

**STATE OF ALASKA
DEPARTMENT OF HEALTH & SOCIAL SERVICES
DIVISION OF PUBLIC HEALTH
CERTIFICATION & LICENSING**

DOCUMENTATION OF CONTINUING EDUCATION REQUIREMENTS

Continuing Education
7AAC 75.220 (e)(1-4)

Each Administrator, each administrator designee who will serve in that capacity for 90 consecutive days or longer, and each care provider who is an employee of an assisted living home shall participate in continuing education that is relevant to that person’s primary job responsibilities and ongoing care of residents. If courses for continuing education are not available within 100 miles of where the home is located or through correspondence or distance learning, the administrator shall ensure that the continuing education is obtained not less than every 18 months. Training requirements are as follows:

1. Each administrator shall complete 18 clock hours of continuing education annually;
2. Each care provider shall complete 12 clock hours of continuing education annually;
3. A home may count in-service training as continuing education if that training increases the knowledge, abilities, or skills of care providers and is approved by the licensing agency;
4. Continuing education, whether in-service training or received from a state agency, a seminar, or a university, must be documented and placed in the employee’s personnel file for review and approval by the licensing agency.

The following form can be used to document in-service training.

Example:

Name: Jane Brown

Position: CNA

Date of Hire:12/15/04

Date	In-service Title	In-service Type	Hours/CEUs
1/12/05	Infection Control	Seminar at Providence Hosp.	2 CEUs
3/23/05	Communicating With the Elderly	On-line Training	1.5 hours

