



**BOARD OF EXAMINERS OF NURSING CARE INSTITUTION ADMINISTRATORS AND ASSISTED LIVING FACILITY MANAGERS**

1740 W. Adams, Suite 2490  
Phoenix, Arizona 85007

**Douglas A. Ducey**  
Governor

(602) 364-2374 phone (602) 542-8316 fax  
Email: [information@aznciaboard.us](mailto:information@aznciaboard.us)  
Website: [www.aznciaboard.us](http://www.aznciaboard.us)

**Allen Imig**  
Executive Director

**Continuing Education Course Application - Sponsor**

**Sponsor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**This course is for:**     Administrators         Managers

**Teaching Method (Select Only One):**     Classroom     Conference     Online     Webinar     Self Study

**Title of Course:** \_\_\_\_\_

**Requested Hour(s)** \_\_\_\_\_

**Subject Areas:**     Statutes/Rules     Principles of Management     Psychology     Patient Care     Personal/Social Care  
 Therapeutic/Supportive/Nutrition/Pharmacology/Disease     Resources     Patient Rights     Other \_\_\_\_\_

**Date(s) Course will be offered:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Required Attachments:**     \$10.00 Per Hour Requested     Instructor Curriculum Vitae     Course Objective  
 Copy of teaching material     Course outline/brochure showing times and breaks     Copy of test or evaluation  
 Copy of Certificate of completion that complies with R4-33-501 (D)

**Money Order, Certified Check, or Business Checks only, made payable to "NCIA Board"**

**FOR OFFICIAL USE**

**Received Date:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Approved Date:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Course Approval #:** \_\_\_\_\_ **Hours Approved:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

## **Determining Total Hours for Classroom, Seminars and Conferences**

Awarding Continuing education hours will be determined on the following basis.

Single hour sessions:

1. One hour will be awarded for each single hour session. Breaks or lunch times will not be counted.
2. Fractional hours will be awarded down to a quarter hour (.25)

Example: Time Slot 10:00 a.m. – 11:15 a.m.  
Session – Ethics

Since it is a single topic session the time award would be 1.25 hours.

Multiple sessions within a single hour time slot

1. Each session is separate and counts as one hour or fractional hour within the time slot.

Example: Time Slot 10:00 a.m. – 11:00 a.m.  
Session 1 – Patient care  
Session 2 – Medication administration  
Session 3 – Management principals

Since there are three separate sessions running concurrently in the time slot, each counts for 1 hour so the total award would be 3 hours (Time slot time, multiplied by the number of sessions, equals total hours awarded).

Seminar and conference sponsors, total hours are determined by time, multiplied by sessions. They are not determined by time only or the maximum number of hours a participant can attain.

If there is a question on determining the number of hours for the sponsor application for continuing education, please call or e-mail me.

Allen Imig  
Executive Director  
NCIA/ALFM Board of Examiners  
602-542-8156  
[allen.imig@aznciaboard.us](mailto:allen.imig@aznciaboard.us)