

# EDUCATION GUIDELINES

**Updated July 30, 2024**

MHCA member pricing for each registration for education events, unless otherwise indicated, will be:

- Webinars \$80
- In Person \$125

All walk-on attendees for in person events will be admitted on space available basis.

Cancellations and refund requests must be submitted in writing seven (7) days prior to the education event. If the proper cancellation notice is not given, the registrant is still responsible for payment.

- Exceptions for cancellation notice are survey, personal illness, or death in immediate family.
- Registration may be transferred to another staff member, facility, management company or office if the registrant is unable to attend.
- Payment for cancelled registration may be credited for use on a future education event or a refund requested.
- Communications regarding cancellations, transfers, credits & refunds must be in writing.

For virtual learning education events, MHCA will require the following:

- Only 1 licensee per webinar registration will receive a webinar link.
- Only 1 licensee will receive a report of CEUs per webinar link.
- Each licensee (i.e. NHA) is REQUIRED to register separately and pay the required webinar fee to receive an individual link for a virtual learning event.
- Individual webinar links must be used by licensees for their attendance to be tracked, verified, and reported accurately to the licensing board.
- MHCA must receive a Sign-In Sheet from the licensee within 48 hours of the webinar as attestation of attendance for MHCA virtual education events.
- MHCA will verify length of time spent on the virtual event per the program's Attendance Report.
  - CEUs will be reported based on the length of time attended, rounding down to the next 15-minute increment.
- CEUs will NOT be granted if verification AND attestation of attendance are not available for the licensee.

For in person education events, MHCA will require:

- Check in upon arrival and sign out at the end of the event as attestation of attendance.
- If more than 15 minutes late or early departure from the education event, time will be deducted from CEUs offered. CEUs will be reported only for time in attendance at the education event.

#### Reporting of CEUs:

- MHCA will not issue certificates of attendance for NHA licensees
  - NAB approved CEUs are reported directly to NAB by the education provider (Example: Proactive Medical Review webinars series)
    - Each NHA should print their CEU certificate from NAB and submit to Mississippi Board of Nursing Home Administrators for CEU credit.
    - MHCA will apply for NAB CEU hours for Annual Convention education events.
  - MHCA will report NHA CEUs directly to MSBNHA when MHCA has applied and received MSBNHA approval for the MHCA provided education event.
    - MHCA reports the CEUs in list format with the name of the attendees and CEUs earned. Therefore, certificates are not required when MHCA submits CEUs to MSBNHA.
  - NHAs can verify receipt of CEU credit by reviewing their NAB and MSBNHA accounts within a few weeks after an education event.
- MHCA will provide a certificate of attendance for other certifications or licensees (i.e.: nurses, licensed social workers, etc.) when a written request is received from the attendee within 30 days of the education event.