



LOUISIANA
 ASSISTED LIVING ASSOCIATION
www.lalaonline.org

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REQUEST TO TAKE CONTINUING EDUCATION COURSE

§6867 **Continuing Education for Directors.** All directors shall obtain 12 continuing education units per year that has been approved. Topics shall include, but shall not be limited to:

1. person-centered care;
2. specialty training in the population served;
3. supervisory/ management techniques; and/or
4. geriatrics

Additionally, for level 4 ARCPs the director shall have successfully completed an adult residential care/assisted living director certification/training program consisting of, at a minimum, 12 hours of training that has been approved.

NOTE: If the organization offering your continuing education has not had it approved by LALA / §6865. organization, you may make an individual request with this form. You must attach program information showing content, agenda, date, instructors, etc. Attach \$50.00 per course to the application for review and approval. (Payable to LALA) Note: Payments may be made by credit card. Call office for details.

1. Date of Request: _____
2. Course Title(s): _____
3. Organization(s) offering course: _____
- _____
4. Address: _____
 Phone: _____ e-mail: _____
5. Number of Clock Hours requested (full and half hours, only): _____
6. Date(s) of CEU: _____
7. Meeting Place(s) of CEU: _____
8. Name of Instructor(s): _____

NOTE: Attach of brief course description, agenda and brief description of each instructor’s qualifications. DO NOT send detailed curriculum vitae.

Your Name: _____

Address: _____

Phone / Fax / Email: _____

Approved Hours: _____

Sharla Aloisio, CEO/ Executive Director

Date Approved: _____ Date Paid: _____ Ck #: _____