



STATE OF MARYLAND  
**DHMH**

**Maryland Department of Health and Mental Hygiene**

Office of Health Care Quality

Spring Grove Center · Bland Bryant Building

55 Wade Avenue · Catonsville, Maryland 21228-4663

Martin O'Malley, Governor - Anthony G. Brown, Lt. Governor - Joshua M. Sharfstein M.D., Secretary

**Transmittal: AL-13-0002**

To: All Assisted Living Providers  
From: Cheryl Reddick, RN, MAS, Assisted Living Program Manager *CR*  
Date: July 11, 2013  
RE: Clarification on the 20 Hours of Continuing Education Training for Assisted Living Managers

The Office of Health Care Quality (OHCQ) has received questions from the assisted living managers regarding acceptable practice when meeting the requirement for 20 hours of continuing education. COMAR 10.07.14 .16C requires that an assisted living manager employed in a program licensed for five (5) or more beds complete twenty (20) hours of Department approved continuing education every two years. Some providers have interpreted this regulation as met when they participate in the routine, annual training specified under COMAR 10.07.14 .15 A(1)(i).

It is the expectation of OHCQ that assisted living managers exceed the annual training requirements and select training opportunities that will improve their management skills, enhance their understanding of the specific needs of the resident population that they serve, and attend trainings that will increase their understanding of the regulatory requirements of COMAR 10.07.14, regulations for the Assisted Living Program. Managers with three (3) years experience as an Assisted Living Manager and who qualify to teach their own staff the required annual training must also attend refresher courses annually to ensure that their training content is current and reflects acceptable standards of practice.

OHCQ surveyors have been instructed to strongly encourage these directives as future regulatory requirements (draft regulations) will require them.

If you have additional questions, you may contact our help desk at 410-402-8217.

Thank you for your time and attention to this matter.

Cc: Patricia Tomsko Nay, MD, Acting Executive Director, OHCQ  
Emma Hambright, Deputy Director for Community Programs, OHCQ