

**TENNESSEE BOARD OF EXAMINERS FOR NURSING HOME  
ADMINISTRATORS  
POLICY ON CONTINUING EDUCATION VIOLATIONS**

The Tennessee Board of Examiners for Nursing Home Administrators requires each licensee to successfully complete eighteen (18) clock hours of approved continuing education every calendar year. Failure to comply with the continuing education requirement may result in disciplinary action.

Prior to the institution of any disciplinary proceedings, a letter shall be sent from the board's administrative office to the last known address of record of licensee in the board office stating the deficiency and asking that licensee cure the deficiency within ninety (90) days from the date of notification. If the deficiency is cured within the 90 days grace period, no disciplinary action shall ensue. In the event a Tennessee licensed Nursing Home Administrator is found to be deficient in the number of required continuing education (CE) hours for a particular year after notification, or fails to cure the deficiency within the allowed grace period, the following shall occur:

1. The licensee will be required to pay a one-time civil penalty in the amount of One Hundred Dollars (\$100.00).
2. The licensee must make up the deficient hours that he/she is lacking, plus take an additional nine (9) penalty hours of CE.
3. The civil penalty must be paid, and all deficient and penalty CE hours must be taken and documented to the Board, within ninety (90) days from the date on which Department staff mails the licensee a notice of deficiency.

Licensees found to be in non-compliance with continuing education requirements cannot use continuing education credit hours submitted for past deficient hours for current continuing education compliance.

Notice of and discipline for CE deficiency will be assessed by the Department via Agreed Citation, which will detail the licensee's rights and obligations under the Uniform Administrative Procedures Act, T.C.A. §§ 4-5-301, et seq. The discipline assessed in accordance with this continuing education policy constitutes formal discipline against a practitioner's license, and as such it is reportable to the disciplinary databanks and will be noted on the practitioner's licensure profile.

If such licensee fails to pay the civil penalty and demonstrate that he or she has cured the CE deficiency within the 90-day cure period, the Department will file a licensure complaint and the licensee will be prosecuted in accordance with the Uniform Administrative Procedures Act, T.C.A. §§ 4-5-301, et seq.

**Adopted by the Board of Examiners for Nursing Home Administrators on the 3<sup>rd</sup> day of November, 2008. Amended and Ratified by the Board on March 6, 2017.**

