



**OREGON HEALTH
CARE ASSOCIATION**

OHCA promotes high quality care and services through professional development and effective advocacy in the shaping of public and private policy.

This program has been approved and is recognized by the State of Oregon Seniors & People with Disabilities to fulfill Administrator Requirements under OAR 411-054-0065(3) (a)(A)

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Frequently Asked Questions

- Q. Do I qualify to be an ALF/RCF Administrator?**
- A. The Administrator Qualifications for Assisted Living & Residential Care Facilities can be found in the Oregon Administrative Rules (OAR) 411-054-0065(2). They read:
411-054-0065 Administrator Qualifications and Requirements (Adopted 11/1/2007)
(2) ADMINISTRATOR QUALIFICATIONS:
(a) Be at least 21 years of age, and possess a high school diploma or equivalent; and have at least two years professional or management experience that has occurred within the last five years, in a health or social service related field or program, or have a combination of experience and education; or
(b) Possess an accredited Bachelors Degree in a health or social service related field.
- Q. What is required to be an ALF/RCF Administrator?**
- A. The training requirements to become and ALF/RCF Administrator can be found in the Oregon Administrative Rules (OAR) 411-054-0065(3). **Please note that this OHCA training program achieves (3)(a)(A).** They read:
411-054-0065 Administrator Qualifications and Requirements (Adopted 11/1/2007)
(3) ADMINISTRATOR REQUIREMENTS:
(a) Facility administrators must meet the following training requirements prior to employment:
(A) Complete a SPD approved classroom administrator-training program of at least 40 hours; or
(B) Complete a SPD approved administrator-training program that includes both a classroom training of less than 40 hours and a SPD approved 40-hour internship program with a SPD approved administrator; or
(C) Complete another SPD approved administrator-training program.
- Q. How long after the training will I get my certificate of completion?**
- A. Attendees who successfully attend and complete the entire training and meet the qualifications of being an ALF/RCF Administrator will receive their certificate of completion upon conclusion of the last day of class.
- Q. Do I have to take a test?**
- A. Attendees will complete an open-note quiz each day over the course work learned that day.



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Q. Does this course give me a license?

A. No, the OARs for ALF/RCF do not require the Administrator to have a license. However, the OARs do require the Administrator meet specific qualifications, meet specific training requirements and maintain a specific number of annual continuing education units. The document you receive at the end of this training is a "certificate of completion" that you have met the requirements for being an ALF/RCF Administrator

Q. How to I keep my certification current?

A. The OARs specify that Administrators must keep documentation of continuing education units annually. They read:
411-054-0065 Administrator Qualifications and Requirements (Adopted 11/1/2007)
(3) ADMINISTRATOR REQUIREMENTS:
(b) CONTINUING EDUCATION. Administrators must have 20 hours of documented SPD approved continuing education credits each year. The approved administrator-training program fulfills the 20-hour continuing education requirement for the first year.

Q. I have been out of the ALF/RCF profession for sometime, is my certification still current?

A. The OARs specify that Administrators must keep documentation of continuing education units annual. They read:
411-054-0065 Administrator Qualifications and Requirements (Adopted 11/1/2007)
(3) ADMINISTRATOR REQUIREMENTS:
(c) Individuals who have met SPD approved training program requirements but have been absent from an administrator position for five years or less, do not have to re-take the administrator training, but must provide evidence of 20 hours of continuing education annually.

Q. Will this Course Guarantee that I will get a Job as an Administrator?

A. No, this course is intended only to meet the training requirements under OAR 411-054-0065(3)(a)(A). OHCA can not guarantee employment to anyone who takes this course. OHCA can not speak to the hiring practices of assisted living or residential care communities in Oregon.