

2022 Update SC Board of Long Term Health Care Facility Administrators

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Board Administrator

Renewals

- Renewals are open!
- Log on to <https://eservice.illr.sc.gov/SSO/Login/LoginPage?ReturnUrl=%2fOnlineRenewals%2f>
- Licenses expire June 30, 2021.

Continuing Education

- No more than half may be from pre-recorded, NAB approved, online courses.
- In-person education = physical attendance or live-streamed webinars that are NAB or Board approved.
- CE Requirements Guidelines:
<https://www.llr.sc.gov/lthc/ce.aspx>

CE Broker Tracking System

- **All licensees must activate their free Basic Account with CE Broker by June 30, 2022.**

To activate, visit

<https://cebroker.com/sc/account/basic/>.

CE Broker Tracking System

Basic Account

- All licensees are provided with a free basic account and the link to activate is located on the Board CE page:
<https://www.llr.sc.gov/lthc/ce.aspx>
- **Do not** go directly to CE Broker website and sign up for the 7 day trial.
- Once activated, licensees do have an option to upgrade to a paid account but it is not mandatory. Information on the different paid account options can be found on the CE Broker website.

CE Broker Tracking System

Reporting Courses

- **Individual Courses:** When a licensee logs, there will be the option to report continuing education. Licensees may select the category of CE courses and following the prompts to enter in the required information. To complete reporting you must upload a copy of the CE Course completion certificate. Licensees will not be allowed to complete the CE report without this.
- **CE Transcripts:** We are working on this!

CE Broker Tracking System

Course Approval

- **Administrator Course Application:** Courses that are not Board nor NAB approved can be submitted for consideration via your CE Broker account.
 - There will still be a \$15 charge paid through CE Broker
 - Must submit supporting materials for the course: course promotional materials, program scheduled showing clock hours, presenter bios, copy of certificate of attendance.

CE Broker Tracking System

Trouble- shooting

- If you have questions concerning setting up an account or problems with the account, please contact the CE Broker customer support directly from Monday to Friday, 8 a.m. to 8 p.m. EST at (877) 434-6323 or support@cebroker.com.
- The Board office can only verify whether CEs have been submitted, we do not have access to the CE Broker system to assist with logins or reporting issues.