

# NEW FOR 2021 CONFERENCE FOR ALL CEU REPORTING



## ATTENTION

Effective Immediately for the 2021 CONFERENCE

**\*\*NEW CEU VERIFICATION PROCESS\*\***

Please Read Carefully

## New CEU Verification Process for CEU Reporting: (NCIA, NASW, APNCC, HRCI)

You must comply with the following to receive CEU credit:

1. Complete the Certificate of Attendance Form.
2. Submit a copy of the completed Certificate of Attendance Form to AZLA through the Online CEU Reporting Request link as an attachment.
3. AZLA will review, record, and verify your submission.
4. You will receive an email from AZLA verifying your Certificate of Attendance Form.
5. Upon receipt of your verification email, you are authorized to submit for CEU credit.



## FINAL STEP

**You May Proceed to Submit for CEU Credit to:  
NCIA, NASW, APNCC, and HRCI**

- AZLA is required to review, record, and verify each Certificate of Attendance Form.
- AZLA is responsible to send a verification email for each attendee who submits an Online CEU Reporting Request.
- AZLA is required to maintain a copy of your Certificate of Attendance form for verification purposes.
- Attendees are required to submit a copy of their Certificate of Attendance to AZLA through the Online CEU Reporting Request link as an attachment.
- Attendees are responsible to submit the CEUs they have earned from this Virtual Conference directly to that organization and follow their CEU reporting process. ***(Only after receiving AZLA verification email.)***

► ***For a Virtual Conference, you are required to submit a copy of your Certificate of Attendance to AZLA through the Online CEU Reporting Request link as an attachment.***

► ***If you do not provide us a copy of your Certificate of Attendance, we have no CEU record/verification for you. You will not receive an email from AZLA certifying your Certificate Attendance which allows an attendee to submit the CEUs they have earned to NCIA, NASW, APNCC, and HRCI.***

**NAB CEU Reporting:** Same as last year. Attendee submits a copy of their Certificate of Attendance via the Online CEU Request Link, and AZLA electronically reports the CEUs earned directly to NAB.

## 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-21-097

**NAB** - National Association of Long Term Care Administrator Boards: Program Approval Code: 20220517-48.50-A74254-DL

**NASW** - National Association of Social Workers, Arizona Chapter: Program Approval Certificate #4335

**APNCC** - Activity Professionals National Credentialing Center: Program Approval APNCC #845

**HRCI** - HR Certification Institute: Activity Approval ID: Will be Given to Attendees at Close of Conference, 7/18

#### **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.
  - > The maximum number of CE credits that may be earned in one 24 hour period is limited to eight (8) credit hours.
- > Attendees are responsible for keeping track of their own session attendance.
- > Attendees are **REQUIRED** to submit Certificate of Attendance to Arizona LeadingAge form via the Online CEU Reporting Request link.
- > Attendees are responsible for submitting CEU's to the following:  
**(ONLY UPON RECEIPT OF VERIFICATION EMAIL FROM AzLA)**
  - > **NCIA** - Nursing Care Institution Administrator & Assisted Living Facility Managers: Program Approval NCA-21-097
  - > **NASW** - National Association of Social Workers, Arizona Chapter: Program Approval Certificate #4335
  - > **APNCC** - Activity Professionals National Credentialing Center: Program Approval APNCC #845
  - > **HRCI** - HR Certification Institute: For CEU reporting, Activity Approval ID will be given to attendees at the conclusion of the conference, 7/18.
- > 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 form for attendees.
- > AzLA is responsible for monitoring the virtual attendance of each attendee.
- > AzLA is required to review, verify, and record all Online CEU Reporting Request submissions, and provide attendee with verification email for their CEU reporting.
- > 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 Code: 20220517-48.50-A74254-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.
- > **YOU MUST SUBMIT A COPY OF YOUR CERTIFICATE OF ATTENDANCE TO AZLA USING THE CEU REPORTING REQUEST LINK**
- > **Upon Receipt of your verification email from AZLA**, you may then submit for CEU credit for the following Approved Organizations: NCIA, NASW, APNCC, HRCI
- > For NAB CEU's, Send a copy of your completed Certificate of Attendance to AzLA via the CEU Reporting Request Link. AzLA will electronically submit the CEUs you earned to NAB on your behalf.
- > 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)

