

**QUALIFICATIONS FOR LICENSURE AS AN ASSISTED LIVING ADMINISTRATOR
PER AMENDED RULES AND REGULATIONS OF
THE ALABAMA BOARD OF EXAMINERS OF ASSISTED LIVING ADMINISTRATORS
EFFECTIVE NOVEMBER 20, 2013**

The BOE will issue two types of Assisted Living Administrator licenses:

- 1) Category I Assisted Living Administrator license - qualified to administer an Assisted Living Facility as defined by the Rules of the Alabama Department of Public Health, Chapter 420-5-4, Assisted Living Facilities.

- 2) Category II Assisted Living Administrator license – qualified to administer either an Assisted Living Facility as defined by the Rules of the Alabama Department of Public Health, Chapter 420-5-4, Assisted Living Facilities **or** a Specialty Care Assisted Living Facility as defined by the Rules of the Alabama Department of Public Health, Chapter 420-5-20, Specialty Care Assisted Living Facilities.

In order to become a licensed Category I Assisted Living Administrator in the State of Alabama, an individual must:

- be at least nineteen (19) years of age;
 - be of good moral character;
 - be a citizen of the United States or, if not a citizen of the United States, a person who is legally present in the United States with appropriate documentation from the federal government;
 - have a high school diploma or GED;
 - provide verification of either:
 - [1] **a.** a high school diploma or GED, plus
 - b.** at least (2) years of experience working fulltime in an administrative AND resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled within two (2) years preceding date of application for administrator licensure and an endorsement from the administrator, owner, or governing authority of such facility **OR**
 - [2] **a.** completion of at least two years (60 semester hours or 96 quarter hours) of coursework at an accredited college or university, plus
 - b.** at least three (3) months of experience working fulltime in an administrative AND resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship within two (2) years preceding date of application for administrator licensure;
or, as an alternative to [2] b.,
 - c.** at least three (3) months of experience working fulltime in an administrative AND resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship **within six (6) months of passing Section A of the Category I Administrator Licensure exam.**
 - pass Section A of the Category I Administrator licensure exam on the Rules of the Alabama Department of Public Health, Chapter 420-5-4, for Assisted Living Facilities;
 - complete the Board of Examiners approved 20 hour classroom training program;
 - pass Section B of the Category I Assisted Living Administrator Licensure exam (based on the 20 hour classroom training program)
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In order to become a licensed Category II Assisted Living Administrator in the State of Alabama, an individual must:

- be at least nineteen (19) years of age;
- be of good moral character;
- be a citizen of the United States or, if not a citizen of the United States, a person who is legally present in the United States with appropriate documentation from the federal government;
- have a high school diploma or GED
- provide verification of either:
 - [1] a. a high school diploma or GED, plus
 - b. at least (2) years of experience working fulltime in an administrative AND resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled within two (2) years preceding date of application for administrator licensure, and an endorsement from the administrator, owner, or governing authority of such facility **OR**
 - [2] a. completion of at least two years (60 semester hours or 96 quarter hours) of coursework at an accredited college or university, plus
 - b. at least three (3) months of experience working fulltime in an administrative AND resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship within two (2) years preceding date of application for administrator licensure;
 - or, as an alternative to [2] b.,**
 - c. at least three (3) months of experience working fulltime in an administrative AND resident or patient care position in a licensed assisted living facility, nursing home, hospital, or residential care setting for the elderly or disabled, or a minimum of two hundred forty (240) hours of a Board approved internship **within six (6) months of passing Section A of the Category II Administrator Licensure exam.**
- successfully complete the Board of Examiners approved eight (8) hour Dementia Education and Training program prior to sitting for Section A of the Category II licensure exam;
- pass Section A of the Category II Administrator licensure exam on the Rules of the Alabama Department of Public Health, Chapter 420-5-20, for Specialty Care Assisted Living Facilities;
- complete the Board of Examiners approved 30 hour classroom training program;
- pass Section B of the Category II Assisted Living Administrator Licensure exam (based on the 30 hour classroom training program)

When an applicant passes the Section A of either of the Category I or Category II Licensure exam, he/she will be issued a provisional license that will expire and become void nine (9) months from the date it is issued. The provisional license will allow the licensee to be hired to serve temporarily as the administrator of an assisted living facility. A provisional licensee must complete the classroom training program (and the work experience or Board approved internship if applicant has not met this requirement prior to submission of application) prior to taking Section B of the licensure exam. The provisional licensee must take and pass Section B of the licensure exam before his/her provisional license expires and becomes void.