

Appendix #1
Study Workplan

**VIRGINIA DEPARTMENT OF HEALTH PROFESSIONS
BOARD OF HEALTH PROFESSIONS**

**Workplan
Study into the Need to Regulate
Directors of Assisted Living Facilities**

Background. Pursuant to a request from the Board of Nursing Home Administrators presented at the Board of Health Professions September 4, 2003 meeting, this study will examine the need to regulate directors of assisted living facilities. "Directors of assisted living facilities" here refers not only those holding the specific job title of "director" but to those who are chiefly responsible for overseeing the operations of "assisted living facilities" as defined in the Code of Virginia. In essence they are charged with ensuring compliance with applicable state laws and regulations.

Mary M. Smith reported that the Board of Nursing Home Administrators has observed that there are growing complaints related to directors of assisted living facilities and that when directors are not regulated by any health regulatory board, consumers have little redress other than civil action. Both licensed nursing homes, licensed assisted living facilities assist a vulnerable population by providing custodial and some degree of palliative care. However, unlike licensed nursing homes, those responsible for operation of assisted living facilities are not held to the same level of accountability, individually. An added factor is that there are some nursing home facilities with assisted living units and there are assisted living facilities which have nursing home (i.e., skilled nursing) units. Residents often shift from one section to another in both instances.

The Board of Health Professions assigned the study to the Regulatory Research Committee. At the January 12, 2004 meeting, Beverly Soble, representing the Virginia Health Care Association stated to the full Board that her association would be forwarding to the General Assembly a request for a budget amendment in support of the study. The Chair of the Board indicated that the Board would respond to the General Assembly's decision. As of the date of draft, no relevant budget amendment has been rendered. The matter is before the April 15, 2004 meeting of the Board.

Authority. By virtue of the statutory authority of the Board of Health Professions to advise the Governor, the General Assembly, and the Department Director on matters related to the regulation and level of regulation of health care occupations and professions, the Board will conduct the study and provide recommendations through the Director and Secretary of Health and Human Resources accordingly (see §54.1-2510 of the Code of Virginia).

To govern evaluative reviews, the Board has developed formal criteria and policies referenced in its publication, *Policies and Procedures for the Evaluation of the Need to Regulate Health Occupations and Professions, 1998*. Among other things, the criteria assess the degree of risk from unregulated practice, the costs and benefits of the various levels of regulation, and the advantages and disadvantages of the various alternatives to regulation that might protect the public. By adopting these criteria and application policies, the Board has endorsed a consistent standard by which to judge the need to regulate any health profession. The aim of this standard is to lead decision-makers to consider the least governmental restriction possible that is consistent with the public's protection. This standard is in keeping with regulatory principles established in Virginia law and is accepted in the national community of regulators.

Study Scope & Methodology. The general scope of this study will be to examine the services being provided by assisted living facilities in the Commonwealth and to analyze the role of the directors in overseeing the delivery of those services which relate to the health and safety of the residents. The Committee will examine the competencies currently expected of managers of such facilities by statutes and regulations in the Commonwealth and other jurisdictions to the degree that they exist. The Committee will focus their efforts in determining the answers to the following key questions:

- What is the potential risk for harm to the consumer?
- What specialized skills and training do directors of assisted living facilities possess?
- To what degree is independent judgment required in their practices?
- Is their scope of practice distinguishable from other regulated occupations or professions?
- What would be the economic impact to the public if this group were regulated?
- Are there alternatives other than state regulation of this occupation which would adequately protect the public?

- If the Committee determines that this occupation requires state regulation, what is the least restrictive level that is consistent with the protection of the public's health, safety and welfare?
- *How would the work of other agencies which deal with assisted living-related issues be affected?* (Amendment added at the July 15, 2004 meeting).

To answer the key questions, the following steps are recommended:

1. Conduct a review of the general policy literature, if any, related to the regulation of directors of assisted living facilities.
2. Conduct a review of the current relevant states laws and regulations.
3. Review malpractice insurance coverage data (if it is found to exist) in conjunction with other data to address Criterion One - Risk of Harm to the Public.
4. Review available reimbursement data to develop an estimate of how regulating this group may affect costs to address Criterion Five – Economic Impact
5. Prepare an initial draft report to the Board for public comment.
6. Conduct a hearing on the issue of the state regulation of this occupation, including any public health and safety issues germane to current practices as well as the potential fiscal impact which may result from such regulation.
8. Review all public comment, apply the Board's criteria and policies, and consider recommendations for changes in Virginia statute.
9. Prepare a draft with recommendations to the full Board.
10. Review the report and recommendations by the Board, and publish a draft report for consideration by the Department Director and Secretary.
11. If required based on recommendations by the Department Director and Secretary, amend the report and prepare a final report for their approval.

TIMETABLE

April 15, 2004 - Review/Approval of Workplan by the Board and Reassignment to the Regulatory/Research Committee

- July 15, 2004 - Draft Report to the Regulatory Research Committee/
Progress Report to the Board
- August 18, 2004 - Public Hearing on Findings
- October 21, 2004 - Report with Summary of Public Comment to the
Regulatory Research Committee for
Development of Recommendations and Report to Full Board
- November 1, 2004 - Final Report to the Department Director and Secretary

Resources Required. The resources for this review are included in the FY 2003-05 Budgets of the Board of Health Professions. It is estimated that the review will require approximately 1/8th of the time of the Executive Director and general support from the Senior Regulatory Analyst and Board's Administrative Assistant. The total cost associated for this project, to include staff time, telephone charges, photocopying, office materials, and court reporter, is estimated to be \$3,000.

7/15/2004

Appendix #2

The Criteria

VIRGINIA BOARD OF HEALTH PROFESSIONS
CRITERIA FOR EVALUATING THE NEED FOR REGULATION

Initially Adopted October, 1991

Readopted February, 1998

Criterion One: Risk for Harm to the Consumer

The unregulated practice of the health occupation will harm or endanger the public health, safety or welfare. The harm is recognizable and not remote or dependent on tenuous argument. The harm results from: (a) practices inherent in the occupation, (b) characteristics of the clients served, (c) the setting or supervisory arrangements for the delivery of health services, or (d) from any combination of these factors.

Criterion Two: Specialized Skills and Training

The practice of the health occupation requires specialized education and training, and the public needs to have benefits by assurance of initial and continuing occupational competence.

Criterion Three: Autonomous Practice

The functions and responsibilities of the practitioner require independent judgment and the members of the occupational group practice autonomously.

Criterion Four: Scope of Practice

The scope of practice is distinguishable from other licensed, certified and registered occupations, in spite of possible overlapping of professional duties, methods of examination, instrumentation, or therapeutic modalities.

Criterion Five: Economic Impact

The economic costs to the public of regulating the occupational group are justified. These costs result from restriction of the supply of practitioner, and the cost of operation of regulatory boards and agencies.

Criterion Six: Alternatives to Regulation There are no alternatives to State regulation of the occupation which adequately protect the public. Inspections and injunctions, disclosure requirements, and the strengthening of consumer protection laws and regulations are examples of methods of addressing the risk for public harm that do not require regulation of the occupation or profession.

Criterion Seven: Least Restrictive Regulation

When it is determined that the State regulation of the occupation or profession is necessary, the least restrictive level of occupational regulation consistent with public protection will be recommended to the Governor, the General Assembly and the Director of the Department of Health Professions.

In the process of evaluating the need for regulation, the Board's seven criteria are applied differently, depending upon the level of regulation which appears most appropriate for the occupational group. The following outline delineates the characteristics of licensure, certification, and registration (the three most commonly used methods of regulation) and specifies the criteria applicable to each level.

Licensure. Licensure confers a monopoly upon a specific profession whose practice is well defined. It is the most restrictive level of occupational regulation. It generally involves the delineation in statute of a scope of practice which is reserved to a select group based upon their possession of unique, identifiable, minimal competencies for safe practice. In this sense, state licensure typically endows a particular occupation or profession with a monopoly in a specified scope of practice.

RISK: High potential, attributable to the nature of the practice.

SKILL & TRAINING: Highly specialized accredited post-secondary education required; clinical proficiency is certified by an accredited body.

AUTONOMY: Practices independently with a high degree of autonomy; little or no direct supervision.

SCOPE OF PRACTICE: Definable in enforceable legal terms.

COST: High

APPLICATION OF THE CRITERIA: When applying for licensure, the profession must demonstrate that Criteria 1 - 6 are met.

Statutory Certification. Certification by the state is also known as "title protection." No scope of practice is reserved to a particular group, but only those individuals who meet certification standards (defined in terms of education and minimum competencies which can be measured) may title or call themselves by the protected title.

RISK: Moderate potential, attributable to the nature of the practice, client vulnerability, or practice setting and level of supervision.

SKILL & TRAINING: Specialized; can be differentiated from ordinary work. Candidate must complete education or experience requirements that are certified by a recognized accrediting body.

AUTONOMY: Variable; some independent decision-making; majority of practice actions directed or supervised by others.

SCOPE OF PRACTICE: Definable, but not stipulated in law.

COST: Variable, depending upon level of restriction of supply of practitioners.

APPLICATION OF CRITERIA: When applying for statutory certification, a group must satisfy Criterion 1, 2, 4, 5, and 6.

Registration. Registration requires only that an individual file his name, location, and possibly background information with the State. No entry standard is typically established for a registration program.

RISK: Low potential, but consumers need to know that redress is possible.

SKILL & TRAINING: Variable, but can be differentiated for ordinary work and labor.

AUTONOMY: Variable.

APPLICATION OF CRITERIA: When applying for registration, Criteria 1, 4, 5, and 6 must be met.

Appendix #3

**Assisted Living State Survey
States with Regulation of Individual Administrator as Regulant**

ASSISTED LIVING STATE SURVEY - STATES WITH REGULATION OF INDIVIDUAL ADMINISTRATOR AS REGULANT

ALABAMA	EXAMINATION
<p>cbaynes@alaaweb.org, Department of Health Licensed through the Board of Examiners of Assisted Living Administrators. Began licensure in 2002, to date no disciplinary actions. http://www.boeala.state.al.us/qualifications.htm The BOE will issue two types of Assisted Living Administrator licenses: 1) Category I Assisted Living Administrator license - qualified to administer an Assisted Living Facility as defined by the Rules of the Alabama Department of Public Health, Chapter 420-5-4, Assisted Living Facilities. 2) Category II Assisted Living Administrator license – qualified to administer either an Assisted Living Facility as defined by the Rules of the Alabama Department of Public Health, Chapter 420-5-4, Assisted Living Facilities or a Specialty Care Assisted Living Facility as defined by the Rules of the Alabama Department of Public Health, Chapter 420-5-20, Specialty Care Assisted Living Facilities.</p> <p>In order to become a licensed Category I Assisted Living Administrator in the State of Alabama, an individual must:</p> <ul style="list-style-type: none"> • be at least nineteen (19) years of age; • be of good moral character; • be a citizen of the United States of America or have duly declared his/her intent of becoming a citizen of the United States of America; • have a high school diploma or GED; • provide verification of either: <ul style="list-style-type: none"> [1] a. a high school diploma or GED, plus b. at least (1) year of experience working fulltime in an administrative or resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled within two (2) years preceding date of application for administrator licensure and an endorsement from the administrator, owner, or governing authority of such facility OR [2] a. completion of at least two years (60 semester hours or 96 quarter hours) of coursework at an accredited college or university, plus b. at least three (3) months of experience working fulltime in an administrative or resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship within two (2) years preceding date of application for administrator licensure; or, as an alternative to [2] b., c. at least three (3) months of experience working fulltime in an administrative or resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship within six (6) months of passing Section A of the Category I Administrator Licensure exam. • pass Section A of the Category I Administrator licensure exam on the Rules of the Alabama Department of Public Health, Chapter 420-5-4, for Assisted Living Facilities; • complete the Board of Examiners approved 20 hour classroom training program; • pass Section B of the Category I Assisted Living Administrator Licensure exam (based on the 20 hour classroom training program) <p>In order to become a licensed Category II Assisted Living Administrator in the State of Alabama, an individual must:</p> <ul style="list-style-type: none"> • be at least nineteen (19) years of age; • be of good moral character; • be a citizen of the United States of America or have duly declared his/her intent of becoming a citizen of the United States of America; • have a high school diploma or GED 	<p>Type I, pass state exam in health & safety, complete 20 hr training, then take Section B of state exam. Type II, pass state exam in health & safety, complete 30 hr training, take Section B of state exam. Pre-examination requirement and conditions precedent. Exam content: philosophy of assisted living, licensure and external regulation, human resources, marketing, quality assurance, dietary, resident right & resident care. Exam developed by the State.</p>

• provide verification of either:
 [1] a. a high school diploma or GED, plus
 b. at least (1) year of experience working fulltime in an administrative or resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled within two (2) years preceding date of application for administrator licensure, and an endorsement from the administrator, owner, or governing authority of such facility
 OR
 [2] a. completion of at least two years (60 semester hours or 96 quarter hours) of coursework at an accredited college or university, plus
 b. at least three (3) months of experience working fulltime in an administrative or resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship within two (2) years preceding date of application for administrator licensure; or, as an alternative to [2] b.,
 c. at least three (3) months of experience working fulltime in an administrative or resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship within six (6) months of passing Section A of the Category II Administrator Licensure exam.

- successfully complete the Board of Examiners approved eight (8) hour Dementia Education and Training program prior to sitting for Section A of the Category II licensure exam;
- pass Section A of the Category II Administrator licensure exam on the Rules of the Alabama Department of Public Health, Chapter 420-5-20, for Specialty Care Assisted Living Facilities;
- complete the Board of Examiners approved 30 hour classroom training program;
- pass Section B of the Category II Assisted Living Administrator Licensure exam (based on the 30 hour classroom training program)

When an applicant passes the Section A of either of the Category I or Category II Licensure exam, he/she will be issued a provisional license that will expire and become void nine (9) months from the date it is issued. The provisional license will allow the licensee to be hired to serve temporarily as the administrator of an assisted living facility. A provisional licensee must complete the classroom training program (and the work experience or internship if applicant has not met this requirement prior to submission of application) and pass Section B of the licensure exam before provisional license expires and becomes void.

NCAL - Administrators are required to be licensed by an Assisted Living Administrator Licensure Board.

ALASKA

<http://www.hss.state.ak.us/dsds/assist.htm>, Department of Health and Social Services

7 AAC 75.210. ORGANIZATION; ADMINISTRATION; STAFF. (a) An assisted living home shall

(1) provide the licensing agency with the name, address, telephone number, and, if available, electronic-mail address and facsimile number of the individual or entity ultimately responsible association, corporation, or other entity, the name, address, telephone number, and, if available, electronic-mail address and facsimile number of each member of its board or governing body and the executive director of the board or governing body;

(2) appoint an administrator who meets the requirements of 7 AAC 75.230 and an administrator designee to act on the administrator's behalf for any period during which the administrator is on vacation, is ill, or is otherwise unable to perform regular duties for 24 hours or more; if the administrator designee will be required to manage the daily operation of the home for (A) less than 90 consecutive days, the designee must meet the requirements of 7 AAC 75.215 and 7 AAC 75.220; the administrator designee must be available and must receive proper orientation to manage the daily operation of the home in the administrator's absence; or 15 (B) 90 consecutive days or longer, the designee must have the same qualifications as an administrator under 7 AAC 75.230; 7 AAC 75.215. CRIMINAL BACKGROUND CHECK REQUIREMENTS.1 (a) An assisted living home may not hire or retain a

EXAMINATION

person who is subject to a criminal background check under AS 47.33 if that person has ever been convicted of an offense listed in (b) of this section, or a similar offense under the former laws of this state or the current or former laws in another state or jurisdiction.

