
B. A newly licensed individual or a person who reactivates his or her license and whose next renewal occurs within less than twelve months after the license is issued will be required to earn contact hours equivalent to two (2) hours per month for each month the license is active from the month the license is issued or reactivated to the renewal month.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.13.9 NMAC – Rn, 16 NMAC 13.13.9, 1-25-2001; A, 04-15-2002]

16.13.13.10 COPIES OF CONTINUING EDUCATION VERIFICATIONS: Licensees are responsible for maintaining their own continuing education records and for keeping the verifications of attendance at continuing education activities. The Board will accept copies of continuing education attendance verifications at the time of renewal.
[2-24-88; 10-31-95; 16.13.13.10 NMAC – Rn, 16 NMAC 13.13.10, 1-25-2001]

16.13.13.11 INDIVIDUAL COURSES RECORDED ON APPLICATION: The licensee must record each course offering on the continuing education record section of the renewal application form in the manner requested by the Board. Due to space limitations at the Board office, the Board will not retain copies of verifications of continuing education activities once they have been reviewed and approved. The continuing education information

recorded on the application form by the licensee is the only permanent record placed in the licensee's file.
[10-31-95; 16.13.13.11 NMAC – Rn, 16 NMAC 13.13.11, 1-25-2001; A, 04-15-2002]

16.13.13.12 VERIFICATIONS COPIES REQUIRED: The continuing education verifications must be attached to the renewal or reactivation form upon renewal.
[10-31-95; 16.13.13.12 NMAC – Rn, 16 NMAC 13.13.12, 1-25-2001]

16.13.13.13 CONTINUING EDUCATION AUDIT: The Board reserves the right to question an individual regarding continuing education submitted.

A. If audited, the licensee must provide a statement indicating how a continuing education activity has enhanced the licensee's scope of professional development as related to his/her functions as a nursing home administrator.

B. If the continuing education record is audited and the documents of verification of attendance are found to be falsified, incomplete, or if there is a question of accuracy, the licensee must submit other verification of attendance and/or correct the discrepancies before the last day of the renewal month to avoid the license expiring and thereby causing the additional late penalty fee for reactivation to be assessed. If the license is not renewed by the end of the renewal month, the licensee does not hold a valid license and shall not practice or be employed as a nursing home administrator in New Mexico until the expired license has been reactivated.

[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.13.13 NMAC – Rn, 16 NMAC 13.13.13, 1-25-2001]

HISTORY of 16.13.13 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.13, Continuing Education Requirement, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.13, Continuing Education Requirement, filed 10-13-95, renumbered and reformatted to 16.13.13 NMAC, Continuing Education Requirement, effective 1-25-2001.