



**State of Alabama Board of Examiners of
Assisted Living Administrators**

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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: (Must be open to the public)

- 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.