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JAN 28 2013  
OSBELTCA

January 24, 2013

Mr. Gaylord Thomas  
OK State Board of Examiners for LTC Administrators  
2401 N.W. 23rd., Suite 62  
Oklahoma City, OK 73107

Dear Mr. Thomas:

Education and training for your staff is critical for the successful operation of your long-term care facility.

To help you or members of your staff meet state licensure requirements and/or become successful administrators, Saint Joseph's College Online provides several solutions designed specifically for the long-term care field.

- **Bachelor of Science, Long-Term Care Administration.** With specializations in Nursing Home Administration and Assisted Living Administration, this program is ideal for administrators.
- **Long-Term Care Administration Certificate.** For many states, this certificate meets licensing requirements in lieu of, or in addition to, a bachelor's or master's degree.
- **Master of Health Administration.** This Executive Pathway degree prepares health care managers for leadership roles in organizations that deliver, regulate or provide health care services.
- **Fast-Track Option.** This is an excellent way to maximize your investment. This option provides the opportunity for students to take courses that may be applied to their undergraduate and graduate degrees.
- **Licensure Requirements.** The certificates and individual courses meet a number of administrators needs including: serving as a refresher course, meeting state licensure regulations and CEUs.

Over the past 35 years, hundreds of administrators across the U.S. have trusted Saint Joseph's for their education.

- The Long-Term Care Administration program recently earned re-accreditation by the National Association of Long Term Care Administrator Boards (NAB), making it the only NAB-accredited distance education long-term care administration program for both undergraduate and graduate degree programs.
- The online format offers unsurpassed flexibility and convenience for working professionals.
- Courses are taught by experienced faculty who are experts in their fields.

Enclosed find the program overview sheets and our re-accreditation information. To learn more please visit our website at [online.sjcme.edu/ltca](http://online.sjcme.edu/ltca), or call 800-752-4723 to speak with someone in our admissions department today.

Sincerely,

*Philip C DuBois*

Philip C. DuBois, CNHA, FACHCA  
Long-Term Care Administration Programs



FOR IMMEDIATE RELEASE: December 18, 2012

**Prestigious accreditation for online long-term care and health administration degrees**

Saint Joseph's College's online programs in long-term care administration (Bachelor of Science) and health administration (Master of Health Administration) have recently earned accreditation by the National Association of Long Term Care Administrator Boards (NAB). A significant achievement for any college earning the distinction, this is an even greater milestone for Saint Joseph's College.

"Saint Joseph's College is only the second college or university to have a graduate program accredited by NAB," says John Pratt, assistant director of Saint Joseph's online health administration program. "And it is the only college or university to have both undergraduate and graduate programs accredited by them. Ours is the only completely online program accredited by NAB."

This distinction is important for Saint Joseph's graduates. As many states have their own licensing systems, these accredited degrees are generally recognized across the country. Saint Joseph's graduates, then, are among the best-prepared long-term care and health administrators in today's market. For more information, visit [online.sjcme.edu/ltca](http://online.sjcme.edu/ltca)

Contact: David Svenson at (207) 893-7723 or email [dsvenson@sjcme.edu](mailto:dsvenson@sjcme.edu)

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# BSLTCA

BACHELOR OF SCIENCE IN  
LONG-TERM CARE ADMINISTRATION

[online.sjcme.edu/ltca](http://online.sjcme.edu/ltca)

## Advance your health profession with a degree

This online program provides students with professional education in long-term care administration, and is flexible enough to satisfy varying state licensing requirements. It includes a combination of courses in general management, health care administration and long-term care administration, and a specialization in two prominent segments of the long-term care industry: nursing home administration and assisted-living administration.

## Curriculum

- 1 CORE COURSES (21 CREDITS)**
  - HA 330 Management Foundations
  - HA 343 Health Care Financial Management
  - HA 355 Ethics in Health Care
  - LTC 210 Introduction to Long-Term Care Administration
  - LTC 310 Aging in America
  - LTC 352 Long-Term Care Laws & Regulations
  - HA 302 Human Resources Management in Health Care
- 2 SPECIALIZATION (Choose one, credits vary)**
  - NURSING HOME ADMINISTRATION SPECIALIZATION (6-9 CREDITS)**
    - LTC 450 Nursing Home Administration
    - LTC 460 Internship (3-6 CREDITS)
  - ASSISTED-LIVING ADMINISTRATION SPECIALIZATION (3-9 CREDITS)**
    - LTC 456 Assisted Living Administration
    - LTC 460 Internship (3-6 CREDITS)
- 3 ELECTIVES (Choose 6-8 courses, 18-24 CREDITS)**
  - HA 214 Health Care Informatics
  - HA 315 Issues in Occupational Health
  - HA 350 Leadership in Health Administration
  - HA 360 Introduction to Managed Care
  - HA 410 Quality in Health Care Administration
  - HA 454 Strategic Planning in Health Care Organizations
  - LTC 448 Issues in Long-Term Care Policy
  - MK 201 Marketing

