LONG-TERM CARE ADMINISTRATION PROGRAM IN ONLINE FORMAT

College of DuPage, located in Glen Ellyn, Illinois, offers online versions of the courses in the Long-Term Care Administration certificate program. The courses are delivered through BlackBoard learning platform. The instructors are available through the online classroom and/or e-mail.

The six courses in this certificate program are approved by the Illinois Department of Financial and Professional Regulation. This program includes the required courses needed by individuals lacking a baccalaureate degree who want to sit for the Illinois Nursing Home Administrators licensing exam. (A summary of the educational requirements from Section 1310.40 of the rules for the Illinois Nursing Home Administrators Licensing Act follows.)

Students can register for College of DuPage courses online at myaccess.cod.edu or in person at the college. Tuition for the program can be calculated using the tuition and fees for internet based courses found on the College of DuPage website. You may register for Long-Term Care courses in the Fall semester (late August to mid-December), Spring semester (mid-January to mid-May) or the Summer semester (late-May to early August).

For more information on this certificate program, contact Dorothy O'Neil, Program Coordinator, at oneild@cod.edu.

LONG-TERM CARE ADMINISTRATION CERTIFICATE COURSES

LONG-TERM CARE ADMINISTRATION 1130
Introduction to Long-Term Care Services (3 credit hours)
Overview of the various settings for long-term care including nursing homes, senior housing options, adult day care, home health care, assisted living, and hospice. Introduces ethical and quality of care issues, reimbursement for services, role of technology, marketing and leadership responsibilities.

LONG-TERM CARE ADMINISTRATION 1140
Introduction to Nursing Home Administration (3 credit hours)
Introduction to the responsibilities of the nursing facility administrator, licensure procedures, and standards. Relevant legal, funding, and program issues are addressed. Prerequisite: Long-Term Care Administration 1130 with a grade of “C” or better, or equivalent.

LONG-TERM CARE ADMINISTRATION 1151
Nursing Home Administrative Practices I (3 credit hours)
Introduction to personnel management specific to long-term care including staffing, scheduling, recruitment, training, performance appraisal, wage and benefit administration, job satisfaction, and employee health and safety.
LONG-TERM CARE ADMINISTRATION 1152
Nursing Home Administrative Practices II (3 credit hours)
Introduction to financial management in long-term care administration including budgeting, accounting, internal controls, and equity and debt financing.

LONG-TERM CARE ADMINISTRATION 1161
Aging and Long-Term Care I (2 credit hours)
Survey of the physical, psychological, sociological, and financial aspects of aging. Introduces related long-term care options, and current social policies and programs.

LONG-TERM CARE ADMINISTRATION 1162
Aging and Long-Term Care II (2 credit hours)
Continuation of Long-Term Care Administration 1161. Expands on the physical, psychological, sociological, and financial aspects of aging as well as current policies and programs that can benefit the older adult. Prerequisite: LTC 1161 or equivalent or concurrent enrollment.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS TO SIT FOR THE NURSING HOME ADMINISTRATOR’S LICENSING EXAM

According to the Illinois Nursing Home Administrators Licensing Act, *an individual applying to sit for the licensing exam and receive an NHA license must satisfy one of the following educational requirements as listed on page two of this application to sit for licensing exam:

https://www.idfpr.com/Renewals/Apply/forms/nha-t.pdf

*The entire Nursing Home Administrators Licensing Act and rules, as well as a license application form and candidate’s guide, can be downloaded from the web site of the Illinois Department of Financial and Professional Regulation: [www.idfpr.com](http://www.idfpr.com). At the homepage, click on “professional regulation”. When the menu of licensed occupations appears, select “nursing home administrator”. Paper copies can be ordered by phoning the IDFPR at (217) 782-8556.