Long Term Care Administration (LTCA) Undergraduate Certificate

Welcome
When combined with the Bachelor of Science Degree in Health Care Administration – which is also 100% online – the LTCA Certificate is a NAB Academic Accredited Program! It is the only NAB Accredited Program in Kentucky and only one of 11 in the United States! [Click here to request more information about combining the LTCA certificate with a bachelor’s in HCA.]

The LTCA Certificate is a 15 hour program and an excellent addition to aspiring leaders in nursing, finance, accounting, social work, dietetics, management, healthcare and information technology. As career opportunities in long term care continue to grow, there is a greater demand than ever for individuals with some preparation for leadership roles in national long term care organizations. As you advance your career and experience, the LTCA Certificate Program will help prepare you for many roles in long term care, with just a few of those listed below:

*Dietician, Director of Social Services, Clinical Nurse Consultant, Director of Nursing, MDS Coordinator, Executive Director, Chief Financial Officer, Nursing Home Administrator, Director of Information Technology, Accounting Manager, Business Office Manager, Dietary Manager, Health Informatics*

Studying Online
Online classes require self-discipline and motivation, especially since you do not have a specific time and place established for class meetings. Familiarizing yourself with what’s required of an online student and the many tools available to support online learners is key!

Distance Learning 101 provides guest access to Blackboard, along with helpful information ranging from pre-enrollment through registration. It is designed to walk you through the different processes involved with admissions, financial aid, advising and registration. The Student Resource Portal provides one-click access to academic support and student resources across campus. The link to each area is provided below:

**Distance Learning 101:** www.wku.edu/online/dl101/
**Student Resource Portal:** www.wku.edu/online/srp

In addition to online support, which is accessible in these areas, there is also a team of distance learning professionals available to answer questions, listen to your concerns and provide solutions. You can reach us at learn.online@wku.edu.
Admission Requirements

Current WKU Students

- Download this program form and submit to advisor

New Students

Minimum requirements for acceptance into an undergraduate certificate program are:

- High School Diploma or Equivalent
- Application and Fee: Students seeking a certificate program must submit an online application with Undergraduate Admissions. The completed form must be submitted along with a one-time application fee of $45.00 (non-refundable).
- Transcript Record: Graduates/Transfers of accredited institutions other than WKU must submit an official transcript from that institution.

Admission Process for New Students

Starting your certificate program can be completed by following the steps below. Please note: These steps should be completed ONLY by those who wish to earn the certificate as a stand-alone credential. If you plan to earn an associate degree or bachelor’s, please follow the application process for that degree and submit the certificate program form to your advisor.

- Apply for admission
- Submit Required Materials:
  - Beginning Freshmen: An official high school transcript (no faxed transcripts accepted) and ACT or SAT scores. Students over the age of 21 may substitute the ACCUPLACER for ACT/SAT.
  - Transfer Students: Send your official transcripts from each college attended to Undergraduate Admissions. You may request electronic transcripts through the National Student Clearinghouse. This speeds up the admissions process considerably. If your school is not listed with the Clearinghouse, please contact them directly to see if they have another process in place for electronic submissions or request that an official copy be sent by mail. Transfer students with fewer than 24 semester hours of college credit earned, must also submit high school transcript and ACT or SAT scores.

To apply to WKU and earn the LTCA Certificate:

Complete the WKU Domestic and International Undergraduate Application Under Planned Course of Study Section, if you are not enrolling in any other program, choose:

1. Category of Study >>> Certificate
2. Planned Course of Study >>> Long Term Care Administration Certificate
3. Primary Location >>> Web (online)

Admission Application Deadlines:

Kentucky and Out-of-State Residents
- Fall Semester: August 1
- Spring Semester: January 1
- Summer Term: May 1
International Students

- Fall Semester: April 1
- Spring Semester: September 1
- Summer Term: March 1

Please note: Deadlines are often flexible, depending on the program of study. If you are considering applying after the suggested deadline, we encourage you to check with the appropriate academic department or call 270-745-5173.

Certificate Program Requirements

The certificate program consists of five courses (15 credit hours).
A (*) indicates a core course that cannot be substituted.

