

Assisted Living Administrator Qualifications
(Approved by the NAB Board of Governors – November 8, 2002)

QUALIFICATIONS:

To qualify as a Residential Care/Assisted Living Administrator, individuals must complete a 40 hour state approved RC/AL licensure course covering the NAB RC/AL domains of practice, and pass the NAB RC/AL Licensure Examination, and a state law exam if applicable.

The licensure course and exam must cover the following NAB RC/AL domains of practice:

- Resident Care Management
- Human Resources Management
- Organizational Management
- Physical Environment Management
- Business/Financial Management

and;

Minimum education and experience: An individual must have one of the following combinations of education and experience, in order to take the RC/AL administrator licensure exam:

1. A high school degree or equivalent plus 2 years experience working in assisted living, including 1 year in a leadership or management position.
2. An AA degree plus one year experience working in assisted living, including six months in a leadership or management position.
3. A Bachelor's degree plus six months leadership and management experience in assisted living.

and;

Continuing Education: To maintain licensure, an RC/AL administrator must complete 15 hours of state approved continuing education per year on subjects relevant to assisted living operations, management and philosophy.

GRANDFATHERING: Grandfather assisted living administrators in good standing at the time a licensure requirement is enacted.

IMPLEMENTATION: States would be required to establish a long term care administrator board responsible for the licensure of Nursing Home and Residential Care/Assisted Living Administrators. The composition of the board should be as follows:

- 50% public members
- 50% administrators representative of the licensee population in each jurisdictions