



40- Hour ALF/RCF Administrator Training

“Practicing the Values of Community Based Care”

VIRTUAL PROGRAM EXPECTATIONS

The OHCA 40-hour ALF/RCF Administrator training program was created to meet the requirements of OAR 853-035-0010 (Residential Care Administrator Training Requirements). **Please plan to spend 40 hours completing this program**, as you would if you attended this program in person.

COURSE COMPLETION REQUIREMENTS

To successfully complete the 40-hour administrator training course, **attendees must complete the following items:**

1. Attend live virtual instruction days. Monday – Friday, 9:00am – 2:30pm (25 hours)
2. Complete online learning modules through Oregon Care Partners (12.5 hours)
3. Complete study guide due Friday BEFORE class (2.5 hours)
4. Complete daily evaluations and self-reflection

Once you complete the course requirements, a certificate of completion will be available to download in the [OHCA Member Portal](#). **This is NOT a license.** This is to verify that you have met the requirements of OAR 853-035-000(6) and 411-054-0065(4)(a). For licensing information, please turn to page 10.

DAILY EVALUATIONS

Each day, please complete the evaluation of your learning experience. Links to the daily evaluations can be found on the class [homework website](#).

ADMINISTRATIVE RULES STUDY GUIDE

This study guide is intended to be a tool to familiarize students with accessing the OARs and other key concepts from the course. **This is NOT your licensing exam.** For more information about the licensing exam, see page 8.

The study guide is available on the homework website. Please email your completed study guide to cvan@ohca.com BEFORE class on Day Five (Friday).

ONLINE LEARNING MODULES

You may begin the online learning modules at any time. We recommend that you begin your pre-service dementia care online training as soon as possible, as this is the longest module that will take up to 6 hours to complete. Students must complete the following online learning modules **within 7 days of the course ending**.

Please **READ AND FOLLOW** the instructions below carefully to access the online learning modules (approximately 12.5 hours). The modules are being hosted by Oregon Care Partners and are available at no additional cost. Once modules are complete email a copy of your completion certificate or completion transcript to cvan@ohca.com to verify completion.

Modules to Complete:

- Pre-Service Dementia Care Training for Direct Care Staff (6 hours)
- Depression and Suicide in Older Adults (1 hour)
- Elder Abuse Prevention, Investigation and Reporting (2 hours)
- End of Life Care Treatments (1 hour)
- Identifying Fall Risk in Assisted Living (1 hour)
- Respecting Diversity: Residents, Staff, and Families (1 hour)
- Sexuality and Persons with Dementia (30 min)

ACCESSING ONLINE LEARNING: OREGON CARE PARTNERS (OCP)/RELIAS

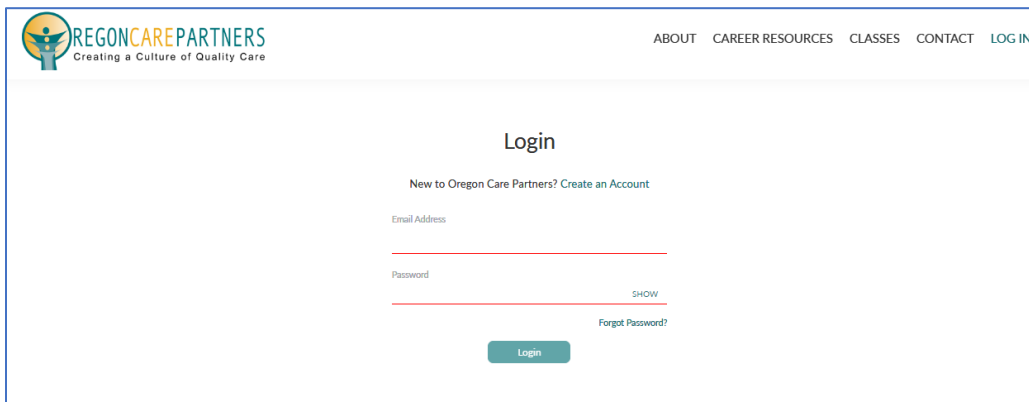
Please **READ AND FOLLOW** the instructions below carefully to access the online learning modules. Once modules are complete email a copy of your completion certificate or completion transcript to cvan@ohca.com to verify completion.

