

## OKLAHOMA ASSISTED LIVING ASSOCIATION

Office Address:  
310 N.E. 28th Street  
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Oklahoma City, OK 73105

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# OKALA Assisted Living Administrator Certification Course

Mailing Address:  
P.O. Box 18576  
Oklahoma City, OK 73154

FOR MORE INFORMATION OR TO  
REGISTER FOR OUR NEXT CLASS

CONTACT:  
D.DOWNER@OKALA.ORG  
OR CALL  
(405) 235-5000



## How to become an Assisted Living Administrator?

*NOTE \*\*You may work as an assisted living administrator with a valid Nursing Home Administrator license.*

- Step 1** Enroll in a pre-licensure training course that is approved by the Oklahoma State Board of Examiners for Long Term Care Administrators (OSBELTCA). The **OKALA** course is the premiere training course for Assisted Living with comprehensive operational education and test preparation. Contact the OKALA office at (405) 235-5000 for the next scheduled class.
- Step 2** Receive your materials in the mail. The course utilizes a set of manuals spanning the gamut of operations of an Assisted Living Center. The four-day class will overview the material presented in these books and give a foundation of knowledge for the NAB RC/AL test. In addition to the certificate of completion for submission to OSBELTCA, completion will also result in a national certificate from Senior Living University, which is applicable in 13 states.
- Step 3** Apply for licensure on the OSBELTCA website, [www.ok.gov/osbeltca](http://www.ok.gov/osbeltca). It is important to start this step as soon as possible, even before completion of the precertification class, to meet all the licensure requirements.
- Step 4** Medication Administration Technicians (MAT) is required for the initial certification. (If you are a nurse or CMA, your credentials will satisfy this requirement.) MAT training should be completed prior to the OKALA certification course and can be completed through cooperative technical education institutions. Please bring a copy of the MAT certification and/or MAT update certificate OR your nurse or CMA licenses to class so copies can be made for your records.
- Step 5** Attend the OKALA certification course. The course will cover the content of the manuals and Oklahoma regulations for assisted living and residential care. The certificate of completion from this course must be presented to OSBELTCA to schedule tests.
- Step 6** Pass the Oklahoma State Standards test proctored by OSBELTCA. OSBELTCA offers both a study guide and a review for this test. The regulations are thoroughly covered in this course, but OSBELTCA reports a high rate of passage for individuals who utilize their materials and review. Check for dates and fees on the OSBELTCA website.
- Step 7** Pass the NAB RC/AL test. OSBELTCA must approve participants for testing. OKALA offers an additional online test preparation for an additional fee, [www.OKALA.org/admintraining](http://www.OKALA.org/admintraining).
- Step 8** Submit documentation and complete licensure with OSBELTCA



**HOW MUCH DOES IT COST\* TO BECOME AN OKLAHOMA LICENSED ASSISTED LIVING ADMINISTRATOR.**

<b>OKALA Certification Course</b>	<b>\$895.00</b>
OSBELTCA Application Fee	\$100.00
OSBELTCA State Standards Exam	\$100.00
NAB RC/AL Exam	\$325.00
Diagnostic Score Report (opt)	\$ 70.00
OSBELTCA Licensure Fee	\$200.00
<i>Other/Optional Fees:</i>	
Care & Compliance NAB RC/AL Test Prep	\$125.00
OSBELTCA State Standards Study Packet	\$ 50.00
State Standards Review	\$ 100.00
OSBELTCA Unscheduled State Standards Exam	\$500.00
OSBELTCA Provisional License Fee	\$200.00
NAB Study Guide	\$ 130.00
Practice Exam (1)	\$ 75.00
Practice Exams (2)	\$ 125.00
NAB Recommended Reading 13 Reference Books	\$1,300.00
Passport Photo (approx.)	\$ 10.00
Notary Fee (approx.)	\$ 15.00
Official Transcript from High School/University (approx.)	\$ 25.00

*\*This is an approximate list of fees that are/could be applicable and are subject to change.*

**WHAT TOPICS DOES THE TRAINING COVER?**

*This certification course is an intensive education program that will prepare administrators for the challenges of Assisted Living administration. Your manual set of books are mailed to you within one week of pre-registration for the course. The manual set focuses on:*

- Understanding Federal Laws*
- Accounting and Budgeting*
- Resident Files*
- Activities*
- Human Resources*
- Marketing*
- Food Service Administration*
- Regulation Review*
- Physical Plant*
- Housekeeping and Laundry*
- Emergency and Security Systems*
- Dementia*
- Needs Assessments*
- Dealing with Health Problems*
- Psychosocial Resident Needs*
- Family Support*

*The Seminar class will also cover the Oklahoma Assisted Living and Residential Care Regulations .*



**WHAT ARE THE REQUIREMENTS TO SUBMIT AN APPLICATION TO THE OKALA COURSE?**

*\* You Must Be 21 Years of Age*

*\* You Must have 1 of the following: at least 1 consecutive year of health care experience; or at least 30 hours college semester hours in a healthcare related field of study; or A Bachelor's degree in any field of study*

**WHAT ABOUT CONTINUING EDUCATION?**

*OSBELTCA determines CEU requirements. The current rules require 18 clock hours of NAB or OSBELTCA approved Continuing Education per calendar year, ending December 31st.*

*OKALA offers several opportunities throughout the year to obtain CEU's that will meet the continuing education requirements while helping you to constantly grow as an Administrator.*

**WHERE IS THIS TRAINING RECOGNIZED?**

*This is a national certification that is recognized in any of the 13 states where state associations have partnered and training is accepted as certification for administrators. For more information on which states accept this training, go to [www.seniorlivingu.com](http://www.seniorlivingu.com)*

*For More Information call  
**(405) 235-5000***

*Or email  
**d.downer@okala.org***