(b) For purposes of AS 47.33.100(c), the following are offenses covered by AS 47.33.100:

- (1) a class A felony or an unclassified felony under AS 11, or an attempt, solicitation, or conspiracy to commit one of those felonies;
- (2) a class B felony under

(A) AS 11.41 (offenses against the person); or

(B) AS 11.46.410 (arson in the second degree);

(3) a class C felony under AS 11.41 (offenses against the person);

(4) a sex offense that is not included in (1) – (3) of this subsection;

(5) a crime under AS 11.51.100 (endangering the welfare of a child in the first degree), or AS 11.51.210

(endangering the welfare of a vulnerable adult in the second degree);

(6) a crime under AS 11.56.840 (failure to register as a sex offender or kidnapper in the second degree), AS 11.61.123 (indecent viewing or photography), AS 11.61.125 (distribution of child pornography), AS 11.61.127 (possession of child pornography), or AS 11.61.130 (misconduct involving a corpse);

(7) two or more class B felonies that are not included in (1) – (6) of this subsection;

(8) a crime listed in this paragraph, unless the person provides written proof satisfactory to the licensing agency that the following period of time has elapsed since the imposition of the sentence, period of commitment to the custody of the Department of Health and Social Services, or unconditional discharge, whichever is longer and that the person has fully complied with any orders for counseling or treatment issued by the court or by a probation or parole authority:

1 A list of barrier crimes covered by this section is included as an appendix to this guide, providing more information regarding each category of offense.

(A) for a class B felony that is not included in (1) – (7) of this subsection, 10 years;

(B) for the following crimes, five years:

(i) a Class C felony under AS 11 that is not included in (3) – (6) of this subsection; or

(ii) a Class C felony under AS 28.35.030(n) (two or more convictions

within previous five years for operating a vehicle, aircraft, or watercraft while intoxicated);

(C) for a crime involving domestic violence that is not included in (A) or (B) of this paragraph, and for a crime under AS 47.30.815 (willful initiation of an involuntary civil commitment procedure without having good cause), two years.

(c) For the purpose of determining if a person is convicted of a single offense or of multiple offenses, the provisions of AS 12.55.145(a)(1)(C) apply.

(d) The administrator and other person who is subject to a criminal background check under AS 47.33 must provide the results of the (1) name-check criminal background investigation required by AS 47.33.100 at the time of hire and once every two years following the date of hire; and

(2) national criminal history record check based on fingerprints, required by

AS 47.33.100 within 30 days after the date of hire and once every six years following the date of hire.

7 AAC 75.230. ADMINISTRATOR. (a) An assisted living home shall have on staff an administrator who is at least 21 years of age and meets the requirements of 7 AAC 75.215, 7 AAC 75.220, and this section.

(b) If the administrator does not manage the daily operation of the home, the administrator, or the governing body of a larger organization responsible for the home, shall appoint a resident manager who meets the requirements for an administrator under this chapter.

(c) In addition to the other requirements of this chapter, an individual may not serve as an administrator of an assisted living home unless the individual meets the training and experience requirements of this subsection. The licensing agency will accept a baccalaureate or higher degree in gerontology, health administration, or another health-related field in place of all or part of the required experience, if the degree work serves, to the licensing agency's satisfaction, as an equivalent to the required experience. Training and experience requirements are as follows:

(1) for a home licensed to serve 1–10 residents, the individual must fulfill at least one of the following requirements:

<p>(A) the individual must complete an approved management or administrator training course and have at least one year of documented experience, relevant to the population of residents to be served, as a care provider, if the administrator will be providing direct care in the home; 23</p> <p>(B) the individual must</p> <p>(i) complete a certified nurse aide training program that the Board of Nursing has approved under 12 AAC 44.830, or that is equivalent in content to the requirements of 12 AAC 44.835(c); and</p> <p>(ii) have at least one year of documented experience, relevant to the population of residents to be served, as a care provider;</p> <p>(C) the individual must have at least two years of documented experience, relevant to the population of residents to be served, as a care provider, with documented skills or training relevant to the population of residents to be served;</p> <p>(D) the individual must have sufficient documented experience in an out-of-home care facility, and sufficient training, education, or other similar experience to fulfill the duties of an administrator of the type and size of home where the individual is to be employed and to meet the needs of the population of residents to be served; an administrator under this subparagraph is subject to licensing agency approval on a case-by-case basis; for purposes of this subparagraph, an out-of-home care facility includes a foster care home, a board and care home, and a nursing home;</p> <p>(2) for a home licensed to serve 11 or more residents, or if operating multiple homes with a total capacity of 11 or more residents, the administrator must fulfill at least one of the following requirements:</p> <p>(A) the individual must complete an approved management or administrator training course and have at least two years of documented experience, relevant to the population of residents to be served, as a care provider, if the administrator will be providing direct care in the home;</p> <p>(B) the individual must</p> <p>(i) complete a certified nurse aide training program that the Board of Nursing has approved under 12 AAC 44.830, or that is equivalent in content to the requirements of 12 AAC 44.835(c); and</p> <p>(ii) have at least two years of documented experience, relevant to the population of residents to be served;</p> <p>(C) the individual must have at least five years of documented experience, relevant to the population of residents to be served, as an administrator or staff supervisor of a home serving 10 or fewer residents;</p> <p>24</p> <p>(D) the individual must submit proof that the individual is a licensed practical nurse or a registered nurse with documented experience relevant to the population of residents</p>	<p>to be served.</p> <p>www.ohcachief@mail.health.state.hi.us OHCA Chief, Additional Regs §11-90-6 General policies, practices, and administration. (a) The administrator or director of the assisted living facility shall:</p> <p>(1) Have at least two years experience, in a management capacity, in the housing or health care services or personal care industries, or any combination thereof;</p> <p>(2) Show evidence of having completed an assisted living facility administrator's course or equivalent course acceptable to the department; and</p> <p>(3) Be accountable for providing training for all facility staff in provision of services and principles of assisted living.</p> <p>(b) All facility staff shall be in compliance with current department tuberculosis clearance procedures.</p> <p>(c) All staff shall be trained in cardiopulmonary resuscitation and first aid.</p> <p>(d) The facility shall have written policies and procedures which incorporate the assisted living principles of individuality, independence, dignity, privacy, choice, and home-like environment.</p> <p>NCAL - An administrator must be at least 21 years of age, complete an approved management or administrator training course, and have documented experience relevant to the population of residents in the home; or have sufficient documented experience in an out-of-home care facility and adequate education, training or other similar experience to fulfill the duties of an administrator for the type and size of home where the individual is to be employed. A criminal background investigation is required.</p>
	<p style="text-align: center;">ARIZONA</p>
	<p style="text-align: center;">EXAMINATION</p>

See R9-10-724 Below

<http://www.nciabd.state.az.us/statute.htm>

Certified through the Board of Examiners of Nursing Care Institution Administrators & Assisted Living Facility Managers.

1. Is of good character.
 2. Has satisfactorily completed a course of instruction and training approved by the department.
 3. Has passed an examination administered by the board.
 4. Provides documentation satisfactory to the board that the applicant has completed twelve months of work experience in a health related field within the preceding five years as prescribed by board rule.
- C. In lieu of the requirements contained in subsection A, paragraph 2 or subsection B, paragraph 2, an applicant may present satisfactory evidence to the board of sufficient education and training in the areas listed in that paragraph.
- http://www.sosaz.com/public_services/Title_09/9-10.htm
R9-10-706. Personnel Qualifications and Records
- B. A licensee shall ensure that a manager, at the starting date of employment as a manager, meets all of the following:
1. Is 21 years of age or older;
 2. Is certified by the Board of Examiners as an assisted living facility manager as required in A.R.S. Title 36, Chapter 4, Article 6 or meets one of the following:
 - a. Is certified by the Board of Examiners as an adult care home manager before the effective date of this Article and maintains current certification by the Board of Examiners; or
 - b. Is exempt from certification under A.R.S. § 36-446.04;
 3. Provides verification of completion of training from a training program as stated in R9-10-724(B) that states the individual has completed manager training or provides one of the following:
 - a. Documentation of adult care home manager training from a Board of Examiners approved training program before the effective date of this Article;
 - b. A license issued to the individual by the Board of Examiners as an administrator of a nursing care institution;
 - c. Documentation of sponsorship of an adult foster care on the effective date of this Article; or
 - d. Documentation of employment as a manager of an unclassified residential care institution, supportive residential living center, or supervisory care home on the effective date of this Article;
 4. Provides verification of completion of training from a training program as stated in R9-10-724(B) that states the individual is trained in the level of service the assisted living facility is licensed to provide or documentation of one of the following:
 - a. For supervisory care services, employment of the individual as a manager or caregiver of a supervisory care home on the effective date of this Article;
 - b. For supervisory care services or personal care services, employment of the individual as a manager or caregiver of a supportive residential living center on the effective date of this Article;
 - c. For supervisory care services, personal care services, or directed care services, one of the following:
 - i. Documentation of training as a manager or caregiver from a Board of Examiners approved training program before the effective date of this Article;
 - ii. A nursing care institution license issued by the Board of Examiners;
 - iii. A nurse's license issued to the individual under A.R.S. Title 32, Chapter 15;
 - iv. Documentation of employment as a manager or caregiver of an unclassified residential care institution on the effective date of this Article;
 - v. Documentation of sponsorship of or employment as a caregiver in an adult foster care home on the effective date of this Article; or
 - vi. A certificate as a nursing assistant in good standing under A.R.S. Title 32, Chapter 15 and employment as a caregiver in an adult care home on the effective date of this Article; and
5. Has a minimum of 12 months of health-related experience.
- R9-10-724. Supplemental Requirements for Training Programs
- A. A training program shall meet the following requirements:
1. Except as provided in subsection (A)(2), an instructor for the training program shall be any of following:
 - a. A nurse, physician, physician assistant, or related medical professional with at least two years of health-related experience;
 - b. An individual with at least a bachelors degree in social work, gerontology, or closely-related field and at least two years of health-

<p>related experience;</p> <p>c. An instructor employed by an accredited junior college, college, university or health care institution to teach health-related courses; or</p> <p>d. An assisted living facility manager with at least two years experience serving as a manager in a residential care institution;</p> <p>2. If an instructor does not meet the requirements in subsection (A)(1), the instructor may provide specific training in a level of training as designated in subsection (C)(3) or a training component as stated in subsection (B)(3) if the instructor has:</p> <p>a. Education that qualifies the instructor to provide the training;</p> <p>b. Experience that qualifies the instructor to provide the training; or</p> <p>c. Taught a class that includes the specific training;</p> <p>3. An instructor for the training program shall not provide training if the instructor:</p> <p>a. Is serving as a manager of a health care institution operating under a provisional license; or</p> <p>b. Has had a license to operate a health care institution revoked or suspended;</p> <p>4. Instructional methods for personal care services shall include opportunities for an individual receiving the training to practice skills on a mannequin or individual; and</p> <p>5. Training shall be provided using the instructors, manuals, student handouts, learning objectives, and verification tools and methods approved by the Department as prescribed in subsection (D).</p> <p>B. A training program shall:</p> <p>1. Be constructed to allow an individual to demonstrate the specific skills and knowledge of a level of training or training component;</p> <p>2. Issue a verification of completion of training:</p> <p>a. That states:</p> <p>i. The name of individual;</p> <p>ii. Each level of training completed by the individual;</p> <p>iii. The date of completion; and</p> <p>iv. The name of training program;</p> <p>b. To an individual who:</p> <p>i. Completes training in subsection (B)(3) and demonstrates specific skills and knowledge in the level of training; or</p> <p>ii. Does not complete the training in subsection (B)(3) but demonstrates the specific skills and knowledge in the learning objectives of the level of training;</p> <p>3. Provide training as follows:</p> <p>a. For an individual who will be providing supervisory care services: 20 hours or the amount of time needed to verify that an individual demonstrates the specific skills and knowledge in the learning objectives in each of the following training components:</p> <p>i. Promoting resident dignity, independence, self-determination, privacy, choice, resident rights, and ethics;</p> <p>ii. Communicating effectively with a resident, a representative and relatives, individuals who appear angry, depressed, or unresponsive;</p> <p>iii. Managing personal stress;</p> <p>iv. Preventing abuse, neglect, and exploitation and reporting requirements;</p> <p>v. Controlling the spread of disease and infection;</p> <p>vi. Recordkeeping and documentation;</p> <p>vii. Following and implementing resident service plans;</p> <p>viii. Nutrition, hydration, and food services;</p> <p>ix. Assisting in the self-administration of medications;</p> <p>x. Developing and providing social, recreational, and rehabilitative activities; and</p> <p>xi. Fire, safety, and emergency procedures;</p> <p>b. For an individual who will be providing personal care services: In addition to verification of the training components in subsection (B)(3)(a), 30 hours or the amount of time needed to verify that an individual demonstrates specific skills and knowledge in the learning objectives of each of the following training components:</p> <p>i. The aging process and medical conditions associated with aging or physical disabilities;</p>	
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- ii. Assisting residents in activities of daily living and taking vital signs; and
- iii. Medications;
- c. For an individual who will be providing directed care services: In addition to verification of the training components in subsection (B)(3)(a) and (b), 12 hours or the amount of time needed to verify that an individual demonstrates specific skills and knowledge in the learning objectives of each of the following training components:
 - i. Overview of Alzheimer's disease and related dementias;
 - ii. Communicating with a resident who is unable to direct self-care;
 - iii. Providing services, including problem solving, maximizing functioning, and life skills training for a resident who is unable to direct self-care;
 - iv. Managing difficult behaviors in a resident who is unable to direct self-care; and
 - v. Developing and providing social, recreational, and rehabilitative activities for residents who are unable to direct self-care;
- d. For an individual who will be acting as a manager of an assisted living facility: eight hours or the amount of time needed to verify that an individual demonstrates the specific skills and knowledge in the learning objectives in each of the following training components:
 - i. Developing resident service plans,
 - ii. Business practices,
 - iii. Personnel management,
 - iv. Delegation of authority,
 - v. Developing policies and procedures, and
 - vi. Overview of the laws and rules governing assisted living facilities;
- 4. Accept documentation that an individual is certified as a nursing assistant under A.R.S. Title 32, Chapter 15 as verification of the skills and knowledge required in subsection (B)(3)(b)(i) and (ii);
- 5. Use only instructors who meet the qualifications in subsection (A)(1) and (2);
- 6. Maintain the following records at the location designated on the application for five years from the date the instructor provided training:
 - a. The name and documentation of qualifications of each instructor;
 - b. A copy of each certificate of training issued by the training program;
 - c. The written instrument verifying that the individual demonstrated the specific skills and knowledge in each learning objective for a level of training; and
 - d. Evaluations required by subsection (B)(7); and
- 7. Ensure that an individual who receives a certificate of training submits an evaluation of the training program to the training program that includes:
 - a. The name of each instructor,
 - b. An evaluation of each instructor,
 - c. An evaluation of training, and
 - d. Suggestions or recommendations.
- C. An applicant for Department approval of an assisted living training program shall submit an application to the Department that includes:
 - 1. A completed application form, provided by the Department, that includes:
 - a. The name of the training program;
 - b. The mailing address for the training program;
 - c. The phone number for the training program;
 - d. The location or locations where training will be provided;
 - e. The location where training records will be maintained;
 - f. The name of a contact person; and
 - g. The signature of the following:
 - h. If an individual, the signature of the individual;
 - i. If a partnership, the signatures of two of the partners;

