



Administrator Certification Course

Thank you for your interest in the OKALA Assisted Living Administrator Certification program. This training is a more intensive training in Assisted Living Management than is currently available. The following are common questions concerning this course.

What does this training consist of?

The training begins with a 6-hour classroom overview, distribution of course materials and assignment of a preceptor. The participant then begins a 16-week self study of the ALFA training materials. Each week the participant will contact the preceptor and turn in an assignment. The last assignment will be completion of a workbook on Chapter 663, the rules that govern Assisted Living. Participants must take a MAT certification course within this 16 weeks. Participants will again gather and have a classroom review of materials and a closed-book test.

What topics does the training cover?

This certification course is a more intensive education than other forms of Administrator training, better preparing administrators for the challenges of Assisted Living administration. The three-manual set focuses on

<i>Understanding federal laws</i>	<i>Accounting and budgeting</i>	<i>Resident files</i>
<i>Human Resources</i>	<i>Marketing</i>	<i>Food service administration</i>
<i>Physical Plant</i>	<i>Housekeeping and Laundry</i>	<i>Emergency and Security Systems</i>
<i>Needs Assessments</i>	<i>Dealing with health problems</i>	<i>Psychosocial resident needs</i>
<i>Medication Management</i>	<i>Family Support Services</i>	<i>Dementia Programs</i>
<i>Activities</i>	<i>Oklahoma Regulation Review</i>	

Where is this training recognized?

This training has been approved by the Oklahoma State Department of Health as acceptable for an administrator of a licensed Assisted Living Facility. Oklahoma law allows an individual to become an assisted living administrator with 1) a Nursing Home Administrator's License 2) a Residential Care Administrator's Certificate or 3) with a certificate from a nationally accredited program that has been reviewed by the State Department of Health. This program fulfills the third criteria.

This is a national certification that is recognized in any of the 13 states where ALFA training is accepted as certification for administrators.

When is the next class?

Classes are held every 16 weeks, alternating in Tulsa and Oklahoma City. Call Penny at (405) 235 5000 for dates and locations. In 2006, trainings are scheduled in April 20, Aug 10, Nov 30, 2006

What if I already have an ALFA certificate?

The approval for this program is contingent on the additional components of the Oklahoma program. For a reduced fee, you can satisfy the additional requirements the State of Oklahoma needs in addition to the ALFA training.

Can anyone take this course?

Participant must be at least 21 years of age.

Participant must obtain and submit a national background check void of felony conviction.

Participant must provide verification of high school graduation or equivalency..

Participant must have at least one consecutive year of health care experience OR 30 college semester hours in a healthcare related field of study OR a bachelor's Degree in any field of study.

How much does it cost?

The cost for the training is \$450 plus \$100 in related fees. A minimum of \$250 is due on or before the initial Overview class. The remaining balance of \$300 must be paid on or before the testing date.

What if I don't meet the criteria, but I still want to take the course?

Participants may write a letter of appeal to OKALA and a board of preceptors will review the request.

What if I don't pass the test?

Participants must score 70% or higher to pass the test over the materials. If you score lower than that, you may pay a retesting fee and take the test again the next time it is offered. If you do not complete the requirements by the time of the test, or you are not present at the test, you can also take the test the next time it is offered without a fee.

What about continuing Education?

All administrator certifications must be renewed by December 31 of the second calendar year. If the administrator received certification anytime in 2006, they must renew certification no later than December 31, 2008. Approved CEUs are 1) Any program that is approved for NAB hours 2) Any program of the Assisted Living Federation of America 3) Any Program sponsored by the Oklahoma Assisted Living Association.

In order for the certification to be renewed, the administrator must complete 30 CEUs by the renewal date.. Once the 30 hours is completed, copies of all certificates of attendance must be sent together to OKALA, 3800E 2nd St. Ste F, Edmond, OK 73034. A new certificate will be mailed to you that will expire in two calendar years.

If you have further questions about certification, please feel free to call OKALA at (405) 235-5000.