

#### STEP 1: UNDERSTAND OREGON'S REQUIREMENTS

- Read and make sure you understand the ALF/RCF Administrator qualifications required under Oregon rule. Please note that to be an ALF or RCF Administrator in Oregon, you must meet those qualifications AND take a state-approved training. (This LeadingAge Oregon course is a state-approved training).
- If you are not sure if you meet the qualifications, contact Kyle Bivens, Licensing Qualifications Specialist at the Health Licensing Office, (503) 378-8667 or [Kyle.Bivens@dhsosha.state.or.us](mailto:Kyle.Bivens@dhsosha.state.or.us)
- LeadingAge Oregon allows all interested persons to take this administrator training, but we want to make sure you know ahead of time whether or not you currently meet the qualifications to become an ALF/RCF Administrator in Oregon.



#### STEP 2: REGISTER WITH LEADINGAGE OREGON

- Register and purchase the Oregon Assisted Living/Residential Care Administrator Training Program and two-day internship through LeadingAge Oregon.

#### STEP 3: COMPLETE THE ONLINE PROGRAM

- You will also receive emailed information from LeadingAge Oregon (from [leadingageoregon.org](http://leadingageoregon.org)) with username and password needed to complete the online Oregon Assisted Living/Residential Care Administrator Training Program.
- Maximum time allowed to complete the LeadingAge Oregon online component is two months.
- Participants must pass the online training program before their facility internship will be scheduled.

# ALF/RCF Administrator Training Program Process/Timeline (Cont.)

## STEP 4: COMPLETE YOUR 16-HOUR INTERNSHIP

- Participants are matched with an administrator/facility for their on-site/internship component. You will be notified by the LeadingAge Oregon office about your placement. If you would like to discuss your placement, please contact Merry at the LeadingAge Oregon office, [mkillam@leadingageoregon.org](mailto:mkillam@leadingageoregon.org), (503) 684-3788
- After you receive your internship site letter, it will be your responsibility to contact the administrator at your internship site to arrange your hours and complete your internship. Please note that the 16 hours do not need to be consecutive; you can arrange any schedule that works for you and your site administrator, provided that you complete the entire training program within the four-month time period.
- During the internship, you must complete specific tasks and an internship activity record, which must be signed by the site administrator.
- Email the internship activity record to Merry [mkillam@leadingageoregon.org](mailto:mkillam@leadingageoregon.org) at the LeadingAge Oregon office when your internship hours are complete.

### **Maximum amount of time to complete the two components: 4 months**

Successful participants will receive a certificate of completion of this state-approved training program from LeadingAge Oregon. Please be sure to keep your certificate of completion so you can send a copy to Oregon Adults and People with Disabilities when you are hired as an assisted living/residential care administrator.



**LeadingAge Oregon**

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