

NURSING HOME ADMINISTRATION - GRADUATE CERTIFICATE

College of Education Health and Human Services
School of Lifespan Development and Educational Sciences
www.kent.edu/ehhs/ldes

About This Program

The Nursing Home Administration graduate certificate offers courses in management, finance, marketing and more, all focused on the unique needs of nursing home administration. With flexible online coursework and experienced faculty, you'll gain the knowledge and skills needed to effectively manage a nursing home and other senior living services to improve the quality of care for its residents. Graduates of the program are eligible to apply for NHA and HSE licensure. Read more...

Contact Information

- **Donna Alexander** | dalexa2@kent.edu | 330-672-2854 (Kent) | 330-244-3525 (Stark)
- Connect with an Admissions Counselor: U.S. Student | International Student

Program Delivery

- **Delivery:**
 - In person
- **Location:**
 - Kent Campus
 - Stark Campus

Examples of Possible Careers and Salaries*

Medical and health services managers

- 31.5% much faster than the average
- 422,300 number of jobs
- \$104,280 potential earnings

* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

For more information about graduate admissions, visit the graduate admission website. For more information on international admissions, visit the international admission website.

Admission Requirements

- Bachelor's degree from an accredited college or university
- Minimum 3.000 GPA on a 4.000-point scale
- Official transcript(s)

- Questions in Anticipation of Licensure form
- Statement of personal goals and professional objectives
- Documented experience and/or coursework in the field of aging or a related field
- Two letters of recommendation
- English language proficiency - all international students must provide proof of English language proficiency (unless they meet specific exceptions to waive) by earning one of the following:¹
 - Minimum 79 TOEFL iBT score
 - Minimum 6.5 IELTS score
 - Minimum 58 PTE score
 - Minimum 110 DET score

¹ International applicants who do not meet the above test scores will not be considered for admission.

Application Deadlines

- **Fall Semester**
 - Rolling admissions
- **Spring Semester**
 - Rolling admissions
- **Summer Term**
 - Rolling admissions

Program Requirements

Certificate Requirements

Code	Title	Credit Hours
Certificate Requirements		
LTCA 54032	LONG-TERM CARE ADMINISTRATION I (min B-grade)	3
LTCA 63092	INTERNSHIP IN NURSING HOME ADMINISTRATOR/HEALTH SERVICES EXECUTIVE I (min B grade)	6
LTCA 63192	INTERNSHIP IN NURSING HOME ADMINISTRATOR/HEALTH SERVICES EXECUTIVE II	6
Certificate Elective, choose from the following:		3
ARCH 55640	DEVELOPING ENVIRONMENTS FOR OLDER ADULTS	
GERO 61191	INTERDISCIPLINARY SEMINAR IN GERONTOLOGY	
HDF 54039	BEREAVEMENT AND LOSS	
HPM 63003	HEALTH CARE SYSTEMS	
PADM 60574	STRATEGIC PLANNING	
SOC 52010	DEATH AND DYING	
Related Course with Advisor Approval		
Minimum Total Credit Hours:		18

¹ LTCA 54032 recommended to be taken prior to LTCA 63092 and LTCA 63192.

² Internship enrollment by permission only. LTCA 63092 and LTCA 63192 must be completed consecutively.

Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
3.000	3.000

- Minimum 3.000 GPA must be maintained throughout the program.
- Students may be required to successfully complete a 40 hour volunteer experience at a skilled nursing facility if missing from their current academic or work experience.
- State/Federal background checks may be required for some internship sites. Results indicating one of the disqualifying offenses, whether expunged or current, may result in the inability to be placed at a skilled nursing facility for the required internship hours and may prevent the applicant from applying for licensure required to operate a skilled nursing facility or assisted living facility. Contact the Ohio Board of Executives of Long Term Services and Supports (BELTSS) for licensure eligibility with a disqualifying offense. Please see faculty advisor for more information.

Roadmap

This roadmap is a recommended semester-by-semester plan of study for this program. Students will work with their advisor to develop a sequence based on their academic goals and history. Courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
LTCA 54032	LONG-TERM CARE ADMINISTRATION I	3
LTCA 63092	INTERNSHIP IN NURSING HOME ADMINISTRATOR/HEALTH SERVICES EXECUTIVE I	6
Credit Hours		9
Semester Two		Credits
LTCA 63192	INTERNSHIP IN NURSING HOME ADMINISTRATOR/HEALTH SERVICES EXECUTIVE II	6
Certificate Elective		3
Credit Hours		9
Minimum Total Credit Hours:		18

Program Learning Outcomes

Graduates of this program will be able to:

1. Demonstrate understanding of the Domains of Practice as established by National Association of Long Term Care Administrator Boards in order to successfully pass the nursing home administrator licensure exams.
2. Demonstrate mastery of the Domains of Practice as evidenced by passing the online practice exams.
3. Earn the Certified Dementia Practitioner (CDP) credential.

Graduate Certificate Policy for the College of Education, Health and Human Services

- Students seeking a graduate certificate must maintain a minimum 3.000 grade point average. A graduate certificate student who receives a combination of more than 8 credit hours of B- or lower grades, or more than 4 credit hours of grades lower than C is subject to dismissal. Students who are unable to maintain academic standards of the College are subject to dismissal for academic

reasons. Grades of C- or below are not counted toward completion of the certificate.

- Certificates must be completed within six years after the first graduate enrollment.
- No more than 2 credit hours of workshop may be used toward a certificate.
- Before being eligible to be awarded a Certificate, students must be admitted to the Certificate program.
- Students currently in a graduate degree program may also apply to a certificate program. Their degree seeking coursework may be applied to the certificate coursework with advisor approval. The courses must be completed within six years and satisfy certificate course requirements.
- Students who have a previous graduate degree and are not currently seeking another graduate degree may transfer a maximum 6 credit hours with advisor approval. These credits may include hours from another KSU program, or from another accredited institution, if the following conditions are met: (1) courses were at the graduate level; (2) a grade of "A" or "B" was earned; (3) credit will be less than six years old at the time the certificate is conferred at Kent; and (4) student was admitted as a graduate student at the time the course was taken.
- Some program areas may be more restrictive. Students are advised to consult their program.

Full Description

The Nursing Home Administration graduate certificate prepares individuals to apply managerial principles to the administration of nursing homes, assisted living facilities, adult day care, home health services, senior living communities, retirement communities and other long-term services and supports. Individualized coursework may include instruction in social and clinical aspects of aging, health care delivery systems, long-term care administration, aging policy and government programs, ethics, business management, financial management, human resource management, marketing and applicable laws and regulations.

The program prepares graduates for the national and state licensure examinations required in the State of Ohio to become a Licensed Nursing Home Administrator (LNHA). Once licensed, individuals are qualified to lead organizations in the field of long-term care services and supports. The certificate is particularly appropriate for graduate students from any discipline who are interested in long-term care, but also for individuals currently working in the long-term care field who wish to advance their career as an executive of long-term care services and supports.

Students should be able to complete the certificate within one academic year or three semesters. The certificate includes an internship as required by the State of Ohio in a skilled nursing facility.

Professional Licensure Disclosure

This program is designed to prepare students to sit for applicable licensure or certification in Ohio. If you plan to pursue licensure or certification in a state other than Ohio, please review state educational requirements for licensure or certification and contact information for state licensing boards at Kent State's website for professional licensure disclosure.