



RICARDO LARA
CALIFORNIA INSURANCE COMMISSIONER

NOTICE

TO: Education Providers and Other Interested Parties
FROM: Curriculum and Licensing Background Bureau
DATE: April 30, 2025
SUBJECT: Revised Eight-Hour Long-Term Care Course Outline and Attachment V

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

Instructions for Submitting an Eight-Hour LTC Course Renewal

Due to the revisions made to the Course Outline and Attachment V, 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 the Department to ensure course renewals 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 the Department 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 the Department's Curriculum Review Section at CDI.Education@insurance.ca.gov or contact the Curriculum Review Section's Education Unit at (916) 492-3064.