

**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) hours of approved continuing education every calendar year.

In the event a licensee is found to be deficient in the number of required continuing education (CE) hours for a particular year, that person will be required to pay a one-time civil penalty of One Hundred Dollars (\$100.00) and to make up the deficient hours plus take an additional nine (9) penalty hours of CE.

The civil penalty must be paid, and all deficient and penalty CE hours must be taken and documented to the Board, within one hundred eighty (180) days from the date on which Department staff mails the licensee a notice of deficiency.

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 180 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 3rd day of November, 2008.