

REVIEW COURSE

For the Illinois Licensure Examination for Nursing Home Administrators

SCHEDULE

Tuesday, February 14 and Wednesday, February 15, 2012
Northfield Inn, Suites and Conference Center, Springfield

Saturday, March 10 and Saturday, March 24, 2012
Hilton, Lisle/Naperville

OVERVIEW

DAY ONE

February 14 and March 10 will be devoted to reviewing material covered by the national portion of the exam. The session will cover federal laws and regulations, and present basic principles of leadership and management, human resources, finance, physical environment, and resident care and quality of life.

Study materials you will receive:

"Practice Questions and Answers on Nursing Home Administration" by John T. Cirm, Ph.D. written in the same multiple-choice format used in the licensure exam.

"Review Manual for the National Part of the Licensure Examination" by John T. Cirm, Ph.D. is a two-binder set containing overviews of human resources management and financial management in the nursing home; a glossary of long term care terms; outlines of the Medicare and Medicaid programs, federal employment laws, and the Life Safety Code; and readings on infection control, activity programming, resident-centered care, and numerous other topics addressed by the NAB Exam. Federal materials include the certification standards, all the survey guidance, and the survey protocol.

DAY TWO

February 15 and March 24 will focus on materials covered by the state supplemental part of the exam, primarily the Illinois licensing rules for skilled nursing facilities. **BRING A CALCULATOR** for the practice exercises on calculation of minimum nurse staffing.

Study materials you will receive:

The Illinois *Skilled Nursing and Intermediate Care Facilities Code*, specially underlined and annotated for exam preparation, along with a set of study outlines and a collection of 550 practice questions and answers.

AGENDA

8:00	-	8:30	Registration and continental breakfast
8:30	-	12:00	Review (Day One)
9:00	-	12:00	Review (Day Two)
12:00	-	1:00	Plated lunch
1:00	-	7:00	Review (Day One)
1:00	-	5:30	Review (Day Two)

CONTINUING EDUCATION

Illinois nursing home administrators who attend this course will earn 9 CEs for Day One and 6.5 CEs for Day Two.

OBJECTIVES

To provide assistance in passing the Illinois Licensure Examination for nursing home administrators through:

- Intensive lectures on basic principles of nursing home administration;
- Spotlighting and explanation of the "testable" provisions of the Illinois Minimum Standards; and
- Practice tests aimed at improving test-taking skills.

LOCATIONS

SPRINGFIELD (February 14 and 15)

Northfield Inn, Suites and Conference Center Δ 3280 Northfield Dr. Δ 217.523.7900
Take I-55 to Sangamon Ave. (exit 100-B). At stop light turn right onto Dirksen Parkway. Proceed north for approximately 1/4 mile. Turn right onto Northfield Dr. Hotel will be on the right. A block of sleeping rooms is available. Mention IHCA to get a discounted rate of \$79 per night (tax additional). Rooms must be reserved by January 29 to receive the discounted rate.

LISLE (March 10 and March 24)

Hilton Lisle/Naperville Δ 3003 Corporate West Dr. Δ 630.505.0900
From I-88 (Reagan Tollway), take Naperville Road exit. At first stoplight, turn right onto Freedom Drive. Go to next stoplight and turn right onto Warrenville Road. Go straight through next light (at intersection with Naperville Road) and continue 1/4 mile. Turn right onto hotel property.

INSTRUCTOR

John T. Cirm, Ph.D., has had experience as both an administrator and an educator. Throughout 1992, he was Assistant Administrator of Peace Memorial Home, a 242-bed skilled nursing facility in Evergreen Park, Illinois. Prior to that, he spent 13 years as a full-time professor on the faculty of university departments of health administration, and taught courses on nursing home administration for seven of those years. For the fifteen years from 1996 to 2011, John was an adjunct instructor for the College of DuPage, teaching a sequence of three home-study courses on nursing home administration. He completed an administrative internship at a skilled nursing facility, and received an Illinois NHA license in 1985. Since then, he has conducted the Review Course 197 times. He is author of the chapter on financial management in the *NAB Study Guide*. John is also author of *Long-Term Care Human Resources Management: The Personnel Touch*, published in 1990 by the Association of University Programs in Health Administration.