BEFORE YOU BEGIN, here are a few helpful tips to give you the best experience.

- **TIP #1:** *We recommend using Chrome as your browser.*
- **TIP #2:** *DO NOT ACCESS THE MODULES USING YOUR COMPANY SPECIFIC RELIAS LOG-IN. The modules are different and will not count towards this course.*

Step 1: Log in <https://oregoncarepartners.com/app/#/>

- If you have an existing OCP profile, click “Login”
- If you are new to OCP, click “Create an Account” and follow the prompts to set up your free account.



REGONCAREPARTNERS
Creating a Culture of Quality Care

ABOUT CAREER RESOURCES CLASSES CONTACT LOG IN

Login

New to Oregon Care Partners? [Create an Account](#)

Email Address

Password [SHOW](#)

[Forgot Password?](#)

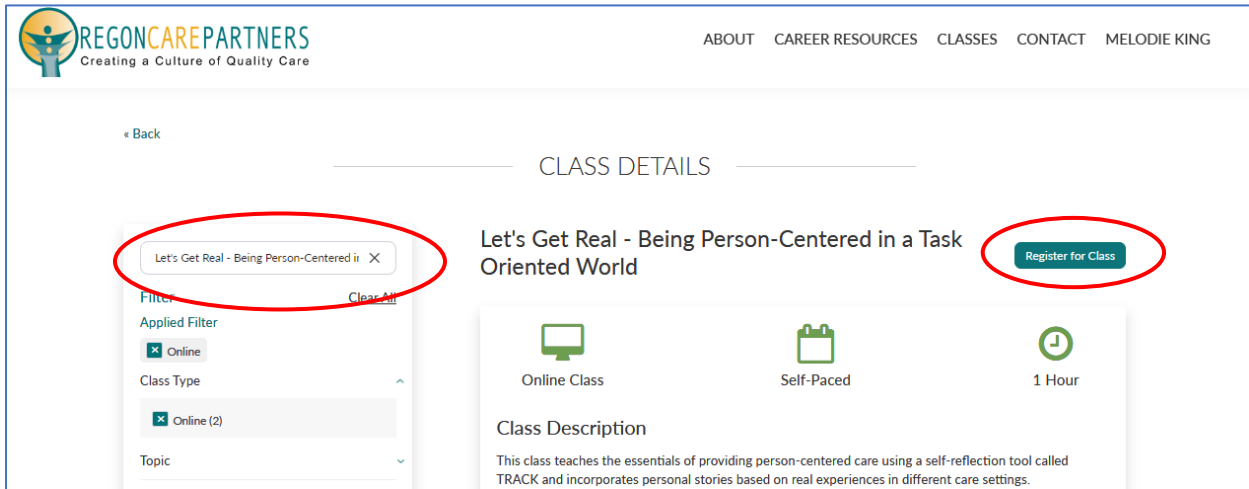
Login

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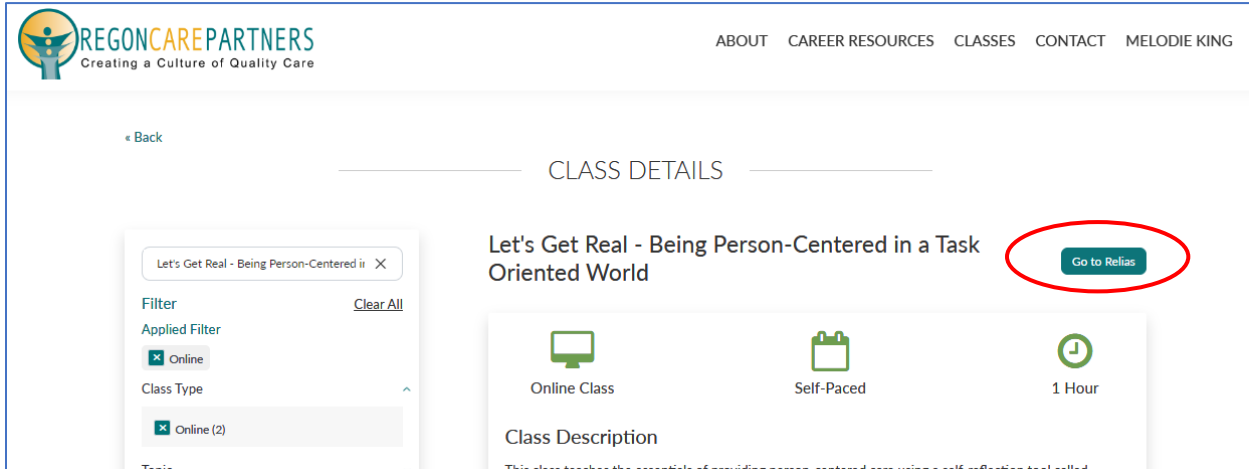
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Step 2: Search for online modules: <https://oregoncarepartners.com/app/#/browsing-classes?classTypes=ONLINE>