- j. If a corporation, the signatures of two officers of the corporation;
 - k. If a limited liability company, the designated manager, or if no manager is designated, the signatures of any two members of the limited liability company; or
 - l. If a governmental agency, the signature of the director of the governmental agency or the individual designated in writing by the director.
2. The names and qualifications of each instructor providing training;
 3. The designation of one or more of the following levels of training provided by the training program:
 - a. Supervisory care services;
 - b. Personal care services;
 - c. Directed care services; or
 - d. Manager training; and
 4. The following information for each level of training provided:
 - a. The instructional method or methods;
 - b. A detailed training outline;
 - c. The learning objectives;
 - d. The instructor's manuals and student handouts; and
 - e. The tool and method or methods of verification that an individual has achieved the learning objective.
- D. For Department approval of a training program:
1. The overall time-frame described in A.R.S. § 41-1072(2), is 90 days.
 2. The administrative completeness review described in A.R.S. § 41-1072(1) is 60 days and begins on the date the Department receives an application.
- a. If any of the documents is missing or if information on the documents is deficient, the Department shall provide to the applicant a written notice of incompleteness that states each deficiency and the information or documents needed to complete the application. The 60 day time-frame for the Department to finish the administrative completeness review is suspended from the date the Department provides the notice of incompleteness to the applicant until the date the Department receives the required information or missing document.
- b. If all of the documents are submitted and the information on the documents is complete, the Department shall provide a written notice of administrative completeness to the applicant.
 - c. If the documents or information are not submitted within 120 days from the date of notice of incompleteness, the Department shall consider the application withdrawn.
 - d. If the Department grants approval to the training program during the time provided to assess administrative completeness, the Department shall not provide a separate written notice of administrative completeness.
 3. The substantive review time-frame described in A.R.S. § 41-1072(3) is 30 days and begins on the date the Department provides written notice of administrative completeness to the applicant.
 - a. If the applicant does not meet the requirements of this Section the Department shall provide a written request for additional information to the applicant. The 30 day time-frame for the Department to finish the substantive review is suspended from the date the Department provides the written request to the applicant until the Department receives the additional information.
 - b. The applicant shall submit to the Department the information or documents identified in the written request for additional information within 30 days of the receipt of the written request.
 - c. The Department shall provide the applicant with a written notice of denial if:
 - i. The applicant does not submit the additional information within the time-frame in subsection (D)(3)(b); or
 - ii. Upon receipt of the additional information from the applicant, the Department determines that the applicant does not meet the requirements of this Section.
 - d. An applicant may appeal the Department's determination according to A.R.S. Title 41, Chapter 6.
 4. If an applicant meets the requirements of this Section, the Department shall provide a written notice of Department approval to the applicant.
- E. To change the level of training that a training program is approved to provide, the training program shall submit to the Department the information for the requested level of training in subsection (C)(2),(3), and (4). The Department shall comply with the

<p>requirements for approval of a training program in subsection (D).</p> <p>F. A training program shall not provide training or a level of training until the training program receives written Department approval.</p> <p>G. A training program shall submit to the Department:</p> <ol style="list-style-type: none"> 1. Any changes to the information required in subsection (C)(1) no later than 30 days from the date of the change, and 2. The information required in subsection (C)(2) for an instructor before the instructor provides training for the training program. <p>H. To renew a training program's approval, a training program shall submit to the Department every 24 months from the date of approval, the information in subsection (C). The Department shall comply with the requirements for approval of a training program in subsection (D).</p> <p>I. The Department may withdraw a training program's approval if:</p> <ol style="list-style-type: none"> 1. The training program does not comply with the requirements in subsection (A), (B), or (C); 2. The Department determines that the training program issued a certificate of training to an individual who did not demonstrate the specific knowledge and skills of a learning objective in a training component in the level of training stated on the certificate; or 3. The training program fails to meet the requirements in subsection (E), (F), (G), or (H). <p>J. The Department may observe a training program's instructional or verification methods; review the training programs records; and interview instructors, individuals trained, and other individuals to determine a training program's compliance with this Section.</p> <p>NCAL - Managers must be at least 21 years of age and certified as assisted living facility managers.</p>	
<p>ARKANSAS</p> <p>http://www.medicicaid.state.ar.us/general/units/oltc/index.htm www.frank.sobell@arkansas.gov, Office of Long Term Care</p> <p>Administrator – The person who has successfully completed a course of training or instruction certified by the Office of Long Term Care as an assisted living facility administrator who is in charge of the daily operation of the facility. Until programs have been certified by the Office of Long Term Care, Residential Care Facility Administrators or Nursing Home Administrators may be used.</p> <p>Level 1 Facilities Administrator</p> <p>Each facility must designate a full-time (40 hours per week) administrator. The administrator must be on the premises during normal business hours. The administrator has responsibility for daily operation of the facility. Correspondence from the Office of Long Term Care to the facility will be through the administrator. Correspondence between assisted living facilities and other types of long-term care facilities is permitted pursuant to Section 504.2.1.4.</p> <ol style="list-style-type: none"> a. The administrator shall not leave the premises housing the assisted living facility during the day tour of duty without first designating an employee who will be responsible for the management of the facility during the administrator's absence. b. The facility administrator shall notify the OLTC in writing if the administrator will be absent from the facility for seven (7) or more consecutive calendar days; c. Each administrator will provide to the OLTC, on an annual basis, a copy of his or her current administrator certification. This submission must be every time when the facility seeks licensure, renewal of licensure, or upon change of ownership. <p>504.2.1.2 All certifications must be current as required by the certification agency. This submission shall be made each time the facility seeks licensure, renewal of licensure, or upon a change of administrators.</p> <p>504.2.1.3 The administrator must have the following minimum qualifications:</p> <ol style="list-style-type: none"> a. Must be at least 21 years of age; b. Must have a high school diploma or have a GED; c. Must have the ability and agree to comply with these regulations; d. Must successfully complete a criminal background check pursuant to Ark. Code Ann. § 20-33-201, <i>et seq.</i> and in accordance with the Rules and Regulations for Conducting Criminal Record Checks for Employees of Long Term Care Facilities; e. Must not have been convicted, or have a substantiated report, of abusing, neglecting, or mistreating persons, or misappropriation of resident property. The adult abuse register maintained by the Department of Human Services, Division of Aging and Adult Services shall be checked prior to employment; f. Must have no prior conviction pursuant to Ark. Code Ann. § 20-10-401, or relating to the operation of a long-term care; 	<p>EXAMINATION</p> <p>Certification programs approved by the Office of Long Term Care. Appears that regulations continue to evolve to review additional programs. The AK Residential Assisted Living Assoc offers a 24-hr certificate program approved by OLTC for level 1, must obtain additional 24-hr certification for level 2.</p> <p>Subject matter: Mgt operations, policies, procedures, human resource Mgt, understanding the resident, enhancing employee effectiveness, nutrition, kitchen hygiene & food handling, activities, effective communication and skills, resident health services, In-service, physical facility mgt & care mgt.</p> <p>Reserves the right to honor any currently recognized national and/or other state certificate programs. An additional 4 hrs of training must be completed in the knowledge of the rules, regs and operation of AK LTC facilities.</p>

	<p>g. Must be certified as an Assisted Living Facility Administrator through a certification program approved by the OLTC or must be enrolled in a certification program with an expected completion date of within twelve (12) months. Until certification requirements for an Assisted Living Facility Administrator are in place, certification as a Residential Care Facility Administrator or licensure as a Nursing Home Administrator may be used. Level II Administrator</p> <p>504.2.1.1 Each facility must designate a full-time (40 hours per week) administrator. The administrator must be on the premises during normal business hours. The administrator has responsibility for daily operation of the facility. Correspondence from the Office of Long Term Care to the facility will be through the administrator. Sharing of administrators between assisted living facilities and other types of long-term care facilities is permitted pursuant to Section 504.2.1.4.</p> <p>a. The administrator shall not leave the premises housing the assisted living facility during the day tour of duty without first designating an employee who will be responsible for the management of the facility during the administrator's absence.</p> <p>b. The facility administrator shall notify the OLTC in writing if the administrator will be absent from the facility for seven (7) or more consecutive calendar days;</p> <p>c. Each administrator will provide to the OLTC, on an annual basis, a copy of his or her current administrator certification. This submission must be every time when the facility seeks licensure, renewal of licensure, or upon change of ownership.</p> <p>d. The facility may employ an individual to act both as administrator and as the facility's registered nurse under Section 504.2.2. At no time may the duties of administrator take precedence over, interfere with, or diminish the responsibilities and duties associated with the registered nurse position. In addition, when an individual is utilized or employed in a dual capacity to meet the requirements of this section and Section 504.2.2:</p> <ol style="list-style-type: none"> 1. The person employed in the dual capacity must meet all licensing and certification requirements for both positions; 2. The use of a registered nurse as administrator does not remove or negate any requirements for a criminal record check for either position; 3. A registered nurse also employed as an administrator must meet the requirements of this section regarding remaining on the premises of the facility; the provisions for same in Section 504.2.2 do not apply. <p>504.2.1.2 All certifications must be current as required by the certification agency. This submission shall be made each time the facility seeks licensure, renewal of licensure, or upon a change of administrators.</p> <p>504.2.1.3 The administrator must have the following minimum qualifications:</p> <ol style="list-style-type: none"> a. Must be at least 21 years of age; b. Must have a high school diploma or have a GED; c. Must have the ability and agree to comply with these regulations; d. Must successfully complete a criminal background check pursuant to Ark. Code Ann. § 20-33-201, <i>et seq.</i> and in accordance with the Rules and Regulations for Conducting Criminal Record Checks for Employees of Long Term Care Facilities; e. Must not have been convicted, or have a substantiated report, of abusing, neglecting, or mistreating persons, or misappropriation of resident property. The adult abuse register maintained by the Department of Human Services, Division of Aging and Adult Services shall be checked prior to employment; f. Must have no prior conviction pursuant to Ark. Code Ann. § 20-10-401, or relating to the operation of a long term care; g. Must be certified as an Assisted Living Facility Administrator through a certification program approved by the OLTC or must be enrolled in a certification program with an expected completion date of within twelve (12) months. Until certification requirements for an Assisted Living Facility Administrator are in place, certification as a Residential Care Facility Administration or licensure as a Nursing Home Administrator may be used. <p>NCAL - The administrator must be at least 21 years of age, have a high school diploma or a GED, successfully complete a state criminal background check, and be a certified Assisted Living Facility Administrator through a certification program approved by the state.</p>
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<p>CALIFORNIA</p> <p>http://www.dss.cahwnet.gov/ord/CCRTitle22_715.htm</p>	<p>EXAMINATION</p> <p>Approved listing of training programs.</p>
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<p>No response from e-mail.</p> <p>40 hr approved certification course, 15 college or CE units, 1 yr experience or equivalent or 2 yrs college and at least 3 yrs of experience (Department of Social Services, Community Care Licensing Division) www.thomas.stahl@dss.ca.gov, Dept of Social Services, Community Care Licensing Div, Administrator Certification Section. Residential Care Facilities for the Elderly (RCFE) To become certified you must:</p> <ul style="list-style-type: none"> -Complete an initial 40 hour certification program; -Pass a standardized test administered by the Department of Social Services; -Submit a completed request for Administrator Certificate form; -Obtain a Criminal Record Clearance from the DOJ and; -Submit a non-refundable \$100 processing fee. <p>Requirements for Administrator Certification RCFE Administrator applicants must complete a 40-hour initial certification program approved by the Administrator Certification Section (ACS). RCFE administrator applicants who hold a valid Nursing Home Administrator (NHA) license must complete only 12 hours of classroom instruction in lieu of the 40 hours.</p> <p>The Administrator Certification Section publishes a list of approved vendors who provide the initial 40-hour training. The vendor list includes the vendor's name, address and phone numbers and is updated monthly. It is the responsibility of the individual using the list to make sure that the vendor chosen is an approved vendor.</p> <p>All approved vendors issue certificates of completion to all participants that verify completion of required training. A certificate must be obtained upon completion of the certification program to enable you to meet the requirements to obtain certification as an administrator. The certificate of completion will include the name of the approved vendor, vendor number, the name of the person completing the program, and the date that the training was completed.</p> <p>Administrator applicants of a RCFE completing the initial certification program must pass a standardized test administered by the Department. The minimum passing score is 70 percent. Your vendor will contact the district licensing offices to schedule the test for you. RCFE administrator applicants who hold a valid NHA license issued by the Board of Nursing Home Administrators, and who have completed 12 hours of specified training, are not required to take the administrator certification test. However, they must meet all other requirements to obtain certification as an administrator. Upon passing the certification test, the ACS will send your test results in writing along with an Application for Administrator Certification form and instructions for submitting the form. RCFE administrator applicants must obtain a criminal record clearance from DOJ. RCFE administrator applicants must submit a non-refundable \$100 processing fee to the CDSS. Now that you meet all requirements to be certified, the ACS will issue a certificate to you. The certificate is good for two (2) years.</p>	<p>Programs must be submitted for review and approval. Subject instruction content: 8 hrs –laws, residents’ rights, regs, policies, procedural standards that impact the operations of residential care facilities. 3 hrs – business operation. 3 hrs – mgt & supervision of staff. 5 hrs – psychosocial needs of the elderly. 2 hrs – use of physical needs of the elderly. 2 hrs – use of community & support services to meet residents’ needs. 5 hrs – use, misuse & interaction of drugs commonly used by the elderly. 5 hrs – admission, retention & assessment procedures.</p>
<p>Adult Residential Facility</p> <p>To become certified you must:</p> <ul style="list-style-type: none"> Complete an initial 35-hour certification program; Pass a standardized test administered by the Department of Social Services (CDSS); Submit a completed Application for Administrator Certification Form; Obtain a Criminal Record Clearance from the Department of Justice (DOJ); and Submit a non-refundable \$100 processing fee <p>Requirements for Administrator Certification: ARF Administrator applicants must complete a 35-hour initial certification program approved by the Administrator Certification Section (ACS). The ACS must approve the certification program prior to being offered to applicant administrators.</p> <p>The ACS publishes a list of approved vendors who provide the initial 35-hour training. The vendor list includes the vendor's name, address and phone numbers and is updated monthly. It is the responsibility of the individual using the list to make sure that the vendor chosen is an approved vendor. All approved vendors issue a certificate of completion to all participants. A certificate must be obtained upon completion of the certification program to enable you to meet the requirements to obtain certification as an administrator. The certificate of completion will include the name of the approved vendor, vendor number, the name of the person completing the program and the date that the training was completed.</p> <p>Administrator applicants of an ARF completing the initial certification program must pass a standardized test, administered by the</p>	

<p>Department. The minimum passing score is 70 percent. The vendor with whom you took the training will contact the licensing district offices to schedule the test for you. Upon passing the certification test, the ACS will send your test results in writing along with an Application for Administrator Certification form and instructions for submitting the form.</p> <p>ARF administrator applicants must obtain a criminal record clearance from DOJ.</p> <p>ARF administrator applicants must submit a non-refundable \$100 processing fee to the CDSS.</p> <p>Now that you meet all requirements to be certified, the ACS will issue a certificate to you. The certificate is good for two (2) years.</p> <p>Group Homes</p> <ul style="list-style-type: none"> -To become certified you must: -Complete an initial 40-hour certification program; -Pass a standardized test administered by the California Department of Social Services (CDSS); -Submit a completed Application for Administrator Certification form; -Obtain a Criminal Record Clearance from the Department of Justice (DOJ); and -Submit a non-refundable \$100 processing fee. <p>Requirements for Administrator Certification:</p> <p>Group Home Administrator applicants must complete a 40-hour initial certification program approved by the <u>Administrator Certification Section (ACS)</u>. The ACS must approve the certification program prior to being offered to applicant administrators.</p> <p>The ACS publishes a list of approved vendors who provide the initial 40-hour training. The vendor list includes the vendor's name, address and phone numbers and is updated monthly. It is the responsibility of the individual using the list to make sure that the vendor chosen is an approved vendor. All approved vendors issue a certificate of completion to all participants. A certificate must be obtained upon completion of the certification program to enable you to meet the requirements to obtain certification as an administrator. The certificate of completion will include the name of the approved vendor, vendor number, the name of the person completing the program, and the date that the training was completed.</p> <p>Administrator applicants of a GH completing the initial certification program must pass a standardized test administered by the Department. The minimum passing score is 70 percent. The vendor with whom you took the training will contact the licensing district offices to schedule the test for you. Upon passing a certification test, the ACS will send your test results in writing along with an Application for Administrator Certification form and instructions for submitting the form.</p> <p>GH administrator applicants must obtain a criminal record clearance from DOJ. Now that you meet all requirements to be certified, the ACS will issue a certificate to you. The certificate is good for two (2) years.</p> <p>NCAL - An administrator must complete a 40-hour approved certification program (nursing home administrators are exempt from this requirement); 15 college or continuing education units (CEUs), and have at least one year of experience or equivalent (in facilities with 16-49 residents) or two years of college and at least three years of experience (in facilities with 50 or more residents). Nursing home administrators are exempt from the certification requirement, but are required to take 12 CEUs in RCFE administrator core curriculum subjects.</p>	<p>EXAMINATION</p> <p>Programs approved by the Dept. Conducted by an accredited college, university or vocational school or an organization, association, corporation, group or agency with specific expertise in administrator training. Minimum of 30 hrs consisting of 15 hrs in resident rights, environment and fire safety, including emergency procedures and first aid, assessment skills, identifying & dealing with difficult situations & behaviors & nutrition and 15 hrs – in meeting the personal, social & emotional care needs of the resident population.</p>
<p>COLORADO</p> <p>www.cdphe.state.co.us/hf/hfd.asp</p> <p>1.104 (2) <i>Administrator</i></p> <p>104 (2) (a) <i>Minimum Age Requirement.</i> The administrator shall be at least 21 years of age. (effective 5/30/04)</p> <p>104 (2) (b) <i>Minimum Education, Training and Experience Requirements</i></p> <p>(i) Any person commencing service as an administrator July 1, 1993, shall meet the minimum education, training, and experience requirements in one of the following ways:</p> <p>(A) successful completion of a program approved by the Department pursuant to Section 1.103 (6); or</p> <p>(B) documented previous job related experience or related education equivalent to successful completion of such program. The Department may require additional training to ensure that all the required components of the training curriculum are met.</p> <p>(ii) Any person already serving as an administrator on July 1, 1993, shall either meet subparagraph (i) above or meet the minimum education, training, and experience requirements in one of the following ways:</p>	

