

INSTRUCTIONS

HOW TO COMPLETE YOUR Certificate of Attendance Verification for Continuing Education Units (CEUs)

NCIA - Nursing Care Institution Administrator & Assisted Living Facility Managers: Program Approval NCA-20-086
NAB - National Association of Long Term Care Administrator Boards: Program Approval ID 20210629-64-A67577-DL
NASW - National Association of Social Workers, Arizona Chapter: Program Approval Certificate #4117
NAAPCC - National Association of Activity Professionals Credentialing Center: Program Approval NAAPCC #778
HRCI - HR Certification Institute: Activity Approval ID 516190

RESPONSIBILITIES OF VIRTUAL CONFERENCE ATTENDEE

- > To receive CEUs for each session:
 - > Attendees are responsible for viewing the entire video session.
 - > Attendees are responsible for completing the post-test at the end of each session.
- > Attendees are responsible for keeping track of their own session attendance.
- > Attendees are responsible to submitting CEU's to the following:
 - > NCIA - Nursing Care Institution Administrator & Assisted Living Facility Managers: Program Approval NCA-20-086
 - > NASW - National Association of Social Workers, Arizona Chapter: Program Approval Certificate #4117
 - > NAAPCC - National Association of Activity Professionals Credentialing Center: Program Approval NAAPCC #778
 - > HRCI - HR Certification Institute: Activity Approval ID 516190
- > All NAB Licensed Attendees:
 - > Must be in compliance with NAB's CE Registry.
<https://arizonaleadingage.org/NAB-CE-Registry-NEW-REQUIREMENT>
 - > Must have provided their NAB Registry Unique Identifier Number to Arizona LeadingAge when registering.

RESPONSIBILITIES OF ARIZONA LEADINGAGE

- > AzLA is responsible for providing the Certificate of Attendance Verification for attendees.
- > AzLA is responsible for monitoring the virtual attendance of each attendee.
- > AzLA is responsible for submitting CEU's on behalf of NAB Licensed attendees to:
 - > NAB - National Association of Long Term Care Administrator Boards: Program Approval ID 20210629-64-A67577-DL

KEEPING TRACK OF SESSION ATTENDANCE & CEU'S EARNED

- > Attendees are responsible for keeping track of their own session attendance.
- > Because this Virtual Conference is open for 3 months
 - > Attendees may choose to submit CEU's more than once in the 3-month time period.
 - > It is important to keep track when sessions are completed.
 - > It is important to keep track when CEU's are submitted.

Steps to Keep Track

- > Print the Certificate of Attendance Verification form.
- > Keep this as your master form to record all session attendance for this virtual conference.
- > After completing each session & post-test, mark date completed.

SUBMITTING CEU'S TO CREDENTIALING INSTITUTION

- > Print another copy of the Certificate of Attendance Verification form.
- > Enter all the required personal info at the top of page 1. (*You would be surprised how many people forget to write in their name.*)*
- > Enter the start & end date of the Sessions Attendance for CEU's Earned.
- > Enter the Dates Completed for the sessions you attended for this time period.
- > At the bottom of page 2, enter the total number of CEUs (to submit) for each credentialing institution.
- > For the following, submit to the corresponding Credentialing Institution: NCIA, NASW, NAAPCC, HRCI
 - > For NAB CEU's, send to AzLA; AzLA will submit to NAB on your behalf. Send CEU form to: 2020AnnualConference@leadingageaz.org
 - > Attendees may earn CEUs for each session only once; may not submit CEU's for a session more than once.
 - > Incomplete forms may result in the denial of earning CEU's.

