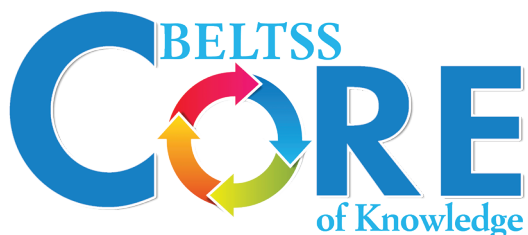




## **BELTSS Core of Knowledge Course in Nursing Home Administration**

*Approved by:* The Board of Executives of Long-Term Services and Supports (BELTSS)  
*Provided by:* Ohio Health Care Association and LeadingAge Ohio



**SUMMER 2025**

# Core of Knowledge Course

**T**he Core of Knowledge course is designed specifically for the Administrator-In-Training (AIT) participant. This course meets the special academic requirement set by BELTSS for qualifying to take the state licensure board examination. Ohio participants should call the Board at 614-466-5114 to arrange their AIT internship. The CORE may be taken at any time during the process: before, during, or after the internship. CORE hours do not count towards the internship hours.



## Content

The content of the course is designed to provide information and promote understanding that will lead to more effective performance in the administration of long-term care. The subject areas listed below have been recommended by the National Association of Long-Term Care Administrator Boards and endorsed by BELTSS.

These topics are included in the Core of Knowledge course:

- 1) applicable standards of environment, health and safety;
- 2) local health and safety regulations;
- 3) general administration;
- 4) psychology of care;
- 5) principles of medical care;
- 6) personal and social care;
- 7) therapeutic and supportive care and services in long-term care;
- 8) departmental organization and management; and
- 9) community interrelationships

## Enrollment

Enrollment is open to anyone interested in becoming a nursing home administrator and any person wanting professional training in nursing home administration. If you plan to attend the course, online registration is available at: <https://www.efohca.org>

## Course Format

Per 4751-1-05(A)(5)(a) requires 100 clock hours of study in core of knowledge subjects. Therefore this course will include face-to-face classroom learning as well as several self-study assignments. Students will complete web-based self-study, as well as written assignments. Students must attend every day of the face-to-face classroom presentations as well as complete all self-study assignments to successfully graduate from the BELTSS Core of Knowledge.

## Certificate of Completion

All those satisfactorily completing the course will receive a certificate which satisfies the requirement with the Board of Executives for Long Term Services and Supports (BELTSS).

## Dates and Location

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**The summer session will be held July 21 - August 7, 2025.**

It will be held at the Quest Conference Center, 9200 Worthington Road, Westerville, Ohio 43082. Classes will be held for three weeks, Monday through Thursday, from approximately 9:00 a.m. to 5:00 p.m. each day. A final course schedule and further details will be sent out a few weeks before class begins.

**Each participant is responsible for his/her own lodging and meal arrangements.**

There are a large number of hotels near the Conference Center. Google hotels on Polaris Parkway for a complete listing.

**We encourage you to make your hotel reservations as early as possible.**

## Tuition - \$1,495

Included in the tuition are the following reference materials:

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### Class & Exam References

- 1-year subscription to the NAB Study Guide
- Accounting Made Simple, Mike Piper
- The Long Term Care Survey, American Health Care Association
- Principles of Health Care Administration, Joseph Townsend
- NHA Practice Exam packet prepared by Joseph Townsend
- Ohio Nursing Home Law & Rules Packet

Students will have access to all self-study assignments. In addition refreshments and snacks will be available to students during the face-to-face classroom dates.

It does not include lodging, lunch or dinner. Credit card registrations are accepted. Space is limited, register today to insure your spot.

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## Core of Knowledge Program Contacts:

### Eligibility and Core Requirements:

**Stacia Rosebrook**, *Investigator, NHA Changes, AIT Coordinator*  
BELTSS, 614-644-7518  
SRosebrook@age.ohio.gov

### BELTSS Code of Conduct & Attendance Standards:

Review the full standards for the Course at [www.efohca.org](http://www.efohca.org).

### Registration Questions:

**Kathy Chapman**, *Education Director*  
Ohio Health Care Association, 614-436-4154  
kchapman@ohca.org

# Core of Knowledge Registration

## Three easy ways to register

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### Online:

<https://www.efohca.org>

### Mail:

Mail the enclosed registration form to the address listed below.  
Checks should be made payable to EFOHCA.

### FAX:

This completed form and payment to 614-436-0939.

## Registration Deadline:

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### July 7, 2025

Limited space is available for this course, therefore we encourage you to register early as space may not be available even if you register prior to the deadline date.

## BELTSS Core of Knowledge course

July 21 - August 7 2025

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### Please Print Clearly:

Name: \_\_\_\_\_ Nickname \_\_\_\_\_  
(to appear on Certificate)

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Tuition

**Summer Course Tuition:** \$1,495

### Credit Card Payment:

Visa       MasterCard       AmEx       Discover

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date : \_\_\_\_/\_\_\_\_ Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

## Cancellation & Substitution Policy

Should you not be able to attend the BELTSS Core of Knowledge as planned, please notify the provider at least ten business days prior to the first face-to-face classroom date. Student understands cancelling their enrollment will void any web-based self-study assignments completed prior to the date of the cancellation.

Cancellations received through July 7 will be fully refunded. Cancellations received July 8 through July 14 will be refunded minus a \$150 processing fee. Cancellations July 15 and after will be charged the full registration fee.

Please do not staple or tape checks to this form. Make checks payable to Educational Foundation of Ohio Health Care Association (EFOHCA.)

**Mail to:**  
EFOHCA  
9200 Worthington Road  
Suite 110  
Westerville, OH, 43082

or

**Fax:** 614-436-0939