**NCIA** - Nursing Care Institution Administrator & Assisted Living Facility Managers: Program Approval NCA-21-097

**NAB** - National Association of Long Term Care Administrator Boards: Program Approval Code: 20220517-48.50-A74254-DL

**NASW** - National Association of Social Workers, Arizona Chapter: Program Approval Certificate #4335

**APNCC** - Activity Professionals National Credentialing Center: Program Approval APNCC #845

**HRCI** - HR Certification Institute: Activity/Program ID Will be Given to Attendees at Close of Conference, 7/18

Name _____	License Type _____
Facility _____	AZ License # _____
Email _____	Other License Type _____
Phone _____	Other License # _____
Signature _____	NAB CE Registry # _____

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 #	SESSION	CEUs	DATE COMPLETED
NCIA	NAB	NASW	APNCC	HRCI				
✓	✓	✓	✓	✓	1	<a href="#">Welcome to the Annual 2021 VIRTUAL Conference: FORWARD – It's the Only Way to Go! - Pam Koester, MA; Bhakti Gosalia, MSW, MHA</a>	1	
✓	✓	✓	✓	✓	2	<a href="#">The Game-Winning 3: Making It Count in Business and in Life - Dave Davlin, BA</a>	1	
✓	✓	✓	✓	✓	3	<a href="#">ADHS: Skilled Nursing Facility Update - Diane Eckles, BS</a>	1	
✓	✓	✓	✓	✓	4	<a href="#">The Everyday Ethicist - Amanda "Jo" Erven, CPA, CIA, CFE, and cTQA</a>	1	
✓	✓	✓	✓	✓	5	<a href="#">Arizona LeadingAge &amp; Covenant Health Network Emergency Preparedness Collaborative Meeting - Diane Kubala, RN; Pam Koester, MA</a>	1	
✓	✓	✓	✓	✓	6	<a href="#">ADHS: Assisted Living Facility Update - Harmony Duport, RS</a>	1	
✓	✓	✓	✓	✓	7	<a href="#">Bullying Among Older Adults: Not Just a Playground Problem - Dr. Kathleen Weissberg, MS, OTD, OTR/L, CMDCP, CDP</a>	1	
✓	✓	✓	✓	✓	8	<a href="#">Senior Housing and Care Market Trends in the Time of COVID-19 - Lana Peck, MFCS-GERON, MSM</a>	1	
✓	✓	✓	✓	✓	9	<a href="#">Building a Sustainable Leadership Development Program - Wendy Pardonche, BA, MEd; Tahlya Visintainer, JD, BS</a>	1.5	
✓	✓	✓	✓	✓	10	<a href="#">We Were Built for This: Selling After (or During!) a Pandemic - Michael Marlow, BA</a>	1.5	
✓	✓	✓	✓	✓	11	<a href="#">Responding to COVID-19 in Development - Brittany Vipham, BS; Justin Sager, MArch, BS</a>	1	
✓	✓	✓	✓	✓	12	<a href="#">Business Software Optimization: Getting the Bang for your Buck - Chip Burns, BS; Gayle Korn, MBA, BS; Donny Friday, BA</a>	1	
✓	✓	✓	✓	✓	13	<a href="#">Coping with COVID-19: A Community's Response and Plans to Move Forward - Josephine Levy, MA; Jessica Meyer, MEd, MS, OTR/L</a>	1	
✓	✓	✓	✓	✓	14	<a href="#">Quality Reporting Measures: Being on the Ball to Avoid Annual Payment Update (APU) Penalties - Elisa Bovee, MS, OTR/L</a>	1.5	
✓	✓	✓	✓	✓	15	<a href="#">Start with Why and End with How: How to Engage in Effective Problem Solving &amp; Strategic Planning - Bruce Berlin, BS</a>	1	
✓	✓	✓	✓	✓	16	<a href="#">It Takes a Village: Using the Arizona Health Information Exchange (HIE) to Deliver Optimal Care to Older Adults - Melissa A. Kotrys, MPH</a>	1	
✓	✓	✓	✓	✓	17	<a href="#">Accounting Standards Update - A. Carter Smitherman, CPA; Jesse Howell, CPA</a>	1	

