



## CERTIFIED ASSISTED LIVING DIRECTOR (CALD) CERTIFICATION RENEWAL APPLICATION

### REQUIREMENTS:

- All CALD certifications are up for renewal on October 31, 2021.
- This cycle runs from November 1, 2018 – October 31, 2021.
- Renewal is valid for 3 years.
- Renewals require 30 CEs, with an average of 10 hours earned per year, to qualify for renewal.

#### Exceptions:

1. If this is your first renewal period, required CE's are prorated based on when you received certification. Reference the chart on page two to determine the number of CE's required for renewal.
2. If you received your CALD this year (Jan. 1, 2021 – Oct. 31, 2021) you will not renew until October 31, 2024.

### RENEWAL INFORMATION:

All renewal requirements must be met by October 31, 2021.

#### **If the deadline is not met, you will no longer be a MCAL Certified Assisted Living Director.**

A 60-day late renewal period allows you to use this form to renew until 12/31/2021; however you must complete all renewal requirements and pay a \$50 late fee.

Renewal can be completed online at [www.mcal.org/education/cald/renewal](http://www.mcal.org/education/cald/renewal) – credit card payment is required with online submission. To pay renewal fees with check or money order, complete this form and mail along with payment to:

MCAL CALD Renewal  
7413 Westshire Dr.  
Lansing, MI 48917

*(Checks/Money Orders should be made payable to MCAL)*

### CONTINUED EDUCATION (CE) REPORTING:

For auditing purposes, each certified assisted living director is responsible for keeping records and certificates to determine the total number of hours earned. MCAL does not collect and store this information but reserves the option to request proof of continuing education for audit purposes from any CALD applying for renewal. MCAL will conduct periodic audits at random.

#### *The following instructions are to assist you in reporting your continuing education (CE):*

1. If the program is focused on assisted living (HFA, AFC or senior housing) but does not contain a state of Michigan or NAB approval number you must retain and submit (if audited) a certificate of attendance or proof of attendance provided by the educational organization or trainer which contains the attendee name and the number of class hours excluding breaks or lunch.
2. Programs that have been approved by the NAB or by the state of Michigan for AFC or for NHA purposes should have an approval number included on the proof of attendance. Programs approved for NHA must have educational objectives and content that are applicable to assisted living in order to qualify for CALD CEs.
3. If the continuing education is a college course focused on assisted living, report both the course name and the institution. Calculate CE credit as follows:
  - a. For term hours: 1 college credit X 10 term hours = 10 clock hours.  
*Example: a 3 credit course would equal 30 hours.*
  - b. For semester hours: 1 college credit x 15 semester hours = 15 clock hours.  
*Example: a 3-credit course would equal 45 hours.*
4. Up to 20 hours of the 30 hours CE may be earned through self-study courses.
5. **Do not send attendance certificates with renewal application and fee.**



**PART 1: Contact Information**

Complete this form in its entirety. Failure to do so will result in processing delays.

Amount Due Now	Due Date	Amount After Due Date
\$ 95.00	10/31/2021	\$ 145.00

Name:	
Certification Number	Phone Number (8:00 a.m.–5:00 p.m.)
Personal Cell Phone Number	

Home Address		
City	State	Zip Code
Personal Email Address		

Facility/Company		
Title		
Work Address		
City	State	Zip Code
Work Email		

**CE CALCULATION CHART (First Time Renewals Only):**

If this is your first renewal period and you are renewing with less than three years of CE's, required CE's are prorated based on when you received certification. Use this chart to determine the number of CE's required for renewal based on the month/year you received your initial certification.

Round up to the nearest whole number.

3-year Audit	Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Year Total
Year 1											0.83	0.83	2
Year 2	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	10
Year 3	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	10
Year 4	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83			8
													30



# Michigan Center for Assisted Living CERTIFIED ASSISTED LIVING DIRECTOR (CALD)

*\*this form is required with all renewals*

## PART 2: CONTINUED EDUCATION (CE) REPORTING

Use this form to submit your CE's earned during this renewal cycle. If renewing online, upload your CE report when prompted to do so at [www.mcal.org/education/cald/renewal](http://www.mcal.org/education/cald/renewal). If mailing in your renewal, you must complete this form and include it with your renewal application.

**List continuing education below. Failure to provide this information may result in the denial of your renewal.**

Program Title if not a state of MI or NAB approved course	Clock Hours Earned	Program Approval # (9799-xxx or NAB # Only)	Clock Hours Earned	University/College Name Course Title (Courses must have been relevant to the administration of a nursing home)	Credit Hours Earned	X	10 Term or 15 Semester Hours	=	Clock Hours Earned
<b>Total open course hours</b>		<b>Total MI / NAB hours</b>							
<b>Total open course hours</b>				<b>Total MI / NAB hours</b>					
<b>Name:</b>				<b>Total clock hours earned from college or university courses</b>					
<b>CALD Certification Number:</b>				<b>TOTAL FROM ALL SOURCES – MUST EQUAL AT LEAST 30 HOURS *</b>					

**This form is required with all CALD renewal applications. Retain a copy for your records.**