<p>(A) successful completion of a program approved by the Department, pursuant to Section 1.103 (4) , if completed within a period of eighteen (18) months following July 1, 1993;</p> <p>(B) submission of evidence of successful completion of such a program within the five (5) years immediately prior to July 1, 1993; or (C) previous job related experience equivalent to successful completion of such a program.</p> <p>(iii) The administrator shall be familiar with all applicable federal and state laws and regulations concerning licensure and certification.</p> <p>NCAL - Operators must be at least 18 years of age and may meet the minimum educational, training, and experience standards in one of the following ways: completing a Department of Public Health-approved program or having previous, job-related experience equivalent to successful completion of such program.</p> <p>The administrator must have the equivalent of 30 hours of training in 15 required topics and 15 hours of training pertinent to the care needs of the residents served by the facility.</p>	
<p>DELAWARE</p> <p>http://www.state.de.us/dhss/dlterp/files/alregs.txt, Department of Health and Social Services</p> <p>63.1504 Every assisted living facility shall have a Director. Facilities licensed for 25 beds or more shall have a full-time Nursing Home Administrator. Facilities licensed for 5 through 24 beds shall have a part-time Nursing Home Administrator on-site and on-duty at least 20 hours a week. If the assisted living facility is part of a continuing care retirement community (CCRC) or part of a campus under the same ownership, the CCRC or campus may operate under one licensed Nursing Home Administrator.</p> <p>63.1505 The Nursing Home Administrator shall comply with the provisions of 24 Del. C., Chapter 52, and the Board's Rules and Regulations.</p> <p>63.1506 The Director/Nursing Home Administrator shall have overall responsibility for managing the assisted living facility such that all requirements of state law and regulations are met.</p> <p>63.1507 The Director of a facility for 4 beds or fewer shall meet one of the following criteria:</p> <ul style="list-style-type: none"> A. A baccalaureate degree in a health or social services field or business administration; or B. An associates degree in a health or social services field or business administration and at least 2 years of full-time equivalent work experience in these disciplines; or C. An RN with a combined total of 4 years full-time equivalent education and related work experience; or D. At least 4 years full-time equivalent work experience as an LPN, or 5 years full-time equivalent work experience in a health or social services field or business administration. <p>63.1508 The Director of a Facility for 4 beds or fewer shall be on-site at least 8 hours a week.</p> <p>63.1509 Each facility for 4 beds or fewer shall have a full-time, on-site house manager who shall at a minimum:</p> <ul style="list-style-type: none"> A. Possess a high school diploma or its equivalent; B. Be certified as a CNA with at least three years experience providing care in a health care setting; C. Complete an orientation program in accordance with the CNA regulations; and D. Receive, at a minimum, 12 hours of regular in-service education annually, which may include but not be limited to the topics listed below: <ol style="list-style-type: none"> 1. The health and psychosocial needs of the population being served; 2. The resident assessment process; 3. Use of service agreements; 4. Cuing, coaching, and monitoring residents who self-administer medications, with or without assistance; 5. Providing assistance with ambulation, personal hygiene, dressing, toileting, and feeding; 6. 16 Del. C., Chapter 11, pertaining to resident's rights; reporting of abuse, neglect, mistreatment, and financial exploitation; and the Ombudsman Program; 7. Fire and life safety, and emergency disaster plans; 	<p>EXAMINATION</p> <p>Licensed as a NHA or CNA</p>

<p>8. Infection control, including Standard Precautions; 9. Basic food safety; 10. Basic first aid, CPR, and the Heimlich Maneuver; and 11. Hospice services. 63.1510 Assisted living facilities administering therapies and/or treatments shall have staff adequate in number and appropriately qualified and/or licensed. 63.1511 Every assisted living facility shall have a Director of Nursing who is a registered nurse. Facilities licensed for 25 assisted living beds or more shall have a full-time Director of Nursing. Facilities licensed for 5 through 24 assisted living beds shall have a part-time Director of Nursing on-site and on-duty at least 20 hours a week. The nursing director of a facility for 4 assisted living beds or fewer shall be on-site at least 8 hours a week.</p> <p>NCAL - The nursing home administrator must maintain current certification as required by state law. For facilities with four beds or fewer, there are reduced requirements for the director of the facility and for the on-site manager</p>	<p>EXAMINATION 400.452 – training and education course and state exam. Topics: state law/rules related to assisted living facilities, resident rights and identifying and reporting abuse, neglect and exploitation. Special needs of elderly persons, persons with mental illness, and person with developmental disabilities and how to meet those needs. Nutrition and food service including acceptable sanitation practices for preparing storing and serving food. Medication mgt, recordkeeping and proper techniques for assisting residents with self-administered medication. Fire safety requirements including fire evacuation drill procedures and other emergency procedures. Care of persons with alzheimers disease and related disorders. Effective Jan 1, 2004, new facility administrators must complete the required training and education including competency test within a reasonable time after being employed as an administrator as determined by the dept.</p>
<p>FLORIDA http://www.fdhc.state.fl.us/MCHQ/Long_Term_Care/Assisted_living/index.shtml. Please reference Chapter 58A-5.019 and 58A-5.019I, Florida Administrative Code and Section 400.452, Florida Statutes for detailed administrator requirements. I also printed the Dept of Elderly Affairs Regs. The Agency does not regulate administrators/directors of an assisted living facility. We license the assisted living facility operator. The administrators/directors must meet minimum requirements such as be at least 21 years old; must have a high school diploma or general equivalency diploma (G.E.D.); must be in compliance with a level 2 background screening (Federal and State); and must complete the state of Florida core training requirements</p> <p>The Assisted Living Unit of the Division of Health Quality Assurance is responsible for licensing and regulation of Assisted Living Facility (ALF), Adult Family Care Home (AFCH), and Adult Day Care Center (ADCC) programs throughout the State of Florida. (2) PROVIDER. 1. Be at least 21 years of age. 2. Live in the home. 3. Be able to read, write and complete written materials involved in applying for an AFCH license and maintaining an AFCH. 4. Complete required training. (4) TRAINING. (a) All AFCH providers must attend a 12-hour basic adult family-care home training program which covers the minimum requirements of Section 400.6211, F.S., prior to accepting any residents, or for providers who already have persons residing in the home that will be considered residents, prior to licensing. (b) The AFCH provider shall annually obtain 3 hours of continuing education in topics related to the care and treatment of frail elders or disabled adults, or the management and administration of an adult family-care home. (c) AFCH providers must attend update training for any portion of the basic course which has been updated as the result of new legislation or rule amendment. (d) The AFCH provider, each relief person, and any person left in sole charge of residents, which may include staff, household members or volunteers, must hold a currently valid card documenting completion of courses in First Aid and CPR. A nurse shall be considered as having met the training requirement for First Aid. (e) Prior to assuming responsibility for the care of residents or within 30 days of employment, the AFCH provider shall ensure that each relief person and all staff receive training in areas that are relevant to the person's job duties, including emergency and evacuation procedures, universal precautions, food safety, reporting abuse and neglect, and resident rights. (f) Except as otherwise noted, certificates of any training required by this rule shall be documented in the facility's personnel files.</p> <p>NCAL - Administrators must have a high school diploma or GED and complete a core training program and competency test</p>	<p>EXAMINATION 400.452 – training and education course and state exam. Topics: state law/rules related to assisted living facilities, resident rights and identifying and reporting abuse, neglect and exploitation. Special needs of elderly persons, persons with mental illness, and person with developmental disabilities and how to meet those needs. Nutrition and food service including acceptable sanitation practices for preparing storing and serving food. Medication mgt, recordkeeping and proper techniques for assisting residents with self-administered medication. Fire safety requirements including fire evacuation drill procedures and other emergency procedures. Care of persons with alzheimers disease and related disorders. Effective Jan 1, 2004, new facility administrators must complete the required training and education including competency test within a reasonable time after being employed as an administrator as determined by the dept.</p>

<p>IDAHO</p> <p>Residential Care Facility Administrators Board, Board of Occupational Licenses www.2.state.id.us/ibol/rca.htm The Dept of Health & Welfare regulates the facilities and the Residential Care Facilities Administrators Board regulates the licensure of administrators.</p> <p>Applicants for examination are required to register with NAB and pay any required examination fees directly to NAB.</p> <p>NCAL – Administrators must be licensed by the state and must have sufficient physical, emotional and mental capacity.</p>	<p>EXAMINATION</p> <p>Examination developed and administered by the National Association of Boards of Examiners of Long Term Care Administrators (NAB). 400. Education and training requirements: approved courses administered by ID Assisted Living Association & Assisted Living Federation of America (ALFA). Will also accept any certification program from other states, national residential care facility administrator organization or nationally or regionally accredited college or university. Other courses may be submitted for review and approval if the course content is in compliance with subsection 300.04.</p>
<p>INDIANA</p> <p>www.hpb.in.gov Health Professions Bureau, Board of Health Facility Administrators Michelle Hines mhines@hpd.state.in.us</p> <p>Sec. 4. (a) All applicants for licensure as an H.F.A. must have completed, at the time of application, the requirements of IC 25-19-1-3(a)(1) and any of the following educational attainments and administrator-in-training programs:</p> <ol style="list-style-type: none"> (1) Possession of a baccalaureate or higher degree from an accredited institution of higher learning approved by the board, and completion of a required administrator-in-training program. (2) Possession of an associate degree in health care from an accredited institution of higher learning approved by the board, and completion of a specialized course of study in long term health care administration approved by the board, and completion of a required administrator-in-training program. (3) Completion of a specialized course of study in long term health care administration prescribed by the board, and completion of a required six (6) month administrator-in-training program. <p>(b) Applicants for licensure by endorsement as an H.F.A. may request that the board consider previous experience to satisfy the requirements of subsection (a). Educational and A.I.T. requirements may be satisfied by two (2) years of active work experience as a licensed health facility administrator in another state. Evidence must be presented to the board demonstrating competency of practice.</p> <p>(c) Applicants for licensure as an H.F.A. may request that the board consider previous experience to satisfy the A.I.T. requirements of subsection (a). A.I.T. requirements may be satisfied by:</p> <ol style="list-style-type: none"> (1) one (1) year of active work experience as a licensed H.F.A.; (2) completion of a training program required for licensure as an H.F.A. in another state that is determined by the board to be equivalent to the A.I.T. requirements of this state; (3) completion of a residency-internship in health care administration completed as part of a degree requirement of subsection (a)(1) and (a)(2) that is determined by the board to be equivalent to the A.I.T. requirements of this state; (4) one (1) year of active work experience as a chief executive officer or chief operations officer in a hospital; or (5) a master's degree in health care administration and six (6) months of active work experience as a licensed H.F.A. in another state. <p>NCAL - (1) A baccalaureate or higher degree from an accredited institution of higher learning approved by the board, and completion of a required administrator-in-training (AIT) program; or,</p> <p>(2) An associate degree in health care from an accredited institution of higher learning approved by the board, completion of a specialized course of study in long-term health care administration approved by the board, and completion of a required AIT program; or,</p> <p>(3) Completion of a specialized course of study in long-term health care administration prescribed by the board, and completion of a</p>	<p>EXAMINATION</p> <p>Written or oral or both with the following topics:</p> <ol style="list-style-type: none"> (1) Applicable standards of environmental health and safety. (2) Local health and safety regulation. (3) General administration. (4) Psychology of patient care. (5) Principles of medical care. (6) Pharmaceutical services and drug handling. (7) Personal and social care. (8) Therapeutic and supportive care and services in long term care. (9) Departmental organization and management. (10) Community interrelationships.

<p>required six-month administrator-in-training program.</p> <p>IOWA www.state.ia.us/elderaffairs/, Iowa Department of Elder Affairs We recently went thru the process of revising our Administrative Rules and Chapter 25, Assisted Living rules are almost completed with the process. They have been approved by our commission and the Administrative Rules Review Committee and will become effective on May 19th. You may download them from our website. Go to "what's new" on our home page, go to "Administrative Rules Update" and click on the Administrative Rule link and look at April 14th. The ARC number that you want to "find" is ARC 3299B. This is the final, final Chapter 25, Assisted Living. Dept of Inspections and Appeals is responsible for the oversight and monitoring of Assisted Living program. We write the rules, they enforce them. I know, it's a little difficult to manage at times, but that is the way the legislators requested it. The Bureau Chief for that division at the Dept of Inspections and Appeals is Ann Martin. Her direct dial number is 515-281-5077 and her e-mail address is amartin@dia.state.ia.us. Unfortunately, our state does not address the education level for administrators or directors. It was discussed in the workgroups revising the Administrative Rules but was decided to leave it out. It simply states staff must be trained appropriately to assigned tasks and target population. NCAL - The manager must be at least 21 years of age and be adequately trained to carry out duties</p>	<p>EXAMINATION Certified thru CARF or JCAHO</p>
<p>KANSAS http://www.kdhe.state.ks.us/hoc/index.html. www.myran@kdhe.state.ks.us - Martha Ryan Dept of Health & Environment, Health Occupations Credentialing, Designated manger who is 21, high school diploma or a general educational development diploma and has demonstrated management or administrative ability to maintain the daily operations. e-mail from Martha Ryan states the following: Regulated by the Kansas Department on Aging's Licensure Certification and Evaluation Division, Health Facility Program http://www.kdhe.state.ks.us/bhfr/. Our agency, (KDHE) is mandated to develop the training of operators (our word for administrators/directors of assisted living facilities, who are not licensed adult care home administrators), based on Kansas statute 39-923(a)(21), which says, "Operator" means an individual who operates an assisted living facility or residential health care facility with fewer than 61 residents, a home plus or adult day care facility and has completed a course approved by the secretary of health and environment on principles of assisted living and has successfully passed an examination approved by the secretary of health and environment on principles of assisted living and such other requirements as may be established by the secretary of health and environment by rules and regulations." If a facility has 61 or more residents, the director must be a licensed adult care home administrator. Regulation 28-39-240(b) is part of the Department on Aging's regulations and specifies that the operator or administrator for the types of care listed above is at least 21 years of age, possesses a high school diploma or the equivalent, holds a Kansas license as an adult care home administrator or has successfully completed an operator training program as designed by the secretary, and has authority and responsibility for the operation of the facility and compliance with licensing requirements. Effective 3/1/2004 All Adult Care Homes (including assisted living/residential health care facilities, boarding care homes, home plus facilities and adult day care) are now managed by the Kansas Department on Aging Regulations from Department of Aging, Board of Adult Care Administrators http://www.kdhe.state.ks.us/bacha/download/ach_admin_regs_kar.pdf 28-38-19. QUALIFICATION FOR LICENSURE. (a) Each candidate for initial licensure as an adult care home administrator shall meet the following qualifications:</p>	<p>EXAMINATION On and after Jan 1, 1983, the national association of boards of examiners for adult care home administrators (NAB) shall be the approved national examination for licensure.</p>

