

ALF/RCF ADMINISTRATOR TRAINING PROGRAM PROCESS/TIMELINE

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 Oregon Seniors & People with Disabilities at 800.282.8096, and ask to speak to a member of the Community-based care program staff.
- 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 EASYCEU AND LEADINGAGE OREGON

- Register and purchase the Introductory Assisted Living Administrator Certificate Program through [EasyCEU](#).
- Register and purchase the Oregon Assisted Living/Residential Care Addendum and two-day internship through [LeadingAge Oregon](#).

STEP 3: COMPLETE THE EASYCEU ONLINE PROGRAM

- Once your registrations and payments have been received, you will receive e-mailed information from EasyCEU (the e-mail will come from acquiretraining.com) with the username and password needed to begin the online training program component for the five domains of the Online Assisted Living Administrator Certificate Program.
- After you have completed **ALL** the modules from the EasyCEU online course, you will need to email your final certificate in a PDF to Tina Goewey, tgoewey@leadingageoregon.org.
- Once the EasyCeU final certificate has been received, you will receive an email with your login and password information needed to complete the Oregon Assisted Living/Residential Care Addendum (Oregon Addendum Oct.2018 version). You must email your EasyCeU final certificate in order to receive your login and password for the Oregon Addendum.
- **Maximum time allowed to complete both the EasyCEU and LeadingAge Oregon online components is two months.**
- Participants must complete both online training programs before their facility internship.

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. We **DO NOT** allow you to complete your internship at your current place of employment. If you would like to discuss your placement, please contact Tina Goewey at the LeadingAge Oregon office, tgoewey@leadingageoregon.org, 503.684.3788. ext 305.
- Once your internship has been arranged, 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 in a PDF to Tina Goewey, tgoewey@leadingageoregon.org when your internship hours are complete.

Maximum amount of time to complete all three 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 Seniors and People with Disabilities when you are hired as an assisted living/residential care administrator.

Please note that you will NOT receive a “license” from the State of Oregon, as the state does NOT license ALF/RCF Administrators.

Questions? Call Tina Goewey or Merry Killam at the LeadingAge Oregon office, 503.684.3788.