

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health



Board of Long Term Care
Administration
P.O. BOX 37802
WASHINGTON, DC 20013

COMPLETION OF COURSE REQUIREMENTS FORM

DEAR APPLICANT: If you are applying for licensure by “Endorsement” or by “Examination”, this form must be completed and submitted with your application materials.

Pursuant to Title 17 DCMR § 6202.1(b), an applicant for licensure to practice nursing home administration in the District of Columbia must submit proof satisfactory to the Board of Nursing Home Administration that the applicant has completed three (3) college or university credit hours in each of the following courses: Accounting, Human resources or Personnel management, Management, Gerontology, Health care law or Health care ethics, and Management of long term care institutions. Completion of these courses is required without exception for all applicants for licensure.

Please provide the information requested below for each required three (3) credit hour college or university course. Your transcript(s) submitted with your application for licensure must substantiate the information provided below. Upon Board request, you may be required to provide course descriptions.

<u>Required Course</u>	<u>School Where Completed</u>	<u>Year and Semester Completed</u>	<u>Course Name</u>
<u>Accounting:</u>	_____	_____	_____
<u>Human Resources or Personnel Management:</u>	_____	_____	_____
<u>Management:</u>	_____	_____	_____
<u>Gerontology:</u>	_____	_____	_____
<u>Health care law or Health care ethics:</u>	_____	_____	_____
<u>Management of long term care institutions:</u>	_____	_____	_____