- (1) Each candidate shall hold a baccalaureate or higher degree from an accredited college or university.
- (2) Each candidate shall have successfully completed a long-term care administration practicum that is conducted by an accredited college or university, or an equivalent program, as an academic training program and that meets the following requirements:
- (A) Consists cumulatively of at least 480 clock-hours and is completed in not more than three practice settings;
 - (B) incorporates the "core of knowledge," as defined in K.A.R. 28-38-29;
 - (C) provides the training in either, or a combination of, a licensed adult care home or long-term care unit of a licensed hospital, excluding assisted-living and residential health care facilities;
 - (D) designates a preceptor in the adult care home or in the hospital long-term care unit;
 - (E) assumes responsibility for coordinating with the preceptor the type of training and supervision to be provided during the practicum; and
 - (F) ensures that a preceptor meets the following:
 - (i) Is responsible for the training, knowledge, and professional activities within the facility and for the development and refinement of the trainee as a prospective adult care home administrator;
 - (ii) does not supervise more than two trainees at a time;
 - (iii) is a full-time administrator of record or a licensed administrator who directly supervises the administrator of record; and
 - (iv) maintains direct supervision of the trainee in the facility in which the training is to be provided.
- (b) A maximum of 20 hours may be approved by the board toward the 480-hour practicum requirement for completion of an adult care home operator course.
- (c) Up to 40 hours for each year of work experience, with a maximum of 240 hours, may be approved by the board toward the 480-hour practicum requirement if the experience meets either of the following requirements:
- (1) The experience was obtained as an administrator of a Kansas-licensed hospital who also served as the administrator of the hospital's long-term care unit.
 - (2) The experience was obtained as an adult care home administrator while licensed in another state.
- (d) Each trainee shall request that the college or university submit the practicum curriculum and preceptor qualifications for the board's approval in accordance with this regulation. Any change in the practicum curriculum or preceptor shall require approval by the board in accordance with this regulation. Each trainee shall meet the following requirements:
- (1)(A) Be enrolled in a practicum program that terminates with a baccalaureate degree or postbaccalaureate degree; or
 - (B) hold a baccalaureate or higher degree from an accredited college or university; and
 - (2) be at least 18 years of age before participating in a practicum.
- Adult Care Homes November, 2001 *
28-39-144. Definitions Page 1
DEFINITIONS http://agingkanssas.org/kdoa/lcc/regs/ach_common/28-39-144.pdf
28-39-144. Definitions. The following definitions shall apply to all adult care homes except nursing facilities for mental health and intermediate care facilities for the mentally retarded.
- b) "Administrator" means any individual who is charged with the general administration of a nursing facility, nursing facility for mental health, assisted living facility, or residential health care facility, whether or not the individual has an ownership interest in the adult care home. Each administrator of an adult care home shall be licensed in accordance with K.S.A. 65- 3501 et seq., and amendments thereto.
- (c) "Adult day care" means an adult care home that meets the definition in K.S.A. 39-923 (a) (9), and amendments thereto.
- (d) "Adult care home" means any of the following facilities licensed by the secretary of health and environment:
- (1) A nursing facility;
 - (2) a nursing facility for mental health;
 - (3) an intermediate care facility for the mentally retarded;
 - (4) an assisted living facility;
 - (5) a residential health care facility;
 - (6) a home-plus facility;

<p>(7) an adult day care facility; or (8) a boarding care home</p> <p>Assisted Living/Residential Health Care Facilities 28-39-240</p> <p>(a) The assisted living or residential health care facility shall be operated in a manner ensuring that residents receive the care and services as specified in each negotiated service agreement.</p> <p>(b) The licensee shall appoint an administrator or operator who meets the following criteria:</p> <ol style="list-style-type: none"> (1) Is at least 21 years of age; (2) possesses a high school diploma or the equivalent; (3) holds a Kansas license as an adult care home administrator or has successfully completed an operator training program as designated by the secretary; and (4) has authority and responsibility for the operation of the facility and compliance with licensing requirements. <p>Home Plus Facility, Dept of Aging, http://agingkanssas.org/kdoa/lce/regg/homeplus/28-39-425.htm 28-39-425</p> <p>(a) The home-plus facility shall be operated in a manner that ensures that residents receive the care and services described in the negotiated service agreement.</p> <p>(b) The licensee shall appoint an administrator or operator who meets the following criteria:</p> <ol style="list-style-type: none"> (1) Is at least 21 years of age; (2) possesses a high school diploma or the equivalent; (3) holds a Kansas license as an adult care home administrator or has successfully completed an operator training program designated by the secretary; and (4) has authority and responsibility for the operation of the facility and compliance with licensing requirements. <p>Adult Care Facilities Dept of Aging, http://agingkanssas.org/kdoa/lce/regg/adultdaycare/28-39-275.htm 28-39-275</p> <p>(a) Each adult day care facility shall ensure that residents receive the necessary care and services, as described in the negotiated service agreement.</p> <p>(b) Each licensee shall appoint an administrator or operator who shall meet the following criteria:</p> <ol style="list-style-type: none"> (1) Is at least 21 years of age; (2) possesses a high school diploma or equivalent; (3) holds a Kansas license as an adult care home administrator or has successfully completed an operator training program as designated by the secretary; and (4) has the authority and responsibility for the operation of the facility and compliance with licensing requirements. <p>(c) A facility may request approval from the department for Boarding Care, Dept of Aging, http://agingkanssas.org/kdoa/lce/regg/boardingcare/28-39-144.htm Same regulations as Adult Care Homes</p> <p>NCAL - Operators must be 21 years of age, possess a high school diploma or equivalent, and hold a Kansas license as an adult care home administrator, or engage in an operator training program.</p>	
<p>MAINE</p> <p>www.penny.vaillancourt@maine.gov Dept of Professional & Financial Regulation, Board of Nursing Home Administrators The Maine Board of Nursing Home Administrators licenses Nursing Home Facility Administrators, Residential Care Facility Administrators, and Multi-Level Long-Term Care Facility Administrators. However, we do not have an "assisted living" licensure category.</p> <ol style="list-style-type: none"> A. Be at least 21 years of age. B. Either: <ol style="list-style-type: none"> 1. Possess a high school diploma and have completed one of the following options: 	<p>EXAMINATION</p> <p>Certified by the American College of Health Care Administrators (ACHCA) as a certified assisted living administrator or pass the NAB residential care/assisted living exam. Lic'd by NHA Board.</p>

- a. A Board-approved program in residential care/assisted living; or
- b. A certificate of advanced study in long term care administration from an accredited college, including at least three (3) semester hours in assisted living or residential care; or
- c. Twelve (12) semester hours from an accredited college with not fewer than six (6) in management and the balance in health care or human services; or
2. Be certified by the American College of Health Care Administrators (ACHCA) as a Certified Assisted Living Administrator (CALA); or
3. Have successfully passed the NAB Residential Care/Assisted Living examination.
- C. Be of good record and reputation for honest and reliable conduct in personal and business affairs as demonstrated by two (2) written character references.
- D. Have submitted a completed application on forms supplied by the Board, and the required fees.

SECTION 2: LICENSES FOR CURRENT LEVEL II RCF ADMINISTRATORS

An individual who, on the effective date of these rules is charged with and has responsibility for the general administration of a Residential Care Facility, shall be granted a provisional license and shall have eighteen (18) months to satisfy the educational/examination provisions of Section 1(B) of this Chapter. That individual shall apply to the Board for said provisional license within ninety (90) days of said effective date.

Statutory authority: 32 M.R.S.A. Chapter 2, §63-B (2)

Multi-Level Long Term Care Facility Administrators

Multi-Level Long Term Care Facility Administrators shall be required to meet the qualification rules pertaining to both Nursing Home Administrators and to Residential Care Facility Administrators. They shall:

- A. Be at least twenty-one (21) years of age.
- B. Have attained one of the following minimum educational requirements:
 1. Baccalaureate or higher degree from an accredited college or university in Administration, Health Care Administration or Long-Term Care Administration; or
 2. Baccalaureate degree from an accredited college or university in a health related field, such as nursing or social work; or
3. Baccalaureate or higher degree from an accredited college or university in any field, plus proof of one of the following:
 - a. A Certificate of Advanced Study in Long Term Care Administration from an accredited college; or
 - b. Twelve (12) semester hour credits from an accredited college with not fewer than six (6) in management and the balance in health care or long-term care.

C. Have demonstrated knowledge of residential care/assisted living by one of the following means:

1. Possess a high school diploma and have completed one of the following options:
 - a. A Board-approved program in residential care/assisted living; or
 - b. A Certificate of Advanced Study in Long Term Care Administration from an accredited college, including at least three (3) semester hours in assisted living or residential care; or
 - c. Twelve (12) semester hours from an accredited college with not fewer than six (6) in management and the balance in health care or human services; or
2. Be certified by the American College of Health Care Administrators (ACHCA) as a Certified Assisted Living Administrator (CALA); or
3. Have successfully passed the NAB Residential Care/Assisted Living examination.
- D. Be of good record and reputation for honest and reliable conduct in personal and business affairs as demonstrated by two (2) written character references.
- E. Have completed a Board-approved AIT program or be eligible for endorsement as outlined in Chapter 6.
- F. May, with Board approval, complete an AIT program or equivalent internship prior to receiving a baccalaureate degree, provided the AIT program is an integral part of the requirements for that degree.

<p>G. Have submitted a completed application on forms supplied by the Board, and the required fees. H. Graduates of college or university programs granted academic approval by NAB will be considered to have met the educational requirements in Section 1 (B) above. I. Pass such examinations as are required in Section 4 of this Chapter.</p> <p>SECTION 2: MULTI-LEVEL LICENSES FOR CURRENT NURSING HOME ADMINISTRATORS An individual who, on the effective date of these rules, holds a valid Maine Nursing Home Administrator license may apply for a Multi-Level Long Term Care Facility Administrator license within one-hundred twenty (120) days of such effective date. Such an individual shall also have completed a Board-approved Multi-Level Administrator training program ("bridge course").</p> <p>NCAL - Administrators must be at least 21 years of age. Administrators in Level I, II, and III facilities need to have sufficient education, experience, and training to meet residents' needs. Level IV administrators must either complete an approved training program or have a nursing home or residential facility administrator license.</p>	
<p>MISSOURI http://www.sos.mo.gov/adrules/csr/current/19csr19c30-86.pdf Department of Health & Senior Services (used to be under Social Services) (1) For a residential care facility II, a person shall be designated to be administrator who is currently licensed as a nursing home administrator under Chapter 344, RSMo. II (2) For a residential care facility I, a person shall be designated as administrator/manager who is either currently licensed as a nursing home administrator or is at least twenty-one (21) years of age, has never been convicted of an offense involving the operation of a long-term care or similar facility and who attends at least one (1) continuing education work-shop within each calendar year given by or approved by the Division of Aging. When used in this chapter of rules, the term manager shall mean that person who is designated by the operator to be in general administrative charge of a residential care facility I. It shall be considered synonymous to administrator. as defined in section 198.006, RSMo and the terms administrator and manager may be used interchangeably. II/III (3) By January 1, 1991, the administrator/manager of a residential care facility I or II shall have successfully completed the state approved Level I Medication Aide course unless s/he is a physician, pharmacist, licensed nurse or a certified medication technician, or if the facility is operating in conjunction with a skilled nursing facility or intermediate care facility on the same premises, or, for a residential care facility II, if the facility employs on a full-time basis, a licensed nurse who is available seven (7) days per week. II/III</p> <p>NCAL - The administrator of a Level II facility must be a licensed nursing home administrator. In a Level I facility, the administrator must either be a licensed nursing home administrator or attend at least one continuing education workshop per year. All administrators must complete a course in medication administration</p>	<p>EXAMINATION Level II - Lic'd as a NHA Level I - Lic'd as a NHA or be 21 and in attendance of 1 CE workshop per year and complete state medication aide course.</p>
<p>MONTANA www.dphhs.state.mt.us/services, Dept of Public Health & Human Services, Quality Assurance Division, Personal Care/Assisted Living homes, Categories A & B 37.106-2814 Administrator (new regulations and statistics available 7/1/2004) (1) Each personal care facility shall employ an administrator. The administrator is responsible for operation of the personal care facility at all times and shall ensure 24-hour supervision of the residents. (2) No personal care facility may employ an administrator who does not meet the following minimum requirements: (a) the administrator must hold a current Montana nursing home administrator license; or (b) have proof of holding a current and valid nursing home administrator license from another state; or</p>	<p>EXAMINATION Licensed as a NHA or completion of ALFA program</p>

<p>(c) have successfully completed all of the self study modules of "The Management Library for Administrators and Executive Directors", a component of the assisted living training system published by the assisted living federation of America university (ALFA); or</p> <p>(i) be enrolled in the self study course referenced above, with a six month successful completion; and</p> <p>(d) the administrator must show evidence of at least 16 contact hours of annual continuing education which shall be relevant to the individual's duties and responsibilities as administrator of the assisted living facility.</p> <p>(3) In the absence of the administrator, a staff member must be designated to oversee the operation of the facility during the administrator's absence. The administrator or designee shall be in charge, on call and physically available on a daily basis as needed, and shall ensure there are sufficient, qualified staff so that the care, well being, health and safety needs of the residents are met at all times. The administrator or designee may not be a resident of the facility.</p> <p>(a) A designee must:</p> <p>(i) be age 18 or older; and</p> <p>(ii) have demonstrated competencies required to assure protection of the safety and physical, mental and emotional health of residents.</p> <p>NCAL - An administrator must hold a current Montana nursing home administrator license or have proof of holding a current and valid nursing home administrator license from another state, or have successfully completed all of the self-study modules of "The Management Library for Administrators and Executive Directors", a component of the assisted living training system published by the Assisted Living Federation of America University (ALFA University), or be enrolled in the self-study course referenced above, with an anticipated six month successful completion. The administrator of a Category B facility that provides care to individuals with severe cognitive impairment must have not less than three years experience in caring for residents with severe cognitive impairment in a licensed facility, or have a documented combination of education and training that the department has determined is equivalent.</p>	
<p>NEBRASKA</p> <p>www.nancy.brown@hlss.state.ne.us</p> <p>Legislation was just passed this year that will require initial and ongoing training for Assisted-Living Administrators. We will be writing the regulations this summer as the law becomes effective Jan. 1, 2005. I don't think the statute is on the website yet so here is the wording of the law if that will help you.</p> <p>The Department shall adopt and promulgate rules and regulations necessary to carry out the Assisted-Living Facility Act, including, but not limited to, rules and regulations which:</p> <p>... (3) Establish initial and ongoing training requirements for administrators and approved curriculum for such training. Such requirements shall consist of thirty hours of initial training, including, but not limited to, training in resident care and services, social services, financial management, administration, gerontology, and rules, regulations, and standards relating to the operation of an assisted-living facility. The department may waive initial training requirements established under this subdivision for persons employed as administrators of assisted-living facilities on the operative date of this section upon application to the department and documentation of equivalent training or experience satisfactory to the department. Training requirements established under this subdivision shall not apply to an administrator who is also a nursing home administrator or a hospital administrator.</p> <p>NCAL – None specified</p>	<p>EXAMINATION</p> <p>New law effective Jan 1, 2005 requiring initial and on-going training requirements, see course content to the left.</p>
<p>NEVADA</p> <p>http://www.leg.state.nv.us/NRS/NRS-654.html Board of Examiners for Administrators of Facilities for Long-Term Care</p> <p>NRS 654.155 Qualifications of applicant for licensure as administrator of residential facility for groups. [Effective until the date of the repeal of the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.] Each applicant for licensure as an administrator of a residential</p>	<p>EXAMINATION</p> <p>Pass an examination conducted and prescribed by the Board, excepts on NAB</p>