Certificate of Attendance Verification for Continuing Education Units (CEUs)

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Name _____	License Type _____
Facility _____	AZ License # _____
Email _____	Other License Type _____
Phone _____	Other License State _____
Signature _____	Other License # _____

Start Date _____	End Date _____
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DOMAINS MET: 10.01, 10.02, 10.03, 10.04, 10.05, 10.06, 10.07, 10.11, 10.13, 10.14, 10.15, 10.16, 10.17, 10.19, 20.01, 20.02, 20.03, 20.06, 20.07, 20.10, 20.11, 20.12, 20.13, 20.15, 30.01, 30.03, 30.04, 30.07, 30.08, 30.09, 30.10, 40.01, 40.02, 40.04, 40.05, 40.06, 40.07, 40.08, 40.09, 40.10, 40.11, 50.01, 50.02, 50.03, 50.04, 50.05, 50.06, 50.07, 50.08, 50.09, 50.10, 50.11, 50.12, 50.13, 50.14, 50.15, 50.16, 50.17, 50.18, 50.19

Instructions for Completing: See **REQUIRED INSTRUCTIONS** section on the conference website before completing this form. All Attendees must be in compliance with NAB's CE Registry. For Arizona LeadingAge to report NAB CEUs, you must have provided your NAB Registry Unique Identifier Number to us when registering.

APPROVED CEU ORGANIZATIONS					SESSION	CEUs	DATE COMPLETED
NCIA	NAB	NASW	NAAPCC	HRCI			
✓	✓	✓	✓		(00) Welcome & Opening Remarks - Pam Koester, MA; Michelle Just, BS	.5	
✓	✓	✓	✓		(01) Fire Up Your Life! - Donna Hartley, Speaker	1.5	
✓	✓	✓	✓	✓	(02) Interior Design in a COVID World - LuAnn Thoma-Holec, FASID, CID, NCIDQ; Keith Stanton, ASID, NCIDQ, CHID	1	
✓	✓	✓	✓	✓	(03) How Can Marketing Come Out Better on the Other Side? - Carissa Valenzuela, BA; Dawn Sigmen, BA	.5	
✓	✓	✓	✓	✓	(04) - What's Old is New Again: Get Ready for the New Normal by Strengthening Your Existing Programs - Keith Chartier, MPH, BA	1	
✓	✓	✓	✓	✓	(05) Engagement Technology – Now More than Ever - Jack York, BS	1	
✓	✓	✓	✓	✓	(06) Emergency Preparedness: Training to the Threat - William Tait; Diane Kubala, RN	1	
✓	✓	✓	✓		(07) POLST Basics in Arizona and Avoiding the Pitfalls - Vicki Buchda, MS, RN, NEA-BC	1	
✓	✓	✓			(08) Best Practices in Board Governance - James Rester MBA; Aaron Rulnick, MPA	1	
✓	✓	✓	✓	✓	(09) Ethical Lapses of 2018/2019: What Can We Learn - Marianne Jennings, JD	1.5	
✓	✓	✓	✓	✓	(10) Post- Acute Space Evolution - Blake Gillman, LNHA	1	
✓	✓	✓	✓		(11) Recommended Practices: Communicating with Families Either With or Without a Pandemic - Paige Hector, LMSW	1.5	
✓	✓	✓	✓		(12) Selling a Dream, Building Reality - Rod Bailey, LNHA, MSW, PhD; Jonathan Scolaro, MArch, MBA	1.5	
✓	✓	✓	✓		(13) Employee Relations Tips - Armand LaCasse, MEd, SPHR, SHRM-SCP	1.5	
✓	✓	✓	✓		(14) Billing Impossible - Juli Pascoe, CPA; Julie Bilyeu, HD	1.5	
✓	✓	✓	✓	✓	(16) A Post-Pandemic Sales Recovery Plan - Michael Marlow, BS	1.5	
✓	✓	✓	✓		(17) The Low Down on Highly Effective Marketing: Effective Communication to Rise Above the Noise - Melinda Gisbert, MS	1.5	

