



Residential Care Facility (Includes Assisted Living) Administrator (RCFA) License Application Checklist

October 2021

An individual applying for a license as a residential care facility administrator must meet education and/or experience criteria outlined in OAR 853-035-0000 and submit the following required information to the Oregon Health Authority Health Licensing Office.

Specific questions and agency assistance with the application process can be directed to Derek Fultz at HLO derek.j.fultz@state.or.us or by calling him at 503-934-5009.

Application and payment

- Completed RCFA Administrator license. See OHA HLO [application form](#) for more details.
- An application fee of \$100 will need to be submitted with the application.

Gather Required information to include on the application or to submit as an attachment

- Two forms of original identification issued by a government agency, both of which must include applicant's current legal name. One of the IDs must have a photograph. Examples: Driver's License, birth certificate, passport.
- Proof of being at least 21 years old such as birth certificate, driver's license, passport or school/military/government record with age.
- Provide one of the following to verify completion of high school education. If you have questions about this requirement, please contact Derek Fultz.
 - High school diploma or its equivalent; **or**
 - Passage of an approved high school equivalency test i.e., General Education Development (GED) test, **or**
 - Graduation from a post-secondary institution
- Submit one of the following to demonstrate experience and or advanced education:
 - Proof of employment in a professional or managerial capacity in a field related to health or social-service related field; **or**
 - Proof of having earned a bachelor's degree in a field related to health or social-service related field; **or**
 - Proof of a combination of experience and education deemed sufficient by the Health Licensing Office.

- ❑ Submit a copy of your certificate of completion from the OHCA 40- Hour Administrator Training class or another approved course per OAR 853- 030- 0050. Contact OHCA if you need a copy of your class certificate of completion.

Prepare and Take the Licensing Examination

- ❑ Study for the Exam. [Exam topics and study guide.](#)
- ❑ Schedule an online examination or make appointment to take the exam in Salem. See OHA HLO website. The exam fee \$125. This is in addition to the application fee.
- ❑ The RCFA examination will be temporarily administered through Workday Oregon, an online examination portal that can be accessed online. The online exam contains 50 multiple choice questions which are separated into 21 domains. Candidates are given 60 minutes to complete the examination and are given an unlimited number of attempts to pass it. There is a one-time examination fee that will be paid directly to the HLO with the Residential Care Facility Administrators License Application. [See the OHA HLO website for licensure and exam scheduling details.](#) Scroll down to the "Examinations" section of the webpage for additional information and links on how to register for the online licensing exam.

Background Check

- ❑ Pass an Office background check by:
 - Proof of an approved Oregon Department of Human Services (ODHS) background check with an approval date of no more than 120 days prior to the date of the application; or
 - Submit fingerprint- based national criminal records check through the Health Licensing Office. Criminal records check fingerprint process instructions are included on the application).

More Information available at

- ❑ [Review Oregon Health Authority Health Licensing Website](#)
- ❑ OHCA website under [ALF/RCF Administrator Training](#)