<p>facility for groups pursuant to this chapter must:</p> <ol style="list-style-type: none"> 1. Be at least 21 years of age; 2. Be a citizen of the United States or lawfully entitled to remain and work in the United States; 3. Be of good moral character and physically and emotionally capable of administering a residential facility for groups; 4. Have satisfactorily completed a course of instruction and training prescribed or approved by the Board or be qualified by reason of his education, training or experience to administer, supervise and manage a residential facility for groups; 5. Pass an examination conducted and prescribed by the Board; 6. Submit with his application: <ol style="list-style-type: none"> (a) A complete set of his fingerprints and written permission authorizing the Board to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report; (b) A fee to cover the actual cost of obtaining the report from the Federal Bureau of Investigation; and (c) The statement required pursuant to NRS 654.145; and 7. Comply with such other standards and qualifications as the Board prescribes. <p>(Added to NRS by 1993, 2139; A 1997, 2183; 2003, 2867) effective on the date of the repeal of the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrears and for noncompliance with certain processes relating to paternity or child support proceedings)</p> <p>NCAL - Administrators must be licensed by the Nevada State Board of Examiners for Administrators of Facilities for Long Term Care. An administrator for an Alzheimer's facility must have three years experience in caring for residents with Alzheimer's disease or related dementia</p> 	
<p>NEW JERSEY</p> <p>http://www.state.nj.us/health/ltr/regs.htm Department of Health, Senior Services standards for assisted living residences, comprehensive personal care homes & assisted living programs</p> <p>8:36-1.5 Qualifications of the administrator of an assisted living residence or comprehensive personal care home</p> <p>(a) The administrator of an assisted living residence or comprehensive personal care home shall:</p> <ol style="list-style-type: none"> 1. Be at least 21 years of age; 2. Possess a high school diploma or equivalent; and 3. Hold a current New Jersey license as a nursing home administrator, or be eligible to take the New Jersey Nursing Home Administrator's Licensing Examination, according to Department of Health and Senior Services requirements; or <ol style="list-style-type: none"> i. Have successfully completed an Assisted Living training course which covers the concepts and rules of assisted living as outlined in this chapter, given by a person(s) qualified to train assisted living administrators, in accordance with 4 below. ii. Have successfully completed a Department approved competency examination, which covers the concepts and rules delineated in this chapter 4. Qualified trainers for assisted living administrators shall possess either the education and experience described in i – iii below, or the experience described in iv and v below: <ol style="list-style-type: none"> i. Two years experience as an administrator in the areas of housing, hotel management, or health care or two years experience in teaching adults, or any combination thereof; ii. Completion of at least 40 hours in assisted living administrator training, which shall include basic concepts of assisted living, age-related changes and aging in place, assessments, scope of services and service planning, shared responsibility and managed risk, documentation, staffing patterns, nursing activities and medication administration, and promoting a home-like environment; iii. A practicum, consisting of a minimum of 16 hours, at a New Jersey licensed assisted living facility which shall include satisfactory completion of a resident service needs assessment, service plan and risk management agreement; iv. Two years experience as an assisted living administrator in a licensed assisted living facility or two years experience in teaching adults, or any combination thereof; and v. A practicum, consisting of a minimum of 16 hours, at a New Jersey licensed assisted living facility which shall include satisfactory completion of a resident service needs assessment, service plan and risk management agreement. <p>5. An applicant for certification as an assisted living administrator shall sit for the competency examination within two years of successful completion of an assisted living training course.</p>	<p>EXAMINATION</p> <p>Lic'd as NHA or completion of assisted living training course or other equivalent</p> <p>State exam – see exam content previous column</p>

<p>6. An applicant for certification who fails the competency examination for an assisted living administrator will be permitted to re-take the examination in accordance with the following:</p> <ul style="list-style-type: none"> i. Following a first examination failure, an applicant shall be permitted to sit for re-examination. ii. Following a second examination failure, or any subsequent two examination failures, the applicant shall be required to re-take, and successfully complete, an assisted living training course approved by the Department in accordance with this rule. iii. Written documentation of successful completion of a training program required by ii above shall be submitted to the Certification Program, Department of Health and Senior Services, PO Box 367, Trenton, NJ 08625-0367 at least 10 days prior to the next examination the applicant will take. <p>(b) The owner of an assisted living residence who meets the qualifications listed in (a) above may also serve as the administrator.</p> <p>(c) An assisted living administrator certification shall be valid for a period of two years from date of issue.</p> <p>(d) At least once every two years, on a schedule to be determined by the Department, an assisted living administrator shall file an application for renewal of current certification.</p> <p>(e) In order to be eligible to renew a current certification, an assisted living administrator shall complete at least 20 hours, every two years, of continuing education regarding assisted living concepts and related topics, as specified and approved by the Department of Health and Senior Services, in accordance with (a)3 i above.</p> <p>(f) If a certified assisted living administrator fails to fulfill the certification renewal requirements at the prescribed time, the certification shall be considered inactive.</p> <p>(g) An individual may apply for recertification without re-examination within two years of the certification renewal date and upon submitting a request for restoration of said certification, in writing, to the Certification Program.</p> <p>(h) An individual requesting restoration of his or her certification from inactive status within two years of inactivity shall be required to pay the then-current certification fee and comply with the education requirements identified at (e) above.</p> <p>(i) The applicant shall be required to complete 20 hours of continuing education credit for each year in which the certification was inactive in addition to the required 20 hours of continuing education for biennial certification period.</p> <p>11 (j) An administrator whose certification is in an inactive status and who subsequently fails to meet the requirements identified at (a) through (e) above shall be required to apply in writing for restoration of certification under the requirements as determined by the Certification Program on an individual basis and as provided for in these rules.</p> <p>NCAL - Administrators must be at least 21 years of age and possess a high school diploma or equivalent. Administrators must also either hold a current New Jersey license as a nursing home administrator, be eligible to take the exam to become a licensed nursing home administrator, or complete an approved training course and examination</p>	
<p>NORTH CAROLINA</p> <p>Doug.barrick@ncmail.net</p> <p>N.C. certifies administrators of adult care homes of 7+ beds. The certification law is G.S. 90-288.10 - 288.20. Our website with certification information is facility-services.state.nc.us/gcpage.htm. Must be re-certified every 2 years with examination. Certified thru the NC Division of Facility Services/Adult Care Licensure Section</p> <p>Requirements for Certification and Re-Certification of Administrators</p> <ol style="list-style-type: none"> 1. Applicant must submit an Assisted Living Administrator Certification Application 2. The applicant must be at least 21 years of age. A copy of the driver's license or some other proof of age must be provided. 3. The applicant must obtain a satisfactory criminal history fingerprint card check by the SBI. 4. The applicant must provide an official transcript from an accredited college or university (including community colleges) of the completion of at least 2 years of college coursework (60 semester hours or 96 quarter hours). OR <p>The applicant must provide an official transcript from an accredited college or university (including community colleges) of the completion of at least 1 year of college coursework (30 semester hours or 48 quarter hours). PLUS proof of at least 2 years of supervisory experience in a licensed adult care home, nursing home, or other health or residential care setting within the 5 years preceding the date of application for certification. Proof of this experience must be provided in the form of a resume with at least one</p>	<p>EXAMINATION</p> <p>State constructed exam</p>

<p>letter of reference from the applicant's supervisor at the time of their employment. The letter must include dates of employment, statement of supervisory experience and business phone number of the supervisor.</p> <p>5. The applicant must complete the 120-hour Administrator -in- Training program as required by G.S. 90-288.14(14).</p> <p>6. The applicant must successfully complete a written exam administered by the Division of Facility Services.</p> <p>NCAL - Adult care home administrators must be certified by the state, which requires completion of a 120-hour administrator-in-training program</p>	
<p>OHIO</p>	
<p>Ohio Residential Care Facilities 3701-17-50 Definitions</p> <p>(N) "Home for the aging" means a home that provides services as a residential care facility and a nursing home, except that the home provides its services only to individuals who are dependent on the services of others by reason of both age and physical or mental impairment. The part or unit of a home for the aging that provides services only as a residential care facility is licensed as a residential care facility. The part or unit that may provide skilled nursing care beyond the extent authorized by section 3721.011 of the Revised Code is licensed as a nursing home.</p> <p>"Operator" means the person, firm, partnership, association, or corporation which is required by section 3721.05 of the Revised Code to obtain a license in order to open, maintain or operate a home and the superintendent or administrator of a county home or district home licensed or seeking to be licensed as a residential care facility.</p> <p>(GG)"Residential care facility" means a home that provides either of the following:</p> <p>(1) Accommodations for seventeen or more unrelated individuals and supervision and personal care services for three or more of those individuals who are dependent on the services of others by reason of age or physical or mental impairment;</p> <p>(2) Accommodations for three or more unrelated individuals, supervision and personal care services for at least three of those individuals who are dependent on the services of others by reason of age or physical or mental impairment, and to at least one of those individuals, any of the skilled nursing care authorized by section 3721.011 of the Revised Code.</p> <p>Qualifications:</p> <p>(G) The administrator shall meet either of the following qualifications:</p> <p>(1) The individual is licensed as a nursing home administrator under Chapter 4751. of the Revised Code; or</p> <p>(2) The individual meets one of the following criteria at the time of employment:</p> <p>(a) Has two thousand hours of direct operational responsibility for a senior housing facility, health care facility, residential care facility, adult care facility or any other group home licensed or approved by the state;</p> <p>(b) Has successfully completed one hundred credit hours of post high school education in the field of gerontology or health care;</p> <p>(c) Is a licensed health professional as that term is defined in rule 3701-17-071 of the Administrative Code; or</p> <p>(d) Holds a baccalaureate degree.</p> <p>The administrator shall receive annually at least nine hours of continuing education in the field of gerontology, health care, business administration or residential care facility operation.</p> <p>Adult Care Facilities</p> <p>(D) "Adult family home" means a residence or facility that provides accommodations to three to five unrelated adults and supervision and personal care services to at least three of those adults.</p> <p>(E) "Adult group home" means a residence or facility that provides accommodations to six to sixteen unrelated adults and provides supervision and personal care services to at least three of the unrelated adults.</p> <p>(F) "Adult care facility" or "ACF" means an adult family home or an adult group home. For the purposes of this chapter, any residence, facility, institution, hotel, congregate housing project, or similar facility that provides accommodations and supervision to three to sixteen unrelated adults, at least three of whom are provided personal care services, is an adult care facility regardless of how the facility holds itself out to the public.</p> <p>Manager requirements:</p> <p>1) Each staff member other than the manager shall be at least sixteen years of age. The manager shall be at least twenty-one years of age;</p>	<p style="text-align: center;">EXAMINATION</p> <p>Lic'd as NHA or (see criteria listed in previous column.</p>

<p>NCAL - Administrators must be 21 years of age and meet one of the following criteria: be licensed as a nursing home administrator; have 2,000 hours of direct operational responsibility; complete 100 credit hours of post-high-school education in the field of gerontology or health care; be a licensed health care professional; or hold a college degree</p>	
<p>OKLAHOMA</p> <p>Residential care home. These homes are licensed under the Residential Care Act, 63 O.S. Supp. 1998, Section 1-819 et seq. For copies of the law, rules and forms, go to <u>Residential Care Home Licensure</u>.</p> <p>Residential Care Act - 3. "Administrator" means the person who is in charge of a home and who devotes at least one-third (1/3) of his or her full working time to on-the-job supervision of such home;</p> <p>All residential care homes shall be required to have or employ a certified administrator for the home. <i>Amended by Section 3 of Enrolled Senate Bill No. 738, effective November 1, 2001.</i></p> <p>B. 1. In order to further ensure minimum standards for homes, a certificate of training as specified shall be required of all: a. administrators, who shall obtain a residential care administrator certificate of training, and</p> <p>2. The certificate will be developed and administered by an institution of higher learning with the advice of the State Commissioner of Health and of the Long-Term Care Facility Advisory Board.</p> <p>a. (1) For residential care home administrators the training shall consist of a minimum of fifty (50) hours which shall include at least fifteen (15) hours of training in the administration of medication and shall also include, but not be limited to, training in:</p> <ul style="list-style-type: none"> (a) administration, (b) supervision, (c) reporting, (d) record keeping, (e) independent or daily living skills, (f) leisure skills and recreation, and (g) public relations concerning the issues associated with the operation of residential care homes and programs. <p>(2) An individual applying for certification as an administrator may at any time present the institution of higher education with documentation of prior education and work experience for consideration for possible credit toward certification.</p> <p>(3) Any person employed as an administrator after July 1, 1988, shall have completed the training specified by this division.</p> <p>(4) Thereafter, annually, at least sixteen (16) hours of training in the subjects specified by this division shall be required for such administrator.</p> <p>(5) A certified administrator may make a written request to the Commissioner to be placed in an inactive status for up to five (5) subsequent calendar years. Such inactive status shall allow the administrator to waive the educational requirements for the period of the request. Such certified administrator shall not work in a residential care administrator capacity in Oklahoma until such time as the certificate is reactivated. The request to reactivate the certificate shall be made in Residential Care Act, Page 16 writing to the Commissioner. Such administrator shall then be required to complete sixteen (16) hours of training in the subjects specified in this division.</p> <p><u>Rules</u></p> <p>"Administrator" means the person who is in charge of a home and denotes one-third (1/3) of his/her full working time to on-the-job supervision of such home.</p> <p>A) Each residential care home shall have one (1) person who is administratively responsible for the home.</p> <p>A) Each residential care home shall have a person designated as "Administrator," who is at least 21 years old and has obtained a residential care administrator's certificate of training from an institute of higher learning whose program has been reviewed by the Department.</p> <p>3) Staff training. In order to ensure all homes maintain a level of competency necessary to meet the needs of each OAC 310:680</p> <p>OKLAHOMA STATE DEPARTMENT OF HEALTH</p> <p>(B) Administrators shall have sixteen (16) hours of job related training annually. First-aid and CPR training do not count for the sixteen (16) hours. All training shall be documented and the record kept in the home.</p> <p>SUBCHAPTER 21. RESIDENTIAL CARE FACILITIES, THREE (3) BEDS OR LESS Section 31</p>	<p>EXAMINATION</p> <p>Must hold a NHA lic or hold a certificate of training from a nationally recognized assisted living organization and competency approved by the Dept. of Health Professions</p> <p>See certification content in previous column, no exam.</p> <p>Per phone convo, certification thru 2 state universities.</p>