Step 3: In the left-hand search bar, type the name of the course. When the name of the course appears, click “Register for Class”



Step 4: Click “Go to Relias”

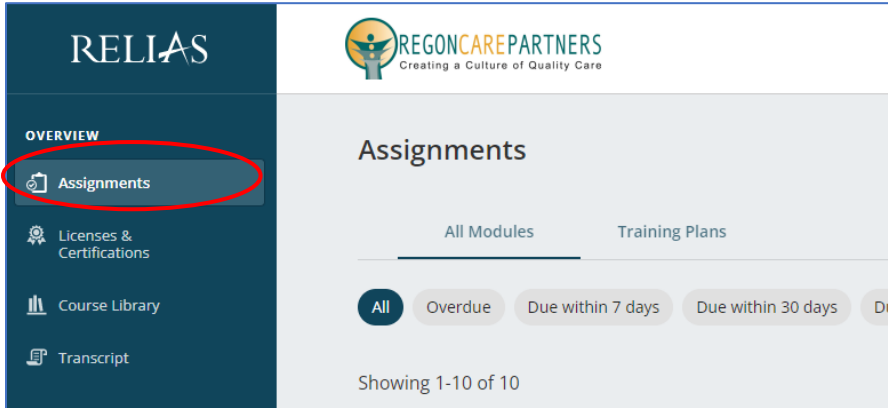


Step 5: A second log-in with the same username and password used in step 1

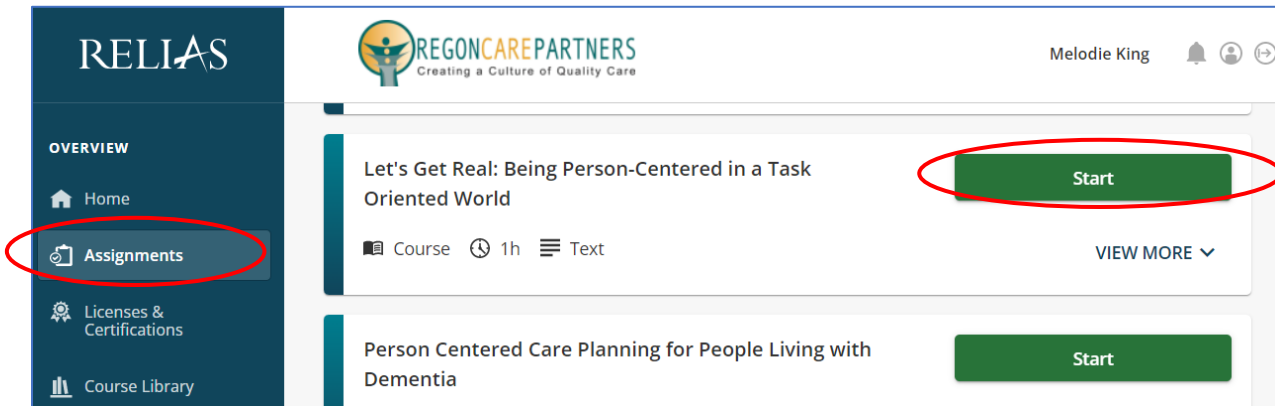


The screenshot shows the login page for Oregon Care Partners. At the top is the logo and tagline. Below it is a message: "Please login with your Oregon Care Partners username and password to access your Relias Online Dashboard". There are two input fields: "Username:" and "Password:". Below the password field is a link: "Forgot your password?". At the bottom is a red "Login" button.