*HCA 345: Long-Term Care Administration (3)
*HCA 355: Nursing Facility Administration (3)
PH 443: Health and Aging (3)
GERO 100: Introduction to the Aging Experience (3)
HCA 353: Quality and Patient Safety in Long-Term Care (3)

Click [here](#) to see the list of potential course substitutes to enhance your major.

Objectives of the LTCA Certificate Program:

- Prepare students who have a bachelor's degree for licensure as a Nursing Home Administrator.
- Introduce students to alternative forms of adult and long term health care services (assisted living, adult daycare services, home care, etc).
- Increase student awareness of illnesses commonly associated with the elderly.
- Introduce students to the needs of different facilities with regards to staffing.
- Give students an overview of federal and state (Kentucky) regulations regarding long term care provisions.
- Explore sociodemographic changes affecting the industry.

Why LTCA?
The certificate program is addresses three areas of need in long term care administration and Western Kentucky University's mission.

1. Market demand and industry expectations
2. Program restructuring

Current trends in the healthcare industry are placing increasing reliance on long term care, to include special care units, nursing facilities, subacute care, assisted living, community based services such as home care and adult daycare and senior housing. In addition, Nursing Home Administrator licensure requires a college degree in most states as one criterion prior to sitting for the licensing exam. This certificate is intended to help students prepare for that examination
and a career in management across the long term care continuum. Moreover, the market demand for LTC, especially in health services involving the elderly, is growing at a rapid rate. At the same time, the elderly population currently seeking care is relatively knowledgeable of its health care, social, and psychological needs.

The LTC certificate is one way of spearheading efforts to engage in program restructuring to accommodate the projected administration of long-term care facilities. This is a direct response to the growing challenge of aging population in America. As part of this process, the committee decided to lay down strategies to distinguish our program from others in the state and elsewhere based on a few, relevant content areas in health administration.

Financial Aid Eligibility
Financial Aid includes grants and loans for educational purposes. The government requires the student to file a form online to the government agency for this purpose, which is called FAFSA at www.fafsa.ed.gov to apply. Once that form is completed and filed, the student will receive an email from WKU about the status. All financial aid comes through the WKU Student Financial Aid office and they communicate mostly through email. The email will explain all the grants and/or loans that are available to the student and how to receive the money.

If you would like to apply for financial assistance (loans, grants, scholarships, veteran's benefits) the first step is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please refer to the Financial Aid Guide for additional information and complete instructions.

Please keep in mind, you must maintain satisfactory academic progress to continue to qualify for financial aid. For additional information on receiving, and keeping your financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at http://www.wku.edu/financialaid/sap.php.

Students seeking an undergraduate certificate as a stand-alone credential, should note the following: Federal financial aid regulations state that an undergraduate certificate must require a minimum of 16 credit hours to be financial aid eligible. This rule applies only to those who are seeking the certificate without any other degree on file. Those who are seeking an associate’s or bachelor’s degree will remain fully eligible.

Financial Aid and Scholarship Resources

- WKU Scholarship Information, including scholarships for transfer students: http://www.wku.edu/scholarship/
- WKU Financial Aid Information: http://www.wku.edu/financialaid/
- Student Aid: Types of aid, who qualifies and how to apply: https://studentaid.ed.gov
- Scholarships: How to find them, how to apply, types of scholarships: https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships

Career Resources and Average Salary Information
Resources to aid in finding a major right for you, as well as the most current information regarding average salary, job outlook and the most common positions within the field, may be found on the websites below:
- Find Occupations, Salary Information and Job Outlook: [http://www.onetonline.org/find/career](http://www.onetonline.org/find/career)
- Major and Career Search: [https://bigfuture.collegeboard.org/majors-careers](https://bigfuture.collegeboard.org/majors-careers)
- Identifying A Career Based on Personal Interests: [https://bigfuture.collegeboard.org/explore-careers](https://bigfuture.collegeboard.org/explore-careers)
- What Can I do with this major: [http://www.wku.edu/career/wcidwtmajor.php](http://www.wku.edu/career/wcidwtmajor.php)

**Contact Information**

**WKU Online Support:** Nikki Roof  
**Email:** learn.online@wku.edu  
**Phone:** (270) 745-5173  
**Toll-Free:** (888) 4WKUWEB / (888) 495-8932