



OANHSS ADMINISTRATOR CERTIFICATION

Recertification Requirements

In order to maintain the OANHSS Administrator Certification, those who are currently Certified must demonstrate an on-going commitment to the continuing professional development of their leadership and managerial knowledge and skills in the long term care field. This is demonstrated through participating in learning activities as defined as appropriate by the Association. It is expected that applicants for recertification must be employed within the four (4) years preceding the certification or recertification expiry date. In addition, the Administrator Certification is valid for two (2) years. Failure to maintain one's certification will result in the loss of certification status by such individual.

The OANHSS Administrator Certification is valid for two years and requires a commitment to the continual development of skills in the long term care field by participating in academic endeavours as defined through the Association.

RECERTIFICATION REQUIREMENTS

Recertification requirements are as follows:

1. Continued management practice in the long term care field or equivalent within the four (4) years preceding the expiration of your OANHSS Administrator Certification. Please see Timeline on page 3 for the expiry date. We ask that you confirm your position of employment in the attached Log Book. If unemployed, please record any relevant work experience obtained within the four year period in the Log Book.
2. Continued professional development of your leadership and managerial knowledge and skills. This is demonstrated by accumulating a minimum of 100 points¹ by participating in activities related to the long term care field over the two (2) year recertification period, comprised of the two years preceding the expiry of your OANHSS Administrator Certification. Please see Timeline on page 3 for the two-year recertification period.

Any professional development prior to these two years will not be credited. Regardless of whether the Applicant submits the application prior to or past the expiry date, the period that is taken into consideration is comprised of the two years preceding the expiry date, as stated above.

¹ Applicants are encouraged to balance fifty (50) points per year. However, this is *not* a requirement.

We ask that you record your participation in the various professional development activities in the attached Log Book. It should be noted that OANHSS will assess the activities that you list and award points as deemed appropriate. We suggest that you retain supporting documentation, such as that confirming attendance or course outline. **IMPORTANT: Do not** attach or enclose supporting documentation with your recertification submission to OANHSS. However, it is important that this documentation be available *if requested by* OANHSS.

3. Complete the attached Recertification Form.
4. Send your recertification submission, including the:
 - Recertification Form,
 - Log Book, and
 - cheque for payment of administration fee (see below)

to OANHSS by the designated deadline (please see Timeline on page 3 for recertification submission deadline). We will be processing your submission within two (2) months prior to your certification or recertification expiry date. However, feel free to send in the information at any time prior to this deadline.

ADMINISTRATION FEE

Administration Fee: \$85

If the Applicant fails to qualify for recertification, the fee is not refunded. Cheques should be made payable to the Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS).

INSTRUCTIONS

- Please read all information carefully before completing both the Recertification Form and the Log Book.
- Please type or print clearly on the Recertification Form and the Log Book.
- The information must be complete.

INQUIRIES

If you have any questions, please call Stuart Sweeney at (905) 851-8821 ext. 240 or e-mail ssweeney@oanhss.org

SENDING COMPLETED FORMS

Send all completed forms to: OANHSS
7050 Weston Rd., Suite 700
Woodbridge, Ontario
L4L 8G7

TIMELINE

- The **two-year recertification period** for your OANHSS Administrator Certification begins in September. At this time, you are given either a certificate (upon certification) or a letter of confirmation (upon recertification). All certified individuals are also given a copy of the Recertification Requirements and a sample copy of the log book. The recertification period ends on August 31, two years after its commencement.
- Halfway through your recertification period, in September, a **reminder letter** is sent to you indicating that you have one more year to accumulate 100 points before your certification or recertification expires.
- In May, four months prior to your Certification expiration, you receive your **recertification package**, including Recertification Requirements, a Recertification Form and a Log Book to complete for submission.
- By July 15 in the year that your Certification expires, your **recertification submission is due**, i.e. the completed Log Book, the Recertification Form, and the administration fee.
- On August 31, two years following the beginning of your certification or recertification, your **OANHSS Administrator Certification expires**. Upon completing the evaluation of your recertification submission, a letter stating your recertification status is mailed to you. (Note: a new certificate is not issued; the letter endorses your recertification.)