

**State of Alabama Board of Examiners of
Assisted Living Administrators**

5921 Carmichael Road
Montgomery, Alabama 36117

Amy Findley
Executive Director

Telephone (334) 271-2418
Fax (334) 271-2420

Dear Applicant:

Section 34-2A-1-16 of the Code of Alabama, 1975, requires that all administrators of assisted living facilities over three beds be licensed by the Board of Examiners of Assisted Living Administrators. The Board of Examiners is authorized to determine the qualifications for licensure and the licensure and renewal process.

The enclosed document, "Qualifications for Licensure as an Assisted Living Administrator" explains the two types of licenses issued by the Board of Examiners and the qualifications for licensure. The enclosed proposed amended Rules and Regulations of the Board of Examiners of Assisted Living Administrators also detail this process.

This packet contains very important information from the Board of Examiners of Assisted Living Administrators. Enclosed are the following documents:

- Qualifications for Licensure as an Assisted Living Administrator
- A copy of the amended Alabama Board of Examiners of Assisted Living Administrators Rules and Regulations
- Application for Licensure As An Assisted Living Administrator
- 2 Character Reference Forms
- Classroom Training and Test Dates
- Endorsement Form from Employer (to be completed by qualified high school graduate or GED applicants only)
- Commitment to Fulfill Experience Requirement Form (to be completed by qualified college level applicants who do not have proof of work experience or Board approved internship prior to submission of this application)
- Reciprocity Questionnaire (applicant may or may not need to complete)
- Accommodation Request Form and Documentation of Disability Related Needs (applicant may or may not need to complete)
- Fee Schedule

EACH APPLICANT MUST submit the following items in order for their application to be considered complete and to be reviewed by the Board:

- (1) A completed application form signed and notarized;
- (2) A copy of applicant's driver's license or other proof of age;
- (3) The enclosed "Classroom Training and Test Dates" form with applicant's dates of registration for testing and training checked;
- (4) Two complete character reference forms from individuals employed in the health care or patient care industry, not related by blood or marriage to the applicant and have known the applicant for at least a year;
- (5) A copy of either the applicant's high school diploma, GED, (or a letter from the high school from which the applicant graduated or received GED) or college diploma or college transcript;

- (6) Proof of required work experience or Board approved internship as noted in the enclosed “Qualifications for Licensure” document;
- (7) The \$75.00 application fee. (checks made payable to Alabama BOE ALA)
- (8) The completed Applicant Disclosure/Release Authorization for Background Investigation.

If you are a qualified college level applicant and do not have the required prior work experience or Board approved internship experience, please also complete and submit the “Commitment to Fulfill Experience Requirement” form.

If you are a qualified high school graduate or GED recipient, please have the enclosed “Endorsement from Employer” form completed by the administrator, owner, or governing authority of your place of current or previous employment as described in the “Qualifications for Licensure” document.

If you are in need of special accommodations for testing, please complete the enclosed “Accommodations Request” Form and return it with your application.

If you are currently employed at an assisted living facility, please include a copy of the facility’s State license from the Alabama Department of Public Health with your application.

It is important to note the first item on the first page of the application, just above the applicant’s name. This is where you will indicate the type of license for which you are applying. If you are applying for a Category I license, Section A of your examination will be on the Alabama Department of Public Health’s Rules and Regulations for Assisted Living Facilities (Chapter 420-5-4). If you are applying for a Category II license, you are required to attend an eight (8) hour DETA training the day before you are scheduled to take Section A of the examination on the Alabama Department of Public Health’s Rules and Regulations for Specialty Care Assisted Living Facilities (Chapter 420-5-20). Both sets of these Rules and Regulations may be downloaded from the Alabama Department of Public Health’s website, www.adph.org/providers. Browse the menu on the left side of the screen and click on “Facility Rules”, then click on “Assisted Living Facilities” or “Specialty Care Assisted Living Facilities”. If you do not have access to the internet, please contact our office and we will mail you a copy of the appropriate set of rules.

Each application will be reviewed by the Board and each applicant will be notified as to whether or not they meet the requirements to sit for the assisted living administrator licensure examination or what additional requirements must be met in order to qualify.

Your application will not be considered complete and therefore, will not be reviewed until ALL of the required documents have been received. Your completed application and required documents must be postmarked at least 30 days prior to the Section A testing date for which you register.

Applicants approved to sit for Section A of the administrator licensure examination will be notified by mail as to the date, time and location of the examination and DETA training, if applicable. You will also be sent a Study Guide produced by the Assisted Living Association of Alabama. The exam fee will be paid on the date the applicant sits for the examination. You will then be registered to attend the required classroom training and Section B examination.

Please do not hesitate to call if you have any questions about this process. You may contact me at (334) 271-2418.

Sincerely,
Amy Findley
Executive Director