

From: nab@nabweb.org
To: [Kate Battiato](#)
Subject: NAB: Program Approval Email (A112191)
Date: Tuesday, April 8, 2025 8:01:24 AM

Dear LeadingAge Wisconsin,

The National Continuing Education Review Service (NCERS) of the National Association of Long Term Care Administrator Boards (NAB) has approved the below program as follows:

Title: Nutrition Services - Hot Topics and How to Avoid Common Citations

Program Hours approved: 4
Approval Start Date: 5/6/2025
Expiration Date: 5/5/2026
Site Start Date: 5/6/2025
Site End Date: 5/6/2025
Program Approval Code: 20260505-4-A112191-IN
Participant Hours approved: 2

If any of the above information is not as expected, please reply to this email as soon as possible.

Important Notes Regarding Your Approval Number:

- If this program will be offered at more than this initial approved site &/or date, additional sites must be added prior to being held, if not a late fee per additional site will be added.
- NAB CE Providers MUST report completed CEs to the NAB CE Registry within 30 days of the completion date or “no attendance” to avoid suspension.
- This program has been approved as submitted and no content data can be changed.
- If there is a change to an approved speaker, enter substitute into your speaker database and email nab@nabweb.org. They must present the approved content.
- If part of the agenda is modified or cancelled, you are no longer authorized to issue a CE for that specific agenda item.
- For directions see [NAB NCERS CE Provider User Guide.pdf](#).
- NAB approved programs should include the following statement on promotional, registration and certification materials:
This program has been approved for Continuing Education for xx total participant hours by NAB/NCERS—Approval #xxxxxx-xxx-xxxxx-xx.

Please remember the following fees still stand:

- A late program fee will be charged if a standard member submits a program less than 45 days in advanced, or a program renewal less than 10 days in advance, or if a Certified CE Provider submits a program/renewal less than 3 days in advanced.
- Non-Compliance Fees for NCERS CE Providers include a late fee per additional site that is not entered into the NCERS system on or before the program date. A reactivation fee for any CE Provider whose membership has been suspended due to not reporting attendance, to be charged each time a suspension occurs.

Please note: On January 6, 2025, increases to NCERS non-compliance fees will go into effect. Please see more information, including the new rates, here: <https://www.nabweb.org/ce-provider/ncers-membership>.

We welcome the opportunity to work with you in the future and hope you will not hesitate to contact this office whenever we can be of assistance.

Thank You,

NAB Staff

National Association of Long Term Care Administrator Boards

1120 20th Street, NW, Suite 750

Washington, DC 20036-3441, USA

Tel: 202-712-9040, Fax: 202-216-9646

nab@nabweb.org, www.nabweb.org

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