

## CONFERENCE POLICY - NAB/NCERS

### National Association of Long-Term Care Administrator Boards/ National Continuing Education Review Service (NAB/NCERS)

This program has been approved for Continuing Education for 7.0 total participant hours by NAB/NCERS. The NAB approval code for your location was inserted on the certificate.

### Domains of Practice to be eligible for Continuing Education (CEs) for Nursing Home and Assisted Living Administrators

- Nursing Home Administrators (NHA)
- Residential Care/Assisted Living Administrators (RCAL)
- Home and Community Based Services (HCBS)

**You will be able to download your NAB CEs after the conference.** The Provider/Sponsor agree to provide individual certificates of program attendance to each individual participant, listing: sponsor name, attendee name, program title, sponsor signature, number of hours attended, and the NAB/NCERS National Continuing Education Review Service approval number.

### **PLEASE READ:**

We are required to report all attendee CE records to the CE Registry for all NCERS/NAB approved programs **within 30 days** from the end date of each summit. **Your certificate is not valid until you have a CE Registry.**

If you currently have a NAB account and CE Registry, please forward your number directly to NAHC at [crl@nahc.org](mailto:crl@nahc.org).

### **If you have a CE Registry and are unable to locate it, please follow these instructions:**

- Use this Link: <https://www.nabweb.org/manage-my-account>
- On the Manage My Account page please click on CE Registry. A new page on the nabweb.learningbuilder site will open up.
- Click on “My Account” in the upper right-hand corner of the page. This will redirect you to your Account Details page, which is where you can find your number. It begins with the letter R followed by 7 digits.
- **Email your CE Registry# to [crl@nahc.org](mailto:crl@nahc.org) within 5 days after you have attended the summit along with your registered name. This information is required by NAHC in order to validate your credits.**
- Upon NAHC’s receipt of your number, your attendance will be registered, and you will receive proper credits.

### **If you do not have a NAB account and CE Registry, please follow these instructions to create an account:**

- Use this Link: <https://www.nabweb.org/manage-my-account>.
- Please choose “Not a Member? “Sign up.”
- Once registered you will need to log into your NAB account
- Choose the option “CE Registry”. After choosing this option, you will be directed to the “My Account” page of NABVerify to begin the CE Registry.
- The number begins with R followed by 7 digits
- **Email your CE Registry# to [crl@nahc.org](mailto:crl@nahc.org) within 5 days after you have attended the summit along with your registered name. This information is required by NAHC in order to validate your credits.**
- Upon NAHC’s receipt of your number, your attendance will be registered, and you will receive proper credit (s).

Additional information is located on the NAB website at <https://www.nabweb.org/ceregistry>

If further assistance is needed, your contact representative at NAB is Lisa Longfellow. Lisa’s phone number is 202-712-9040 and email address is [nab@nabweb.org](mailto:nab@nabweb.org).

Please note if we are not in receipt of your NAB ID number, we are not obligated to report your attendance to the CE Registry after 45 days of your completing the course.