RETAKE POLICY*

If you wish to retake the course for any reason, you may do so at a reduced rate within one year of the date of the original course. The fee covers food and material costs.

If you are retaking this course, you are required to bring binders used at the previous course attended. Only updates to the binders will be provided.

EXAM APPLICATION

The NHA licensing exam has two components, a national exam and a state supplemental exam. Unless you have already passed the national exam in another state, you must register for and pass both of these exams in order to pass the exam as a whole and receive an Illinois license.

The national portion of the exam (the NAB exam) is a computer-based test that is taken at the candidate's choice of any one of several Prometric Technology Centers located throughout the state. The date must be scheduled by the candidate and must fall within 60 days of receipt of an "Authorization to Test" e-mail message.

The Illinois supplemental portion of the exam is a pencil-and-paper test that can only be taken on a certain date once each quarter at one site. The site alternates between Springfield and the Chicago area. The next state supplemental exam is scheduled for April 12, 2012 in Springfield. The deadline for filing an exam application is February 11, 2012.

To obtain candidate's guides and an application form for the exam and licensure, phone the Illinois Department of Financial and Professional Regulation at 217-782-8556, or order them online at the IDFPR's web site: www.idfpr.com. At this web site, one can also download a copy of the application form and find the Illinois NHA Licensing Act and rules. To download or view online the candidate's handbook to the NAB exam, visit www.nabweb.org. To register for both parts of the exam, one must (a) submit a paper application form and two fees to Continental Testing Service, and (b) register online for the NAB exam, which entails payment of a third fee by credit card.

REGISTRATION POLICIES

- If you wish to receive an acknowledgment through the mail, include a self-addressed, stamped envelope with your fee.
- Fee includes refreshment breaks, lunch and handouts.
- Refunds will be honored if requested five business days prior to the course for which you are registered. No refunds will be honored after that date, however, substitutions are accepted without prior notification to IHCA.
- Registration will not be guaranteed without payment. Persons who have paid in full will have priority for available seats over those who have not paid in full or persons that register on site.
- Phone registrations will not be accepted. Mail your registration early. Registrations may be faxed (with credit card payment) to 217-528-0452.
- For more information, please contact the IHCA office at 800-252-8988 or 217-528-6455.

SPONSORSHIPS

The Illinois Health Care Association, Illinois Hospital Association, and Illinois Council on Long Term Care are co-sponsors of this course. Members of these associations may attend at the member rate.

Review Course Registration – February / March 2012

FEES	One Day	Two Days
Members	\$225	\$345
Non-Members	\$325	\$595
Retake	\$110*	\$165*

Full-time students qualify for the member rate.

Check Member Affiliation

IHCA IHA ICLTC

PARTICIPANT (please type or print clearly)

Name _____
 Facility _____
 Address _____
 City _____ State _____ ZIP _____
 Phone () _____
 E-mail Address: _____
 License Number: _____

Are you already a licensed administrator? Yes No
 Which site will you attend? Springfield Lisle
 (February 14 & 15) (March 10 & 24)

Mark those that apply:

- I will attend both days.
 I will attend Day One only (February 14 or March 10).
 I will attend Day Two only (February 15 or March 24).
 This is the first time I will attend the course.

I am retaking the course (see retake policy section). I attended the _____ course originally.

PAYMENT

Registration fee \$ _____

Add \$25 for registrations submitted less than five business days prior to the presentation you will attend.

Total amount due \$ _____

- Check enclosed (payable to IHCA)
 Charge to: Visa MasterCard American Exp.

Account # _____

Exp. Date _____

Signature _____

Please list any dietary restrictions: _____

Return with Payment to:

Illinois Health Care Association
 1029 South Fourth Street
 Springfield, IL 62703-2224

OR

Fax to: 217-528-0452

OR

Register online at:
www.ihca.com/education/seminar/

AMOUNT	CK#/ CC	MEMBER STATUS	DATE