Step 6: On the left-hand menu, click “Assignments”



Step 6: Click “Start” to begin the module



Additional Support:

- Frequently Asked Questions: <https://oregoncarepartners.com/about/faq/>
- Additional Support: info@oregoncarepartners.com or 800-930-6851

Certificates of Completion for Online Modules:

For each module, email a PDF copy of your certificate of completion to cvan@ohca.com.

- To access your transcript or certificates, visit the [Oregon Care Partners website](https://oregoncarepartners.com)
- In the top right navigation bar under your name, select “My Dashboard” from the drop-down menu options.
- Find the section titled, “My completed classes”, select “Download Certificate” to the right of the class details to download, view, save and print your certificate.

Please note: Information transfer between Relias Online Learning and your Oregon Care Partners account may not be immediate. We ask for your patience.

ZOOM MEETING ACCESS INFORMATION

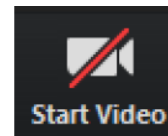
[Click Here](#) for Zoom System Requirements

Step 1: Visit <https://zoom.us/join>

Step 2: Enter the Meeting ID number OHCA provided you.

Step 3: Follow the additional prompts to complete your log-in process

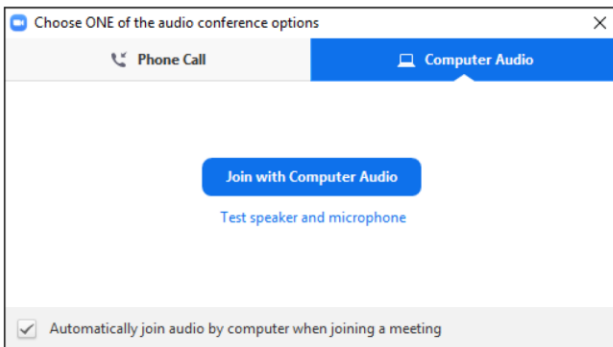
Step 4: Your video should start automatically. If it doesn't, hover your mouse near the the Zoom window, the control bar will become visible. Select “Start Video.” [Click here for troubleshooting tips](#)



bottom of

Step 5: Select, “Join with Computer Audio.”

- If you prefer to join by conference call, click “Phone Call” to receive the dial-in information.
- [Click here for troubleshooting tips](#)



Step 6: Test your speaker and microphone. From the control bar to the right of the microphone icon, select “^”, then select “Test Speaker and Microphone...” and follow the prompts.

Additional Zoom Meeting tips:

- **Control Bar:** Attendees may need to locate the control bar that is sometimes hidden from view to be able to access the chat.
- **Chat:** Attendees can send chats directly to the host and panelist or to the host, panelists and attendees. Be aware that chat messages that are sent directly to the host/panelists are not visible to all attendees. We encourage using the chat feature for added interaction with your fellow attendees!
- **Polls:** Once the host has launched a poll, attendees will complete all the questions within that poll and then select submit. Attendees may see an option to “Skip Poll” in their Zoom window.
- **Mute Your Audio:** To minimize background noise and interruptions, we recommend you mute your audio until you need to speak to the group.



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LICENSURE INFORMATION

Oregon Health Care Association (OHCA) is **NOT** the licensing entity for ALF/RCF Administrators. ALF/RCF administrator licensing is coordinated through the Oregon Health Authority Health Licensing Office (OHA-HLO). OHA website here: <https://www.oregon.gov/oha/PH/HLO/Pages/Board-Longterm-Care-Administrators-Residential-Care-License.aspx>

For licensing qualification questions, contact Qualification Specialist Dee Humphries at dee.l.humphries@dhsoha.state.or.us or (503) 934-5009.

Once you complete this course you will receive a certificate of completion. ***This is NOT a license.*** This is to verify that you have met the requirements of OAR 853-035-000(6) and 411-054-0065(4)(a).

Please note that mandatory licensure of ALF/RCF Administrators is MANDATORY through the Oregon Health Licensing Agency.

To complete the licensure process and become an official ALF/RCF Administrator, you MUST do the following:

- Submit licensure application and application fee: https://www.ohca.com/files/2020/03/TAB-5-A-LTC_RCFA_Residential_Care_Facility_Administrator_License_Application-8-2019-Post-July-1.pdf
 - The application includes a list of items which must be included with the application.
- Pass the licensure examination and pay exam fee
- Pay license fee to obtain permanent license.
- Additional tips and frequently asked questions are available here: <https://www.ohca.com/events/ongoing-education/>