NURSING HOME ADMINISTRATION - GRADUATE CERTIFICATE

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

Examples of Possible Careers*
Medical and health services managers
- 31.5% much faster than the average
- 422,300 number of jobs
- $104,280 potential earnings

Contact Information
- Program Coordinator: Donna Alexander | dalexa2@kent.edu |
  330-672-2854 (Kent) | 330-244-3525 (Stark)
- Chat with an Admissions Counselor

Fully Offered
- Kent Campus
- Stark Campus

Admission Terms
- Fall
- Spring
- Summer

*Note
Source of occupation titles and labor data is 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.

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. Additionally, 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. It 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 a practicum as required
by the State of Ohio in a skilled nursing facility.

Admission Requirements
- Bachelor’s degree from an accredited college or university
- Official transcript(s)
- Two letters of recommendation
- Minimum 3.00 GPA
- Questions in Anticipation of Licensure form
- Statement of personal goals and professional objectives
- Documented experience and/or coursework in human development
  and family studies related area

For more information about graduate admission, please visit the
Graduate Studies website.

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.

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.

## Program Requirements

### Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>LTCA 54032</td>
<td>LONG-TERM CARE ADMINISTRATION I</td>
<td>3</td>
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<tr>
<td>LTCA 63092</td>
<td>PRACTICUM IN NURSING HOME ADMINISTRATION I</td>
<td>6</td>
</tr>
<tr>
<td>LTCA 63192</td>
<td>PRACTICUM IN NURSING HOME ADMINISTRATION II</td>
<td>6</td>
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<tr>
<td></td>
<td>Certificate Electives, choose from the following:</td>
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<tr>
<td>ARCH 55640</td>
<td>DEVELOPING ENVIRONMENTS FOR OLDER ADULTS</td>
<td></td>
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<tr>
<td>GER 61191</td>
<td>INTERDISCIPLINARY SEMINAR IN GERONTOLOGY</td>
<td></td>
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<tr>
<td>HDFS 54039</td>
<td>BEREAVEMENT, TRAUMA AND OTHER LOSSES</td>
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<tr>
<td>HPM 53003</td>
<td>HEALTH CARE SYSTEMS</td>
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<tr>
<td>PADM 60574</td>
<td>STRATEGIC PLANNING</td>
<td></td>
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<tr>
<td>SOC 52010</td>
<td>DEATH AND DYING</td>
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<td>Related Course with Advisor Approval</td>
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Minimum Total Credit Hours: 18

1. LTCA 54032 recommended to be taken prior to LTCA 63092 and LTCA 63192.
2. Practicum enrollment by permission only. LTCA 63092 and LTCA 63192 must be completed consecutively.

## Graduation Requirements

<table>
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<tr>
<th>Minimum Certificate GPA</th>
<th>Minimum Overall GPA</th>
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<td>3.000</td>
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• 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.

## Program Notes

• State/Federal background checks may be required for some practicum/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 practicum credit hours and may prevent the applicant from applying for licensure required to operate a skilled nursing facility or assisted living facility. Contact 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.