GENERAL EDUCATION REQUIREMENTS (45 CREDITS)  
ADDITIONAL ELECTIVES (CREDITS vary)  
**TOTAL CREDITS 128**

Program Option  
Other options  
include an 18-credit  
certificate and  
individual courses.

My experience with Saint Joseph's College has been wonderful. I wish I had found out about this program sooner. I look forward to each and every course.

- STEPHEN LUTZ, KESWICK MULTI-CARE CENTER, BALTIMORE, MD.

## Program Highlights

- This program is the only NAB-accredited long-term care administration program available online.
- Specialized curriculum includes an internship that meets state Administrator-In-Training requirements.
- Courses blend students' prior or current professional experience with the learning content, allowing for immediate application in the work setting.
- Faculty with direct experience and current knowledge of long-term care administration work one-on-one with students.
- Relevant and insightful curriculum also encompasses a quality liberal arts education.
- Optional residential summer session allows students to accelerate their degree.
- Fast Track to the Master of Health Administration program available.

## Admission Requirements

A high school diploma or the equivalent is required. Experience in some aspect of long-term care or health care is beneficial and desirable, but not required.

## Application Deadlines

Applicants may apply for and be granted admission to this program at any time in the year. Transfer credits earned from other applicable programs or institutions may be accepted. Some restrictions apply. Courses start on the last day of each month.

## Tuition

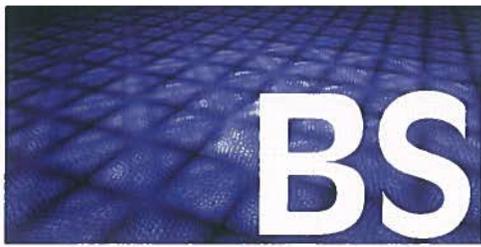
For details on rates, visit our web site:  
[online.sjcme.edu/tuition](http://online.sjcme.edu/tuition)

Graduate & Professional Studies  
Saint Joseph's College of Maine  
278 Whites Bridge Road  
Standish, Maine 04084-5236  
800-752-4723 U.S. & Canada  
207-893-7841 Local & International

GRADUATE & PROFESSIONAL STUDIES  
SAINT JOSEPH'S COLLEGE OF MAINE

SAINT JOSEPH'S  
COLLEGE ONLINE





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BACHELOR OF SCIENCE IN  
LONG-TERM CARE ADMINISTRATION

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## Saint Joseph's College of Maine

At the heart of Saint Joseph's College is a Catholic, liberal arts heritage and educational mission for men and women of all faiths and all ages.

Saint Joseph's was founded in 1912 by the Sisters of Mercy and chartered by the Maine Legislature in 1915. The College, which also administers a traditional four-year residential program, is situated on 350 acres along the shore of Sebago Lake in Standish, Maine, a half-hour from Portland, Maine's largest city, and two hours north of Boston.

In 1976, Saint Joseph's introduced distance education to serve the needs of busy adult learners who wanted to earn a degree through off-campus study.

## Accreditation & Memberships

Saint Joseph's College is accredited by the New England Association of Schools and Colleges, Inc., a nongovernmental, nationally recognized organization.

Saint Joseph's is an institutional member of the Council for Higher Education Accreditation (CHEA). This association assures the quality and rigor of accrediting organizations, scrutinizing these operations for their effectiveness in advancing academic quality and serving higher education, students and the public.

## Graduate & Professional Studies

Saint Joseph's College's educational approach with working professionals accommodates individual strengths and unique schedules of each student.

- Courses offered through the Graduate & Professional Studies division provide the flexibility and access that working professionals need.
- Affordable tuition and financial aid available to qualified students.
- Administrative and support services are geared to working professionals.
- Online courses are "open" 24/7, affording students the flexibility of doing course work and participating in discussions at convenient times.
- Access to advising, library services, faculty and technology help desk is available online.

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For more information,  
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or send us an e-mail: [info@sjcme.edu](mailto:info@sjcme.edu)  
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JULY 2011

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