

LeadingAge Oregon

ALF/RCF Administrator Training Program Components and Fees

Participants in the ALF/RCF Administrator Training Program are required to successfully complete the following training components:

Online Introductory Assisted Living Certificate (ALC) Administrator program

This online training includes five individual courses centered around each of the assisted living administrator Domains of Practice as identified by NAB (the National Association of Long-term Care Administrator Boards): Client/Resident Services Management; Human Resources Management; Leadership and Governance; Physical Environment Management; and Financial Management. This program meets the requirements of many states for assisted living education and is approved by NAB's National Continuing Education Review Service (NCERS) for 50 CEU credits. Successful completion includes passing an online open-book test, which includes sections for each of the Domains of Practice. This component requires a separate registration and payment of \$455 to EasyCEU.

Online Oregon Assisted Living/Residential Care addendum

The Oregon Assisted Living/Residential Care addendum provides essential information for new administrators about Oregon's approach to assisted living/residential care; Oregon's assisted living/residential care rules; and other Oregon laws and resources that a new administrator must become familiar. Successful completion includes passing an online open book test. Register for this component, as well as the facility-based internship, through the LeadingAge Oregon.

Facility-based Internship

Participants are required to complete a minimum of 16 hours in an Oregon assisted living or residential care facility that has been approved as an acceptable internship site by Seniors & People with Disabilities staff. LeadingAge Oregon will work with course participants to locate the internship site. During this internship, participants must complete a list of required tasks that will demonstrate some of the key areas where administrators must ensure rule compliance and quality. The tasks and internship activity report will give participants some practice in critical thinking and quality assurance investigation, which are essential skills for assisted living and residential care administrators. You must complete the Online Introductory Assisted Living Certificate program and the Online Oregon Assisted Living/Residential Care addendum before you begin your internship. Register for this component, as well as the Oregon Assisted Living/Residential Care addendum, through the LeadingAge Oregon.

Cost of Program

	Alliance Member	Non-Member
Online Assisted Living Certificate Program – Easy CEU	\$455	\$455
Oregon Addendum and Internship – LeadingAge Oregon	\$240	\$455
Total Cost of Program	\$695	\$915

About Registration

Please register with both EasyCEU and LeadingAge Oregon simultaneously. This will expedite your 16 hour internship, since it provides a longer lead time to make the internship arrangements.

[Register for the Online Assisted Living Certificate program through Easy CEU](#)
[Register for the Oregon addendum and internship through LeadingAge Oregon](#)

Cancellation Policy

Cancellations must be received in writing within three business days of enrolling in the training. No refunds will be given after that date.

The following cancellation policies apply:

- If participant has received access codes for online training materials, registration fees will be refunded less a \$200 cancellation fee.
- If participant has not received access codes for online training materials, registration will be refunded less an administrative cancellation fee of \$75.