



**REQUESTER COMPLETES THIS SECTION (continued)**

4. **Total Contact Hours Requested (Excluding Breaks):** \_\_\_\_\_
5. Course Title: \_\_\_\_\_
6. Course Date(s): \_\_\_\_\_
7. Course Location: \_\_\_\_\_

**Enclose a complete syllabus that includes the course objectives and detailed timeline showing the time spent on each topic and all scheduled breaks.**

8. Check the general subject area:

- General administration
- Therapeutic and supportive care and services in long-term care
- Local health and safety regulations
- Psychology of patient care
- Principles of medical care
- Personal and social care
- Applicable standards of environmental health and safety
- Department organization and management
- Community interrelationships
- Business or financial management
- Other: \_\_\_\_\_

9. Check the type of program:

- Classroom setting conducted *solely* by an accredited educational institution
- Classroom setting conducted *solely* by an association, professional society, or other professional organization
- Classroom setting conducted *jointly* by an accredited educational institution *and* an association, professional society, or organization
- Self-instruction or home-study course, video, computer-assisted program, or teleconference (must be pre-approved by the Board)

10. List all course instructor(s):

**Enclose resume or *curriculum vitae* (CV) for each presenter.**

INSTRUCTOR NAME	TITLE

**Submit this application and all supporting documentation to the Delaware Board of Examiners of Nursing Home Administrators at the address above. If you have questions, email: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)**

**BOARD OFFICE COMPLETES THIS SECTION**

Board Member Review By: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved: \_\_\_\_\_ CE Hours     Tabled - List reason(s) below.     Denied – List reason(s) below.

The above request was denied or tabled for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADMIN TASKS	DATE	ADMIN INITIALS
Notice to Applicant		
Update CE Approval List		
Submit Web Change Request		