

## **Oregon Alliance of Senior and Health Services/Provider Management ALF/RCF Administrator Training Program Components**

### **Component 1: On-Line Assisted Living Administrator Training Program**

Participants are required to successfully complete an online training program, consisting of the **Introductory Assisted Living Administrator program** and the **Oregon addendum**, located at [www.ceusite.com](http://www.ceusite.com).

- **The Introductory Assisted Living Certificate (ALC) Administrator program** 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.
- **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 with.

Successful completion includes passing an online open-book test, which includes sections for each of the Domains of practice and the Oregon addendum.

Hard copies of the Introductory ALC Administrator program and the Oregon addendum manuals and tests are available at additional cost.

### **Component 2: 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. The Alliance 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.

### **Component 3: NAB Residential Care/Assisted Living Administrator (RCAL) Exam**

NAB's RCAL exam is designed to ensure that entry-level residential care/assisted living administrators have mastered a specific body of knowledge and can demonstrate skills and abilities essential to competent practice within the profession. The NAB test questions are constructed to meet test specifications based on a job analysis study that is updated every five years. To successfully complete the Alliance administrator training course, participants must pass the exam, a computer-based test that is offered at sites in Eugene and Portland, and in Boise, Idaho. Passing the NAB exam demonstrates that participants possess a minimum level of competence required to take on the challenging position of assisted living/residential care administrator.