APPROVED CEU ORGANIZATIONS					SESSION	CEUs	DATE COMPLETED
NCIA	NAB	NASW	NAAPCC	HRCI			
✓	✓	✓	✓		(18) Empowering Senior Living Communities Through the WELL Building Standard - Paul Vanderveen, BA; Ashley Mulhall, AIA, LEED AP BD+C, WELL AP, EDAC	1.5	
✓	✓	✓	✓		(19) Protect Your Tax Status: Compliance Update for Exempt Organizations- Lauren Haverlock, CPA	1.5	
✓	✓	✓	✓		(20) ADHS: Assisted Living Facility Update - Harmony Duport, RS	1.5	
✓	✓	✓	✓	✓	(21) Recruitment & Retention: Surviving an Employee Crisis - John Franklin, MBA; Nancy King, DM, BS	1	
✓	✓	✓	✓		(22) Enhancing Person-Centered Care Through Technology & Marketing - Joey Carney, BA	1	
✓	✓	✓	✓	✓	(23) Skilled Nursing Update - Jodi Eyigor, MA,BA	1	
✓	✓	✓	✓	✓	(24) How to Prepare, Handle, Respond, and Survive an Infection Control Survey -Todd Selby, JD	1	
✓	✓	✓	✓		(25) Service Animals & Assistance Animals in Assisted Living & Independent Living - Bruna Pedrini, JD	1	
✓	✓	✓	✓	✓	(26) Owning the Outcomes: The Intersection of Quality, Finance, & Operations - Chad Kunze, CPA	1	
✓	✓	✓	✓		(27) ADHS: Skilled Nursing Facility Update - Diane Eckles, BS	1	
✓	✓	✓	✓	✓	(28) Tips on Fall Prevention Strategies and an Overview of AFPC - Melissa Luxton, MSN, RN	0.5	
✓	✓	✓	✓		(29) Families with Problems, Not Problem Families: Helping Families Navigate the Dementia Experience - Amanda Weiler, BS; Tena Alonzo, MA	1	
✓	✓	✓	✓		(30) Construction Trends 2020: How They Impact your Growth and What Opportunities Exist - Bryan Dunn, BA	1	
✓	✓	✓	✓	✓	(31) Fundraising, Succession Planning, and Other CEO Tools - John Thorhauer, MBA; Kate Harris, MA, BS; Kevin Olson, JD	2	
✓	✓	✓	✓		(32) Update on National Affordable Housing Efforts - Linda Couch, MPA, BA	1	
✓	✓	✓	✓		(33) NCIA Update - Allen Imig, BA	0.5	
✓	✓	✓	✓		(34) Life Care Planning - Attorney General's Office, Courtney Bennett, BA	0.5	
✓	✓	✓	✓		(35) The Importance of Therapy Team Partnering with Interdisciplinary Teams for Best Quality of Care - Sabrena McCarley, MBA-SL, OTR/L, CLIPP, RAC-CT	1	
✓	✓	✓	✓		(36) ADHS: Physical Plant Codes & Standards and Life Safety Codes - Kathryn McCanna, RN, BSN, CPHQ	1	
✓	✓	✓	✓		(37) Evolving Trends: Success in the Era of PDPM + PDGM - Elisa Bovee, MS, OTR/L	1	
✓	✓	✓	✓	✓	(38) Culinary Program in a COVID World – The NEXT NORMAL - Glenn Bradley, MArch, BS	0.5	
✓	✓	✓	✓		(39) Suicide and Self-Harm in Residential Elder Care - Dr. Kathleen Weissberg, MS, OTD, OTR/L, CMDCP, CDP	1	
✓	✓	✓	✓		(40) The HIE Promise: Fully Informed Health for Older Adults - Melissa Kotyrs, MPH	1	
✓	✓	✓	✓	✓	(41) How to Manage Infection and Outbreaks in a COVID WORLD - Jeff Cline, BBA	0.5	

Total Continuing Education Credit Hours (Add CEUs for each Organization)

NCIA	NAB	NASW	NAAPCC	HRCI
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Attendee Name _____

Date Submitted _____