

**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 Alliance course is a state-approved training).
- If you are not sure if you meet the qualifications, contact Oregon Seniors & People with Disabilities, 800.282.8096, and ask to speak to a member of the community-based care program staff.
- The Alliance 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 for the training.**

- Complete the online registration form or the paper registration form, which may be mailed or faxed to the Alliance office. You are not considered registered until payment is received.

**Step 3: Complete the online program.**

- Once your payment has been received, you will receive e-mailed information from the Alliance office along with instructions from Provider Management (operator of [www.ceusite.com](http://www.ceusite.com)) with the passwords you will need to begin the online training program component. **Maximum time allowed to complete the online component: two months.**
- Participants must complete the online training program before their facility internship and before taking the NAB exam. *(Note: If you ordered the hard-copy manuals, those will be mailed to you with your online program instructions).*

**Step 4: Fill out and return the NAB RCAL Exam application**

- As soon as possible, fill out and mail back the NAB exam application.
- You will be notified by the Alliance office when your exam application has been completed.
- Once you are notified by the Alliance that we have applied for the exam on your behalf, you will want to watch for e-mailed information from the testing service confirming your application and explaining how to schedule your exam. **You will have 60 days from the date of your application approval to take the NAB exam. It is your responsibility to make sure you schedule the test within that 60-day window.**
- If you do not receive an e-mail from the testing service within a day or two, contact Denise at the Alliance office, [dwetzel@oashs.org](mailto:dwetzel@oashs.org), 503.684.3788.

**Step 5: Complete your 16-hour internship.**

- Participants are matched with an administrator/facility for their on-site/internship component. You will be notified by the Alliance office about your placement. If you would like to discuss your placement, please contact Denise at the Alliance office, [dwetzel@oashs.org](mailto:dwetzel@oashs.org), 503.684.3788.

- 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.
- Fax or mail the internship activity record to the Alliance office when your internship hours are complete.

**Step 6: Prepare for the NAB RCAL Exam.**

- We recommend that you spend some time preparing for your NAB exam by reviewing the material in Provider Management’s online Introductory Assisted Living Administrator Program. Because this is a national test, it will not include questions related to Oregon’s rules.
- Other optional resources to help you prepare for the NAB exam include:
  - [NAB Exam Study Resources](#)
  - [Study Resources Available for Purchase](#)
  - [NAB RCAL Practice Exams](#)
  - [NAB Information for RCAL Exam Candidates Handbook](#) *(One note: Because your course fee includes the cost of taking the exam one time, please disregard the information about applying for the exam, as the Alliance office will do that for you).*

**Step 7: Schedule and take the NAB RCAL Exam.**

- Schedule your NAB exam within 60 days of your application approval, following the instructions e-mailed to you by the testing service. Passing scores are required to successfully complete the training.
- The cost of taking the exam one time is covered in your course fee. Unsuccessful test candidates may retake the exam at their own expense.

**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 the Oregon Alliance of Senior and Health Services. 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 Denise Wetzel or Margaret Cervenka at the Alliance office, 503.684.3788.**