

NAB CEs for California NHAs



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NAB Administrator User Guide





NAB CE Registry

- California NHAs have complimentary access to the NAB CE Registry
- The Registry holds credits approved by NAB's National Continuing Education Review Service (NCERS) and non-NCERS approved credits



NAB CE Registry

The CE Registry:

- Allows NHAs to track all CEs electronically
- Allows CDPH/NHAP to verify CEs earned for licensure renewal
- Eliminates printed CE certificates for NAB approved events

Sign up for a NABVerify Account

Access **NABVerify** from the member login section of the NAB website

<https://www.nabweb.org/home>

No NAB account?

➤ Choose “Not a Member? Sign Up!”

Login

Use the fields below to access our hidden section.

Username:

Password:

Login

[Forgot Password](#)

[Not a member? Sign Up!](#)



Create a CE Registry

Credits cannot be uploaded by an individual licensee or by a NAB sponsor until the individual:

- Creates an account, and;
- Has a NAB CE Registry ID number

NAB ID

- When signing into Educational Events you will need to include your NAB ID
- NAB ID number is utilized by the Event sponsor to report your attendance.

Non-Approved NCERS CE Providers

- QCHF is **required** to upload attendance records into the Registry within 30 days of an approved course being completed.
- Non NCERS approved courses can be entered by the NHA.



Entering Events into your CE Registry

- NCERS/NAB Approved Programs will be entered by the event sponsor
- **YOU** will need to add Non-NCERS Programs to your CE Registry
 - Sponsor
 - Program Title
 - Completion Date
 - Completed Hours



Renewal Process for an CA Active License

- To request an Active renewal, proof of the licensee's program-approved continuing education hours are required.
- [CDPH/NHAP NHA License Renewal Information](#)
- To renew in the Active status, the licensee must submit:
 - A completed [License Renewal Form \(CDPH 512\)](#) (PDF) with the Active box checked
 - Forty (40) hours of CEUs

Continuing Education (CE)

I have successfully completed **forty (40)** hours of CE during my last license period and want an active license. You must provide the NHAP with *photocopied CE certificates of completion* **or** *CE certificates uploaded to the National Continuing Education Review Service (NCERS)* system to prove CE compliance.



CDPH/NHAP “P” Credits

Ten (10) hours of the CEUs must be in the area of **patient care** or **aging**.

- **Patient Care:** Courses relate to care of the patient, which may include elements of the physical, psychological or sociological aspects of care.
- **Aging:** Courses relate to the processes and facets of aging, and any biological, mental and sociological implications.