OVERVIEW

The role of the nursing home administrator is to manage the day-to-day operations of a nursing home. This is accomplished through planning and maintaining standards of care, supervising others, and providing leadership to all departments in the nursing home. By participating in this program, you will prepare yourself for the latest licensure examination topics while also prepare yourself for the complexities of becoming a nursing home administrator. The instructors share their expertise and experiences with you to help you immediately apply what you learn. We invite you to consider attending this highly respected program.

Full completion of the Nursing Home Administrator program will meet the educational requirements to allow participants to apply for the State of Michigan’s educational examination for licensure. Upon successful completion of the program, you may apply for a license. The State of Michigan will match your application to the education verification that we submit directly to the State upon successful completion of this program and all our requirements. You will then be eligible to take the CORE and LOS examinations administered through the National Association of Long-Term Care Administrator Boards (NAB). The State of Michigan will verify that you passed the examinations and met all other requirements before issuing you a license. Please go to the LARA site for instructions on applying for your license.

Please note: This program is for Michigan licensing only. Some participants near the Michigan state line have attended this program and subsequently worked in Michigan facilities once licensed.

This program is offered live, online through videoconferencing. Participants have found the live, online format to be engaging and convenient.
WHO SHOULD ATTEND?

Anyone interested in nursing home administration and those individuals currently involved in health care administration who wish to review and update their skills in the field.

To register for the program, there are no educational requirements and there are no prerequisite classes. Any educational background is accepted, and participants of all educational levels have had success in our NHA program.

CANCELLATIONS

All cancellation requests must be made in writing. Cancellation requested greater than 15 days prior to the start of a program will be processed without a cancellation fee. In these situations, any payments made will either be returned or credited towards a future program. All credits must be used within one year of the date of issuance. Cancellations requested within 15 days prior to the start of the program will be limited to unexpected emergency situations and are subject to a cancellation fee. Participant substitutions are welcome at any time prior to the start of the program. If a registered participant does not attend the program and does not notify us in advance, the participant will be charged the full program fee.

CONTACT

Have a question? Contact us anytime at edp@broad.msu.edu or 517-353-8711.

COST

Payment plans are available if arranged prior to the program start date. We typically divide the overall program fee into two or three payments, but we will consider other payment arrangements if provided in writing before the start of a unit. Please contact edp@broad.msu.edu for more information. Please note: Because this is a non-credit program, financial aid, scholarships, and tuition assistance are not available.

REQUIRED ATTENDANCE

The Nursing Home Administration Program offers 144 clock-hours of instruction. To complete the program, participants must attend 128 clock hours (90%). The instruction is delivered in four units. There are 6 sessions per unit, for a total of 24 sessions in the program. You are permitted to miss 2 of the 24 sessions without penalty or additional work required. You may miss up to two additional sessions but will need to complete additional assignments to demonstrate that you understand the materials from those missed sessions. After that, you will need to repeat units in order to earn the certificate and to be eligible to sit for the licensure exam.