

# NURSING HOME ADMINISTRATION/HEALTH SERVICES EXECUTIVE - GRADUATE CERTIFICATE

College of Public Health and Health Sciences  
www.kent.edu/publichealth

## About This Program

The Nursing Home Administration/Health Services Executive 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 will 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** | dalex2@kent.edu | 330-672-2854 (Kent) | 330-244-3525 (Stark)
- Connect with an Admissions Counselor

## Program Delivery

- **Delivery:**
  - Fully online
  - Mostly online
  - In person
- **Location:**
  - Kent 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)<sup>1</sup> by earning one of the following:
  - Minimum 79 TOEFL iBT score
  - Minimum 6.5 IELTS score
  - Minimum 58 PTE score
  - Minimum 110 DET score

<sup>1</sup> 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
<b>Certificate Requirements</b>		
LTCA 54032	LONG-TERM CARE ADMINISTRATION I (min B-grade) <sup>1</sup>	3
LTCA 63092	INTERNSHIP ADMINISTRATOR RESIDENCY I (min B grade) <sup>2</sup>	6
LTCA 63192	INTERNSHIP ADMINISTRATOR RESIDENCY II <sup>2</sup>	6
Certificate Elective, choose from the following:		3
HDF 54032	NONPROFIT FUNDRAISING AND GRANTWRITING	
HDF 54039	BEREAVEMENT AND LOSS	
HPM 63003	HEALTH CARE SYSTEMS	
HPM 63008	HEALTHCARE PRIVACY AND SECURITY	
HPM 63009	HEALTHCARE COMPLIANCE I	
HPM 63010	HEALTHCARE COMPLIANCE II	
LTCA 54033	LONG-TERM CARE ADMINISTRATION II	
PADM 60375	PUBLIC PERSONNEL ADMINISTRATION	
PADM 60477	NONPROFIT FINANCIAL RESOURCE DEVELOPMENT	
PADM 60574	STRATEGIC PLANNING	

**Minimum Total Credit Hours: 18**

<sup>1</sup> LTCA 54032 recommended to be taken prior to LTCA 63092 and LTCA 63192.

<sup>2</sup> Internship enrollment by permission only. LTCA 63092 and LTCA 63192 must be completed consecutively.

## Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
-	3.000

- Students may be required to successfully complete a volunteer experience at a skilled nursing facility if missing from their current academic or work experience.

## 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 ADMINISTRATOR RESIDENCY I	6
<b>Credit Hours</b>		<b>9</b>
Semester Two		Credits
LTCA 63192	INTERNSHIP ADMINISTRATOR RESIDENCY II	6
Certificate Elective		3
<b>Credit Hours</b>		<b>9</b>
<b>Minimum Total Credit Hours:</b>		<b>18</b>

## Program Learning Outcomes

Graduates of this program will be able to:

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

## Full Description

The Nursing Home Administration/Health Services Executive 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 certificate prepares graduates for the national 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 program 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 program 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.