<p>OAC 310:680 OKLAHOMA STATE DEPARTMENT OF HEALTH 310:680-21-1. Qualifications least 21 years of age and of reputable and responsible character, who has obtained a certificate of training for a residential care administrator.</p> <p>Assisted living center. licensed under the Continuum of Care and Assisted Living Act, 63 O.S. Supp. 1998, Section 1-890.1 et seq., and the Continuum of Care and Assisted Living Rules, OAC 310:663. For copies of applicable Oklahoma law and rules, go to the Continuum Of Care And Assisted Living Act.</p> <p>State License: Required 310:663-9-3. Administrator</p> <p>Each assisted living center shall designate an administrator responsible for the operation of the assisted living center. The administrator shall hold at least one (1) of the following credentials:</p> <ul style="list-style-type: none"> (1) a license issued by the State Board of Examiners for Nursing Home Administrators; or (2) a residential care home administrator's certificate of training from an institution of higher learning whose program has been reviewed by the Department; or (3) a nationally recognized assisted living certificate of training and competency for assisted living administrators that has been reviewed and approved by the Department. <p>NCAL - An administrator must either hold a nursing home administrator's license, a residential care home administrator's certificate of training, or a nationally recognized assisted living certificate of training and competency approved by the Department of Health.</p>	
<p>RHODE ISLAND</p> <p>Department of Health, Board for Assisted Living Residences http://www.rules.state.ri.us/rules/released/pdf/DOH/DOH_2687.pdf</p> <p>Section 3.0 <i>Qualifications for Certification</i></p> <p>3.1 The Department shall issue a certification as an administrator of an assisted living residence for a period of two (2) years if the applicant meets all of the following requirements:</p> <ul style="list-style-type: none"> a) eighteen years (18) of age or older; b) good moral character; c) initial training that meets one (1) of the following criteria: <ul style="list-style-type: none"> i) Successful completion of a training program administered by a Department approved organization and successful completion of a residential care assisted living administrator licensing examination as approved by the Department; with a passing grade as determined by the Department; or ii) Successful completion of a degree in a health care-related field from an accredited college or university that includes coursework as follows: <ul style="list-style-type: none"> 1. gerontology; 2. personnel management; and 3. financial management. <p>and have satisfactorily completed a field experience of at least forty (40) hours, within a twelve (12) month period in a training capacity in a licensed assisted living residence that shall include training in the following areas: Administration,</p> <p>4. Nursing, Activities Department, Admissions, Dietary Department, Environment/Maintenance.</p> <p>At the conclusion of the field experience, the administrator of the licensed assisted living residence where the field experience was performed must attest that the training included each area and successful completion of a residential care assisted living administrator licensing examination as approved by the Department; with a passing grade as determined by the Department; or</p> <ul style="list-style-type: none"> iii) Possession of a current Rhode Island nursing home administrator's license in good standing. <p>Section 4.0 <i>Application For Certification</i></p> <p>4.1 Application for certification to practice in this state as an assisted living residence administrator shall be made on forms provided by the Department which shall be completed and submitted thirty (30) days prior to the scheduled date of the Board meeting. Such application shall be accompanied by the following documents:</p>	<p>EXAMINATION</p>

<p>a) Proof of lawful entry into the country: for U.S. born applicants, a certified or notarized copy of birth certificate; for foreign born applicants, proof of lawful entry into the country and eligibility for employment in the United States.</p> <p>b) Good Moral Character: Signed statement on application.</p> <p>c) Examinations: the results of any required examination under section 3.0 must be submitted directly to the Department.</p> <p>d) Supporting evidence of education and training credentials in accordance with section 3.0 herein: such documentation must be sent directly from the school or training program to the Department;</p> <p>e) One (1) unmounted recent photograph of the applicant (head and shoulder view) approximately 2 x 3 inches in size;</p> <p>f) For applicants licensed in another state, the results of the assisted living residence administrator examination must be sent directly from the state of original licensure or the examination service to the Department;</p> <p>g) such other information as the Department may deem necessary.</p> <p><i>Section 5.0 Certification By Examination / Certification By Endorsement By Examination 5</i></p> <p>5.1 All applicants, except those applicants licensed under the provisions of section 3.1(c)(iii) above, shall be required to pass a written examination as determined by the Department to test the qualifications of the applicants to practice as an assisted living residence administrator pursuant to the statutory and regulatory requirements herein. Prior to sitting for the written examination, an applicant for certification shall be required to complete all requirements for certification, as approved by the Board, except for passing the examination.</p> <p>5.1.1 Applicants who have previously tested unsuccessfully must meet all requirements for licensure prevailing in this state at the time the retest is administered.</p> <p>5.1.2 In order to qualify for re-examination after three (3) failures, the applicant must request the same in writing from the Board, at which time requirements (consisting of additional coursework and/or training) for re-examination will be determined and must be fulfilled prior to admittance to a future examination.</p> <p><i>By Endorsement</i></p> <p>5.2 A certification may be issued to an assisted living residence administrator without examination to an applicant who holds a current license in good standing as an assisted living residence administrator in another jurisdiction, provided:</p> <p>5.2.1 the Board finds that the standards for licensure in such other jurisdiction are substantially equivalent to those prevailing in this state at the time of application and the applicant meets the qualifications required of assisted living residence administrators in this state as set forth in section 3.0 herein;</p> <p>5.2.2 the licensing agency in each state in which the applicant holds or has held a registration or license submits to the Board in this state a statement confirming the applicant to be or have been in good standing;</p> <p>5.2.3 the applicant submits thirty (30) days prior to the scheduled meeting of the Board, a completed certification application in accordance with the provisions of section 4.0 herein.</p> <p>NCAL - The Department of Health Facilities shall issue an initial certificate for an administrator of an assisted living residence for a period of up to one year if the applicant meets all of the requirements. Persons holding a degree in a health-centered field from an accredited college or university that includes coursework in gerontology, personnel management, and financial management; and have satisfactorily completed a field experience of at least 40 hours within a 12-month period in a training capacity in a licensed assisted living residence that includes specified training are eligible for certification. Also eligible are persons holding a current Rhode Island nursing home administrator's license. If an individual does not meet the above specified training requirements, a written examination as determined by the Department to test the qualifications of the individual as an assisted living residence administrator must be successfully completed.</p>	
<p>SOUTH CAROLINA</p> <p>SC licenses assisted living administrators (we call them community residential care facility administrators). The statutes and regulations along with other licensing info is on our website at http://www.ltr.state.sc.us/POL/LongTermHealthCare/.</p> <ol style="list-style-type: none"> 1. Be at least 21 years of age 2. Be of reputable or responsible character 3. Be of sound physical and mental health 4. Have the following education and experience: 	<p>EXAMINATION</p> <p>2 part examination - 1st part prepared by NAB, 2nd part – state board, regs relating to community residential care facilities.</p>

<p>(a) An associate degree with at least one year of onsite work experience with supervisory and direct resident care responsibilities under the supervision of a licensed community residential care facility administrator; however, a person who has a health related associate degree or higher is required to have only six months of onsite work experience with supervisory and direct resident care responsibilities under the supervision of a licensed community residential care facility administrator; or</p> <p>(b) A health related bachelor's degree with at least two years of work experience in a health related field other than in a community residential care facility and at least three months of community residential care facility work experience; or</p> <p>(c) A non-health related bachelor's degree with at least three years of work experience in a health related field other than in a community residential care facility and at least three months of community residential care facility work experience; or</p> <p>(d) A combination of education and experience as established by the Board.</p> <p>5. Successfully completed the community residential care facility administrator examination and paid the established fees.</p> <p>Board policies relating to other combinations of education and experience as referenced in 4(d) above are:</p> <p>Successful completion of at least 48-college credit hours and at least 2 years of CRCF work experience.</p> <p>Applicants who submit evidence that their qualifying health care experience (see above) was gained while practicing with a NHA license in good standing will not be required to demonstrate additional CRCF experience.</p> <p>Other certificate programs in combination with CRCF and other health care work experience will be considered on a case by case basis.</p> <p>NCAL - Administrators must have an associate's degree, at least one year of experience, and be licensed by the South Carolina Board of Long Term Care Administrators.</p>	
<p>SOUTH DAKOTA</p> <p>http://www.state.sd.us/doh/Facility/levels.htm</p> <p>Department of Health, Office of Health Care Facilities Licensure & Certification</p> <p>Assisted living centers - licensed by the state to provide personal care and services beyond basic food, shelter, and laundry. May admit and retain only those who do not require more than intermittent nursing care by a licensed nurse. Licensure may include special approvals to offer 1) medication administrations, 2) care of the cognitively impaired, 3) care of the physically impaired, 4) oxygen administration, and 5) therapeutic diets (posted license indicates which approvals granted. May provide home health agency services for short term skilled services for a specific medical reason</p> <p>Adult foster care home - family residence licensed by the state where aged, blind, physically disabled, developmentally disabled, or socially-emotionally disabled adults can obtain personal care, health supervision services, & household services in family atmosphere</p> <p>Residential living centers - not licensed but required to register with the state to provide services, for compensation, for two or more elderly or disabled persons not related to the owner. May admit and retain persons who do not require more than meals, room, and daily living services</p> <p>Congregate housing - assisted independent living environment to elderly or handicapped persons who may be functionally impaired or socially deprived, but in good health (not acutely physically ill). Offers residential accommodations, central dining and related facilities, and support service(s) required to achieve, maintain or return to a semi-independent lifestyle and prevent premature or unnecessary institutionalization as the individual ages</p> <p>Home health agencies - certified by Medicare to provide nursing services in the home to persons who require intermittent nursing care. May also provide therapies and other treatments</p> <p>http://legis.state.sd.us/rules/rules/4404.htm#44-04-03</p> <p>44-04-04:03. Administrator. The governing body must designate a qualified administrator to represent the owner or governing body and to be responsible for the daily overall management of the facility. The administrator must designate a qualified person to</p>	<p>EXAMINATION</p> <p>Must be licensed health professional or must hold a high school diploma or equivalent and have successfully completed the training program and competency evaluation outlined in chapter 44-04-18 or a training program that is substantially equivalent, as determined by the department.</p>

represent the administrator during the administrator's absence. The governing body shall notify the department in writing of any change of administrator. The administrator of a nursing facility must be licensed pursuant to article 20:49. **Prior to employment, the administrator of an assisted living center must be a licensed health professional as defined in subdivision 44:04:01:01(29) or must hold a high school diploma or equivalent and have successfully completed the training program and competency evaluation outlined in chapter 44:04:18 or a training program that is substantially equivalent, as determined by the department.**

44:04:04:05. Personnel training. The facility must have a formal orientation program and an ongoing education program for all personnel. Ongoing education programs must cover the required subjects annually. These programs must include the following subjects:

- (1) Fire prevention and response. The facility must conduct fire drills quarterly for each shift. If the facility is not operating with three shifts, monthly fire drills must be conducted to provide training for all staff;
- (2) Emergency procedures and preparedness;
- (3) Infection control and prevention;
- (4) Accident prevention and safety procedures;
- (5) Proper use of restraints;
- (6) Patient and resident rights;
- (7) Confidentiality of patient or resident information;
- (8) Incidents and diseases subject to mandatory reporting and the facility's reporting mechanisms;
- (9) Care of patients or residents with unique needs; and
- (10) Dining assistance, nutritional risks, and hydration needs of residents.

Personnel whom the facility determines will have no contact with patients or residents are exempt from training required by subdivisions (5), (9), and (10) of this section.

Current professional and technical reference books and periodicals must be made available for personnel.

44:04:04:12.01. Requirements for assisted living centers. Assisted living centers must meet the following requirements:

- (1) Assisted living centers may not admit or retain residents who require more than intermittent nursing care or rehabilitation services;
- (2) An assisted living center that admits or retains residents who require administration of medications must employ or contract with a licensed nurse who reviews and documents resident care and condition at least weekly. A registered nurse or registered pharmacist shall provide medication administration training pursuant to § 20:48:04:01 to unlicensed assistive personnel employed by the facility who will be administering medications. Licensed practical nurses who review resident care and condition must be in compliance with requirements for supervision pursuant to SDCL 36-9-4. Unlicensed assistive personnel must receive ongoing resident specific training for medication administration and annual training in all aspects of medication administration occurring at the facility;
- (3) An assisted living center which admits or retains a resident with cognitive impairment must have the resident's physician determine and document if services offered by the facility continue to enhance the resident's functioning in activities of daily living. The physician shall identify if other disabilities and illnesses are impacting the resident's cognitive and mental functioning. The center must be approved for medication administration. All staff members must attend annual inservice training specified in § 44:04:04:05 with completion of subdivision (9) within one month after employment. The center must be equipped with exit alarms installed in compliance with subdivision 44:04:02:17(6);
- (4) Assisted living centers that admit or retain residents with physical impairments that prevent them from walking independently must provide a call system in accordance with subdivision 44:04:02:17(3);
- (5) Assisted living centers that admit or retain a resident not capable of self preservation must meet NFPA 101 Life Safety Code, 2000 edition, health care occupancy standards in chapter 18 or 19 or equip the facility with complete automatic sprinkler protection;
- (6) Assisted living centers that admit or retain residents dependent on supplemental oxygen must train staff regarding oxygen safety, proper administration of oxygen, and must practice safe oxygen handling procedures; and
- (7) Assisted living centers that admit or retain residents requiring a therapeutic diet must employ or contract a dietitian. The dietitian shall approve written menus and diet extensions, assess the resident's nutritional status and dietary needs, plan individual

<p>diets, and provide guidance to dietary staff in areas of preparation, service, and monitoring the resident's acceptance of the diet. The frequency of dietitian visits shall be at least quarterly or sooner as determined by the resident's dietary need and the facility's ability to implement the diet correctly.</p> <p>Assisted living centers that intend to offer services identified in subdivisions (2) to (7), inclusive, of this section must comply with the additional requirements and request and receive approval printed on a new license from the department, prior to providing the additional services. General Authority: SDCL 34-12-13. Law Implemented: SDCL 34-12-13.</p> <p>NCAL - Administrators must be a licensed health care professional or hold a high school diploma or equivalent and complete a training program and competency evaluation.</p>	
<p>TENNESSEE</p> <p>http://www2.state.tn.us/health/hcf/rules.htm, Dept of Health, Health Care Facilities".</p> <p>The TN regulations require the following:</p> <p>(3) Each ACLF must have an administrator who shall be certified by the board, unless the administrator is currently licensed in Tennessee as a nursing home administrator as required by T.C.A. §§ 63-16-101, et seq.</p> <p>(4) An applicant for certification as an ACLF administrator shall meet the following requirements:</p> <p>(a) Must be a high school graduate or the holder of a general equivalency diploma.</p> <p>(b) Must not have been convicted of a criminal offense involving the abuse or intentional neglect of an elderly or vulnerable individual.</p> <p>(c) Must submit an application, on a form provided by the department, and a fee of one hundred eighty dollars (\$180) prior to issuance or renewal of a certificate. All certificates shall expire biennially on June 30, thereafter.</p> <p>(d) Biennial renewal of certification is required. The renewal application and fee of one hundred eighty dollars (\$180) shall be submitted with written proof of attendance, during the period prior to renewal, of at least twenty-four (24) classroom hours of continuing education courses approved by the board. The initial biennial re-certification expiration date of Assisted-Care Living Facility administrator candidates who receive their initial administrator certification between the dates of January 1 and June 30 of any year will be extended to two (2) years plus the additional months remaining in the fiscal year. This extension applies only to the first biennial certification period for any such administrator and may only be applied when there are less than six (6) months remaining in the State fiscal year.</p> <p>1. The twenty-four (24) hours of required continuing education courses shall include instruction in the following:</p> <p>(i) State rules and regulations for homes for the aged/ACLF's;</p> <p>(ii) Health care management;</p> <p>(iii) Nutrition and food service;</p> <p>(iv) Financial management; and,</p> <p>(v) Healthy lifestyles.</p> <p>2. All educational courses sponsored by the National Association of Boards of Examiners for Nursing Home Administrators (NAB) and continuing education approved courses sponsored by State and/or national associations that focus on geriatric care are board approved.</p> <p>3. In order to obtain board approval for educational courses, a copy of the course curriculum must be submitted to the board for approval prior to attending the course.</p> <p>STANDARDS FOR ASSISTED-CARE LIVING FACILITIES CHAPTER 1200-8-25 (Rule 1200-8-25-.04, continued) February, 2004 (Revised)</p> <p>4. Proof of administrator certification course attendance shall be submitted to the department upon completion of the course.</p> <p>NCAL - Administrators must hold a high school diploma or equivalent, and must not have any history of elder abuse or criminal conviction.</p>	<p>EXAMINATION</p> <p>Lic'd NHA or board certified re-certified every 2 yrs</p> <p>Education certification approved: NAB, state and/or national organizations that focus on geriatric care.</p>
<p>UTAH</p> <p>Div of Occupational Licensure/Health Facility Administrator Board</p>	<p>EXAMINATION</p>

www.dopl.utah.gov/licensing/health_facility_administrator.html

"Health facility" means a skilled nursing facility, an intermediate care facility, or an intermediate care facility for the mentally retarded.

