



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

TO: Education Providers and Other Interested Parties

FROM: Holly Kinney, Chief, Curriculum and Officer Review Bureau

DATE: August 24, 2022

RE: Revised Eight-Hour Long-Term Care Course Outline and Attachments

The California Department of Insurance (CDI) recently approved the Commissioner-appointed Curriculum Board's proposed revisions to the Eight-Hour Long-Term Care (LTC) Course Outline (Course Outline) and its attachments. The revised Course Outline and attachments are available on CDI's [Resident – Provider Continuing Education Courses, Outlines and Materials](#) webpage.

Instructions for Submitting an Eight-Hour LTC Course Renewal

Due to the substantial revisions made to the Course Outline and its attachments, education providers must submit their updated course curriculum at the time they renew these courses.

The following are the required items to be submitted to CDI to renew this course to ensure the course renewal can be processed in a timely manner:

- 1) A completed provider course renewal letter, LIC 446-38, which is provided online to education providers
- 2) Updated continuing education course materials
- 3) A document that cross-references the updated training material to the revised Course Outline.
- 4) A renewal filing fee of \$15 for each course

Instructions for Submitting a New Eight-Hour LTC Course

Effective immediately, continuing education providers submitting a new Eight-Hour LTC Course must submit the following items to CDI to ensure a timely review of the new course:

- 1) A completed Prelicensing/Continuing Education Program Course Approval Application, [LIC 446-3](#)
- 2) Eight-Hour LTC Course materials
- 3) A document that cross-references your training material to the revised Course Outline
- 4) A filing fee of \$41

For any questions regarding this Notice or to receive a copy of the edited versions of the revised course outline and its attachments, please email CDI's Curriculum Review Section at CDI.Education@insurance.ca.gov or contact the Curriculum Review Section's Education Unit at (916) 492-3064.