



LICENSED HME SERVICE PROVIDER - CONTINUING EDUCATION REQUIREMENTS

Updated 4-20-2018

Licensed HME facilities must provide 1.0 CEUs (10 hours) of continuing education per renewal cycle for staff rendering HME services to the public in the state of Ohio, unless a waiver of one-half of the contact hours is granted under paragraph (E) of [rule 4761:1-13-01 of the Administrative Code](#).

A licensed HME provider may apply to the board for waiver of one-half of the continuing education contact hours required, if the licensed provider receives total payments of not more than ten thousand dollars per year from selling or renting HME. To request a waiver, visit: www.pharmacy.ohio.gov/HMEwaiver.

Of the number of continuing education contact hours required, one contact hour shall include subject content on infection control, equipment cleaning standards and cleaning agents, rotation of inventory, or equipment separation requirements. The remaining contact hours must be relevant to the HME services rendered. The following are acceptable sources of continuing education:

- (1) In-service education developed and taught by the licensed HME services provider.
- (2) In-service education developed and taught by an HME manufacturer.
- (3) Continuing education approved by any organization recognized by the board under paragraph (A)(5) of [rule 4761-9-05 of the Administrative Code](#) that offers continuing education relevant to HME services rendered, or by an HME trade association.

Continuing education credits shall be documented for employed staff involved in HME service delivery to the public. Records of attendance shall include:

- (1) Sign in logs; and
- (2) Agendas and training manuals for facility-based in-services
- (3) Documentation of completed continuing education courses taken by each staff member must be maintained in that employees personnel file and must be available for review by a Board investigator upon demand.