- (4) "Intermediate care facility" means an institution which provides, on a regular basis, health care and services to persons who do not require the degree of care and treatment a hospital or skilled nursing facility provide, but who require health care and services in addition to room and board.
- (5) "Intermediate care facility for the mentally retarded" means an institution which provides, on a regular basis, health-related care and service to mentally retarded individuals or persons with related conditions, who do not require the degree of care and treatment a hospital or skilled nursing facility provide, but who require health-related care and services above the need for room and board.
- (6) "Skilled nursing facility" means an institution primarily providing inpatients with skilled nursing care and related services on a continuing basis for patients who require mental, medical, or nursing care, or service for rehabilitation of injured, disabled, or sick persons.
- An applicant for a license under this chapter shall submit a written application to the division, verified under oath, that the applicant is of good moral character as it relates to the functions and responsibilities of the practice of administration of a health facility.
- (2) After July 1, 1985, all new applicants are required to have, in addition to Subsection (1), the education or experience requirements as established by rule and as approved by the division.
- (3) The applicant shall pay a fee to the Department of Commerce determined by it pursuant to Section 63-38-3.2 for admission to the examination, for an initial license, and for a renewal license.
- (4) The applicant shall pass a written examination in subjects determined by the board. Upon passing the examination and payment of license fee, the board shall recommend issuance to the applicant of a licensee to practice as a health facility administrator.
- (5) A temporary license may be issued without examination to a person who meets the requirements established by statute and by rule for an administrator. The temporary license may be issued only to fill a position of administrator that unexpectedly becomes vacant and may be issued for only a single period not to exceed six months.
- (6) A license may be granted to an applicant who is a licensed nursing home administrator in another state if the standards for licensure in the other state are equivalent to those criteria set for in Subsections (1) and (2) and if the applicant is otherwise qualified <http://www.rules.utah.gov/publicat/code/r/432-270.htm#T4> Type I & II Facilities
- (1) The administrator shall have the following qualifications:
- be 21 years of age or older;
 - have knowledge of applicable laws and rules;
 - have the ability to deliver, or direct the delivery of, appropriate care to residents;
 - be of good moral character;
 - complete the criminal background screening process defined in R432-35; and
 - for all Type II facilities, complete a Department approved national certification program within six months of hire.
- (2) In addition to R432-270-6(1) the administrator of a Type I facility shall have an associate degree or two years experience in a health care facility.
- (3) In addition to R432-270-6(1) the administrator of a Type II small or limited-capacity assisted living facility shall have one or more of the following:
- an associate degree in a health care field;
 - two years or more management experience in a health care field; or
 - one year's experience in a health care field as a licensed health care professional.
- (4) In addition to R432-270-6(1) **the administrator of a Type II large assisted living facility must have one or more of the following:**
- a State of Utah health facility administrator license;**
 - a bachelor's degree in a health care field, to include management training or one or more years of management experience;
 - a bachelor's degree in any field, to include management training or one or more years of management experience and one year or more experience in a health care field; or

<p>(d) an associates degree and four years or more management experience in a health care field.</p> <p>NCAL - Administrators must be 21 years of age and successfully complete criminal background screening. For Type I facilities, an associate's degree or two years experience in a health care facility is required.</p>	
<p>WASHINGTON (new regulations effective 9/2004)</p> <p>Dept of Social & Health Services, Aging & Disability Services http://www.leg.wa.gov/rcw/index.cfm?fuseaction=section&section=70.128.120 Per telephone call, 2-6 residents in Adult Family Home, 7 or more are considered Boarding Homes (considered assisted living) RCW 70.128.120</p> <p>Adult family home provider, resident manager -- Minimum qualifications. Each adult family home provider and each resident manager shall have the following minimum qualifications:</p> <ol style="list-style-type: none"> (1) Twenty-one years of age or older; (2) For those applying after September 1, 2001, to be licensed as providers, and for resident managers whose employment begins after September 1, 2001, a United States high school diploma or general educational development (GED) certificate or any English or translated government documentation of the following: <ol style="list-style-type: none"> (a) Successful completion of government-approved public or private school education in a foreign country that includes an annual average of one thousand hours of instruction over twelve years or no less than twelve thousand hours of instruction; (b) A foreign college, foreign university, or United States community college two-year diploma; (c) Admission to, or completion of coursework at, a foreign university or college for which credit was granted; (d) Admission to, or completion of coursework at, a United States college or university for which credits were awarded; (e) Admission to, or completion of postgraduate coursework at, a United States college or university for which credits were awarded; or (f) Successful passage of the United States board examination for registered nursing, or any professional medical occupation for which college or university education preparation was required; (3) Good moral and responsible character and reputation; (4) Literacy in the English language, however, a person not literate in the English language may meet the requirements of this subsection by assuring that there is a person on staff and available who is able to communicate or make provisions for communicating with the resident in his or her primary language and capable of understanding and speaking English well enough to be able to respond appropriately to emergency situations and be able to read and understand resident care plans; (5) Management and administrative ability to carry out the requirements of this chapter; (6) Satisfactory completion of department-approved basic training and continuing education training as specified by the department in rule, based on recommendations of the community long-term care training and education steering committee and working in collaboration with providers, consumers, caregivers, advocates, family members, educators, and other interested parties in the rule-making process; (7) Satisfactory completion of department-approved, or equivalent, special care training before a provider may provide special care services to a resident; (8) Not been convicted of any crime listed in RCW 43.43.830 and 43.43.842; and (9) For those applying after September 1, 2001, to be licensed as providers, and for resident managers whose employment begins after September 1, 2001, at least three hundred twenty hours of successful, direct caregiving experience obtained after age eighteen to vulnerable adults in a licensed or contracted setting prior to operating or managing an adult family home. <p>*** CHANGE IN 2004 *** (SEE 5733-S.SL) ***</p> <ol style="list-style-type: none"> (1) An application for license shall be made to the department upon forms provided by it and shall contain such information as the department reasonably requires. (2) The department shall issue a license to an adult family home if the department finds that the applicant and the home are in compliance with this chapter and the rules adopted under this chapter, unless (a) the applicant has prior violations of this chapter 	<p>EXAMINATION</p> <p>Certification of administrator training or certification of passing an administrator exam. Recognizes: American Assoc of Homes & Services for the Aging, American Heal Care Assoc, Assisted Living Federation of America, National Assoc of Board of Examiners of Long Term Care Administrators</p>

relating to the adult family home subject to the application or any other adult family home, or of any other law regulating residential care facilities within the past five years that resulted in revocation or nonrenewal of a license; or (b) the applicant has a history of significant noncompliance with federal, state, or local laws, rules, or regulations relating to the provision of care or services to vulnerable adults or to children.

Boarding Homes (7 or more residents) Proposed Regs to go into effect 9/2004

"Boarding home" means any home or other institution, however named, which is advertised, announced, or maintained for the express or implied purpose of providing board and domiciliary care to seven or more residents after July 1, 2002. However, a boarding home that is licensed to provide board and domiciliary care to three to six residents on July 1, 2000, may maintain its boarding home license as long as it is continually licensed as a boarding home. "Boarding home" does not include facilities certified as group training homes pursuant to RCW 71A.22.040, nor any home, institution or section thereof which is otherwise licensed and regulated under the provisions of state law providing specifically for the licensing and regulation of such home, institution or section thereof. Nor shall it include any independent senior housing, independent living units in continuing care retirement communities, or other similar living situations including those subsidized by the department of Housing and Urban Development.

"Licensed resident bed capacity" means the resident occupancy level requested by the licensee and approved by the department. All residents receiving domiciliary care and their roommates count towards the licensed resident bed capacity. Adult day care clients do not count towards the licensed resident bed capacity.

"Manager" means the person, as defined in this chapter, providing services under a management agreement.

"Management agreement" means a written, executed agreement between the licensee and the manager regarding the provision of certain services in a boarding home.

WAC 388-78A-0520 Administrator qualifications. (1) The licensee must appoint an administrator who is at least twenty-one years old and who is not a resident, and is qualified to perform the administrator's duties specified in WAC 388-78A-0560.

(2) The licensee must only appoint as a boarding home administrator an individual who meets at least one of the following qualifications listed in (a) through (f) below:

(a) The individual was actively employed as a boarding home administrator and met existing qualifications on September 1, 2004;

(b) The individual holds a current state nursing home administrator license in good standing;

(c) Prior to assuming duties as a boarding home administrator, the individual has met the qualifications listed in both (i) and (ii) below:

(i) Obtained certification of completing administrator training, or certification of passing an administrator examination, from or endorsed by a department-recognized national accreditation health or personal care organization such as:

(A) The American Association of Homes and Services for the Aging, or

(B) The American Health Care Association, or

(C) The Assisted Living Federation of America, or

(D) The National Association of Board of Examiners of Long Term Care Administrators.

(ii) Three years paid experience:

(A) Providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living; and/or

(B) Managing persons providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living.

(d) The individual holds an associate degree in a related field of study such as health, social work, or business administration and meets the qualifications listed in either (i) or (ii) or (iii) below:

(i) Obtains certification of completing administrator training, or certification of passing an administrator examination, within six months of beginning duties as the administrator, from or endorsed by a department-recognized national accreditation health or personal care organization such as:

(A) The American Association of Homes and Services for the Aging, or

(B) The American Health Care Association, or

	<p>(C) The Assisted Living Federation of America, or (D) The National Association of Board of Examiners of Long Term Care Administrators. (ii) Has two years paid experience: (A) Providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living; and/or (B) Managing persons providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living. (iii) Has completed a qualifying administrator training program supervised by a qualified administrator according to WAC 388-78A-0530.</p> <p>(e) The individual holds a bachelors degree in a related field of study such as health, social work, or business administration and meets the qualifications listed in either (i) or (ii) or (iii) below: (i) Obtains certification of completing administrator training, or certification of passing an administrator examination, within six months of beginning duties as the administrator, from or endorsed by a department-recognized national accreditation health or personal care organization such as: (A) The American Association of Homes and Services for the Aging, or (B) The American Health Care Association, or (C) The Assisted Living Federation of America, or (D) The National Association of Board of Examiners of Long Term Care Administrators. (ii) Has one year paid experience: (A) Providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living; and/or (B) Managing persons providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living. (iii) Has completed a qualifying administrator training program supervised by a qualified administrator according to WAC 388-78A-0530.</p> <p>(f) Prior to assuming duties as an administrator, the individual has five years of paid experience: (i) Providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living; and/or (ii) Managing persons providing direct care to vulnerable adults in a setting licensed by a state agency for the care of vulnerable adults, such as a nursing home, boarding home, or adult family home, or a setting having a contract with a recognized social service agency for the provision of care to vulnerable adults, such as supported living. WAC 388-78A-0530 Qualifying administrator training program. Before the licensee appoints an individual who must have completed a qualifying administrator training program in order to qualify as a boarding home administrator, the licensee must verify the individual has completed the training and obtain documentation from the individual that the training program met the following requirements: (1) The department was notified of the beginning date of the administrator training program; (2) The administrator training program was at least six months in duration following notification of the department; (3) Only training, supervision, and experience occurring following notification of the department were credited to the qualifying training; (4) The supervising administrator met the qualifications to be an administrator specified in WAC 388-78A-0520; (5) The trainee was a full-time employee of a boarding home and spent at least forty percent of his/her time for six months of the training program performing administrative duties customarily assigned to boarding home administrators or included in the job description of the administrator for the boarding home in which the training occurred;</p>
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<p>(6) The supervising administrator was present on site at the boarding home during the time the trainee performed administrator duties;</p> <p>(7) The supervising administrator spent a minimum of one hundred direct contact hours with the trainee during the six months supervising and consulting with the trainee;</p> <p>(8) Both the trainee and supervising administrator signed documentation of the trainee's qualifying experience and the supervising administrator's performance of required oversight duties; and</p> <p>(9) The individual completing the qualifying administrator training program maintains the documentation of completing the program.</p> <p><u>NEW SECTION</u></p> <p>WAC 388-78A-0540 Administrator training requirements. The licensee must ensure the boarding home administrator:</p> <p>(1) Meets the training requirements of chapter 388-112 WAC; and</p> <p>(2) Completes department training of Washington state statutes and administrative rules related to the operation of a boarding home.</p> <p>(a) The training must include, but is not limited to, an overview of:</p> <p>(i) Chapter 18.20 RCW, Boarding homes;</p> <p>(ii) Chapter 43.43 RCW, Criminal history background checks;</p> <p>(iii) Chapter 74.34 RCW, Abuse of vulnerable adults;</p> <p>(iv) Chapter 70.129 RCW, Long-term care resident rights;</p> <p>(v) Chapter 388-78A WAC; and</p> <p>(vi) Chapter 388-112 WAC, Long-term care services training.</p> <p>(b) The introduction to the training must be completed within two weeks of assuming duties as a boarding home administrator.</p>	<p>WAC 388-78A-0550 Administrator training documentation. The boarding home must maintain for department review, documentation of the administrator completing:</p> <p>(1) Training required per chapter 388-112 WAC, Long-term care services training;</p> <p>(2) Department training in an overview of Washington state statutes and administrative rules related to the operation of a boarding home;</p> <p>(3) As applicable, certification from a department-recognized national accreditation health or personal care organization;</p> <p>(4) As applicable, the qualifying administrator-training program.</p> <p>NCAL - The administrator and designated alternate must be at least 21 years of age and hold an associate, or advanced degree in health, personal care, or business administration; be certified by -recognized national accreditation health or personal care organization; or have a high school diploma or equivalent and two years experience as a resident-care staff person, including one year of caring for residents representative of the population in the facility; or, have held the position of an nurse or other individual authorized to administer medication in Washington.</p>	<p>WYOMING</p> <p>http://sos.wy.state.wy.us/rules/1332.pdf, Department of Health Chapter 4 - Assisted Living Facilities Section 1. Authority. These rules are promulgated by the Department of Health pursuant to the Health Facilities Licensure Act at W. S. 35-2-901 et seq. and the Wyoming Administrative Procedures Act at W. S. 16-3-101 et seq.</p> <p>"Assisted Living Facility." An assisted living facility means a dwelling operated by any person, firm, or corporation engaged in</p>
<p>EXAMINATION</p> <p>Pass exam on assisted living rules and state regs</p>		

providing limited nursing care, personal care and boarding home care but not habilitative care, for persons not related to the owner of the facility.

“Boarding Home Care.” A dwelling or rooming house operated by any person, firm, or corporation engaged in the business of operating a home for the purpose of letting rooms for rent and providing meals and personal daily living care, but not habilitative or nursing care, for persons not related to the owner.

Boarding home does not include a lodging facility or an apartment in which only room and board is provided.

Section 6. Management Qualifications.

If the assisted living facility has a governing body they must designate a manager. If there is no governing body the owner must appoint a manager. The manager shall:

Be a responsible adult and at least twenty-one (21) years of age;

Be familiar with and follow these Assisted Living Facility Rules and Regulations, **and pass an open book test on the same. The open book test shall be administered by the Division. The passing score will be 80% or greater;**

Be able to assume the overall responsibility for the day-to-day operation of the facility; Be able to direct the work of others; Be able to read, write and speak English; Be able to maintain financial and other records;

Have a telephone with a listed number in the phone directory under the name of the Assisted Living Facility and/or manager’s name; Be a Certified Nursing Assistant (CNA) or the equivalent, or otherwise be capable of

making informed decisions regarding quality of care; and Not act as or become the legal guardian of, or have power of attorney for, any resident of the facility.

NCAL - The manager must be at least 21 years of age; pass an open book test on the state’s assisted living licensure and program administration rules; and meet at least one of the following:

- (1) Be a certified nursing assistant;
- (2) Have completed at least 48 or 72 hours of post secondary education in health care, elderly care, health case management, facility management, or other related field form an accredited college or institution;
- (3) Have at least two years experience working with elderly or disabled individuals; or
- (4) Demonstrate knowledge, skills and abilities in the administration and management of an assisted living facility