APPROVED CEU ORGANIZATIONS					SESSION #	SESSION	CEUs	DATE COMPLETED
NCIA	NAB	NASW	APNCC	HRCI				
✓	✓	✓	✓	✓	18	<a href="#">Reviving the Joy of Reading - Susan Ostrowski, MA, MS, CCC-SLP</a>	1	
✓	✓	✓	✓	✓	19	<a href="#">COVID Recovery: Returning to the Humanity in Care - Julie Boggess, LNHA, CDP, MPA</a>	1	
✓	✓	✓	✓	✓	20	<a href="#">2021 Construction Forecast - The Pandemic's Lasting Impact on the Construction Industry and Senior Living - Bryan Dunn, BA</a>	1	
✓	✓	✓	✓	✓	21	<a href="#">Interior Design in a COVID-19 World, Part Two - Keith Stanton, ASID, NCIDQ, CHID; LuAnn Thoma-Holec, FASID, CID, NCIDQ</a>	1	
✓	✓	✓	✓	✓	22	<a href="#">Navigating Senior Living Nonprofits: Serve Like a Nonprofit, Perform Like a Business - Jesse Howell, CPA; William (Bill) Bojan, MS, BS</a>	1	
✓	✓	✓	✓	✓	23	<a href="#">Learning As We Go: Infection Control Best Practices to Survive and Thrive - William (Bill) Tait; Maria Mozqueda, EN</a>	1	
✓	✓	✓	✓	✓	24	<a href="#">Civil Liability Issues: Threading the Needle on Liability Issues in the COVID-19 Era - Marsha Greenfield, JD; Cory Kallheim, JD</a>	1	
✓	✓	✓	✓	✓	25	<a href="#">Culinary Revolution: Re-Defining the Dining Experience for the Future - Glenn Bradley, MArch, BS; Kelly Kim, BS; Gretchen Cobb, CPA, MBA</a>	1	
✓	✓	✓	✓	✓	26	<a href="#">Apartments Become Caregivers: How Artificial Intelligence (AI) Can Impact Your Community - Joseph E. Anderson, BA; Dr. Ashutosh Saxena, PhD</a>	1	
✓	✓	✓	✓	✓	27	<a href="#">Making Systems Level: Change in Post-Acute Care Using Sessions Learned from the COVID-19 Pandemic - Keith Chartier, MPH, BA</a>	1	
✓	✓	✓	✓	✓	28	<a href="#">Mission Based Fundraising: Methods and Measurable Outcomes - Kate Harris, MA, MS, BS</a>	1.5	
✓	✓	✓	✓	✓	29	<a href="#">Communicating with a Person Who Has Dementia - Michelle Cornelius-Toft, LMSW, EdM</a>	1	
✓	✓	✓	✓	✓	30	<a href="#">Meeting Consumer Expectations with Campus Reinvestments - Daren Bell, BBA; Sharon Grambow, CPA, LNHA; Cole Marvin, NHA, MBA</a>	1.5	
✓	✓	✓	✓	✓	31	<a href="#">Home Health and Hospice: Strategic Considerations and Practical Insights - Dr. Nancy King, DM, MS, BS, Author</a>	1	
✓	✓	✓	✓	✓	32	<a href="#">Millennials: The Emerging Generation of Caregivers - Dr. Kathleen Weissberg, MS, OTD, OTR/L, CMDCP, CDP</a>	1	
✓	✓	✓	✓	✓	33	<a href="#">Planning Out of Crisis: New Opportunities for Technology and its Benefit - Rebecca Neth Townsend, MBA, BSN; Dr. Scott Motyka, PhD, MBA, MS; Cheryl Goodwin, MCJ, BS</a>	1.5	
✓	✓	✓	✓	✓	34	<a href="#">Employment Law Developments During the Pandemic and Beyond - Marsha Greenfield, JD; Cory Kallheim, JD</a>	1	
✓	✓	✓	✓	✓	35	<a href="#">Mastering Admissions: Making the Process Seamless - Debbie Lane, MSW</a>	1	
✓	✓	✓	✓	✓	36	<a href="#">Improve Quality Care Employee Satisfaction - Dahlia Mak, MHA; Shirl Diaz, MA, BA</a>	1	
✓	✓	✓	✓	✓	37	<a href="#">Diversity, Retention, Engagement, and Revenues: What's the Connection? - Christopher Ridenhour, GFN</a>	1	
✓	✓	✓	✓	✓	38	<a href="#">Compassion Fatigue - Denise Beagley, MSc</a>	1.5	
✓	✓	✓	✓	✓	39	<a href="#">Palliative Care: From Cure to Care - Dr. Chikal Patel, MD; Sandy Severson, BSN, MBA, MHA, CPHQ, CPPS, CENP, FACHE</a>	1	

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

NCIA

NAB

NASW

APNCC

HRCI

Attendee Name \_\_\_\_\_

Date Submitted \_\_\_\_\_