



## ALR ADMINISTRATOR QUALIFICATIONS AND TRAINING FAQs

### What are the criminal background check requirements for an ALR administrator?

The ALR is required to request a fingerprint-based criminal history record check with notification of future arrests for each prospective administrator prior to hire. If the applicant has lived in Colorado for more than three years at the time of application, the fingerprint criminal history check must be requested from the Colorado Bureau of Investigation (CBI). If the applicant has lived in Colorado less than three years, the ALR must request the criminal history record check from the Federal Bureau of Investigation through the CBI. The results of the background check must be forwarded by the CBI directly to the Department. The ALR must also receive a copy of the criminal background check results from the CBI. The ALR must assess the results to ensure the applicant is of good, moral, and responsible character and does not pose a threat to the health, safety, and welfare of the residents, before hiring the individual. The criminal background check results and assessment must be maintained in the administrator's personnel file. For the specific regulatory requirements see [Chapter 7](#), 6.1.

Here is a link to the CBI website: <https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/employment-and-background-checks> Click on Assisted Living Residences.

### What are the ALR administrator qualifications?

#### Before June 14, 2021:

Effective July 1, 2019, each newly hired administrator who was not recognized as an administrator of record with the Department prior to July 1, 2019 must meet the following requirements ([Chapter 7](#), 6.2, 6.3 and 6.4 ):

- Be at least 21 years of age
- Possess a high school diploma or equivalent
- Have a least one year of experience supervising the delivery of personal care services that include activities of daily living (see the Note below for other criteria)
- Complete a 40- hour ALR administrator training program (in accordance with [Chapter 7](#), 6.5) before assuming an administrator position

Note: If the individual does not have at least one year of experience supervising the delivery of personal care services that include activities of daily living, the Department will temporarily allow an ALR licensee to request a waiver to appoint an individual if they meet at least one of the following criteria:

(a) An active, unrestricted Colorado nursing home administrator license.

(b) An active, unrestricted Colorado registered nurse license plus at least six months work experience in health care during the previous ten-year period.

- (c) An active, unrestricted Colorado licensed practical nurse license plus at least one year of work experience in health care during the previous ten-year period.
- (d) A bachelor's degree with emphasis in health care or human services plus at least one year of work experience in health care during the previous ten-year period.
- (e) An associate degree with emphasis in health care or human services plus at least two years of work experience in health care during the previous ten-year period.
- (f) Thirty credit hours from an accredited college or university with an emphasis in health care or human services plus three years of work experience in health care during the previous ten-year period.
- (g) Five or more years of management or supervisory work in the field of geriatrics, human services or providing care for the physically and/or cognitively disabled during the previous ten-year period.
- (h) A college degree in any field plus 2 years of health care experience during the previous ten-year period.

Here is a link to more information on requesting a waiver if the individual meets one or more of the criteria specified above: <http://67.231.102.44/HFEMSD/ALR/ALRAdminWaiverNotice.pdf>

**On or after June 14, 2021:**

In addition to the individual being 21 years of age, have a high school diploma or equivalent, and completion of a 40-hour administrator training program, new regulations effective June 14, 2021, provide the following pathways for meeting the administrator qualifications if the individual does not meet the requirement of one year experience supervising the delivery of personal care that includes activities of daily living. The individual will be qualified if they have one or more of the following:

- (a) An active, unrestricted Colorado nursing home administrator license.
- (b) An active, unrestricted Colorado registered nurse license plus at least six months work experience in health care during the previous ten-year period.
- (c) An active, unrestricted Colorado licensed practical nurse license plus at least one year of work experience in health care during the previous ten-year period.
- (d) A bachelor's degree with emphasis in health care or human services plus at least one year of work experience in health care during the previous ten-year period.
- (e) An associate degree with emphasis in health care or human services plus at least two years of work experience in health care during the previous ten-year period.
- (f) Thirty credit hours from an accredited college or university with an emphasis in health care or human services plus three years of work experience in health care during the previous ten-year period.
- (g) Five or more years of management or supervisory work in the field of geriatrics, human services or providing care for the physically and/or cognitively disabled during the previous ten-year period.
- (h) A college degree in any field plus 2 years of health care experience during the previous ten-year period.

### **What is an administrator of record with the Department?**

If an individual was employed as an administrator of an ALR prior to implementation of the new Chapter 7 regulations effective June 14, 2018, they would be recognized by the Department as a qualified administrator because they were required to submit proof of completion of the required administrator training to the Department at the time of their appointment. They would also have been listed as an administrator of record under a facility name in the Department's database. Note that as of June 14, 2018, written proof of the administrator training is no longer submitted to the Department, but instead, is required to be retained in the administrator's personnel file.

### **Is there a grace period to give a newly hired ALR administrator time to complete required ALR administrator training program?**

No. In accordance with [Chapter 7](#), 6.4, "Each administrator shall have completed an administrator training program before assuming an administrator position."

### **Do I have to provide CDPHE with a copy of the certificate of completion of the administrator training program?**

No. In accordance with [Chapter 7](#), 6.4, written proof of successful completion of the 40-hour administrator training program shall be maintained in the administrator's personnel file.

### **Can the 40-hour administrator training program requirement be waived? For example, I am a currently licensed nursing home administrator.**

No. [Chapter 7](#), 6.4 requires all ALR administrators to complete an administrator training program before assuming an administrator position. While some of the care and services provided by a nursing are similar to care and services provided in an assisted living residence, there are critical differences between the two. The required ALR administrator training topics provides sufficient information to better understand these differences.

### **I had to terminate the ALR administrator. Can our qualified designee fulfill the role of the administrator until I hire a new administrator if they have not completed the 40-hour ALR administrator training program?**

No. [Chapter 7](#), 6.4 requires all ALR administrators to complete an administrator training program before assuming an administrator position. The ALR would need to appoint someone who completed the administrator training program and met the other qualifications to act as the administrator. This individual would be responsible for supervising the qualified designee until they completed the administrator training program.

### **Do I have to notify the Department of a change in administrator?**

Yes. In accordance with [Chapter 7](#), 3.10 (D) "A facility applying for a change of administrator shall submit a fee of \$500 with the application." The application can be obtained from the Department by requesting a letter of intent. Here is a link to the letter of intent form:

<https://docs.google.com/forms/d/e/1FAIpQLSeb1zsHJ5GUeD2xaBWLtIG7U7tRhStzchpsZNpSyV2f1h0K3A/viewform>