



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. The applicant is responsible for the cost of the criminal background checks.

If the individual has lived in Colorado for more than three years at the time of application, the ALR must request from the Colorado Bureau of Investigation (CBI) a state fingerprint-based criminal history record check with notification of future arrests. The results of the background check must be forwarded by the CBI directly to the Department.

If the Individual has lived in Colorado for less than three years at the time of application, the ALR must (1) request from the CBI a state fingerprint-based criminal history record check with notification of future arrests; and (2) obtain a name-based criminal history report for each additional state in which the applicant has lived for the past three years, conducted by the respective states' Bureau of Investigation or equivalent state-level law enforcement agency or other name-based report as determined by the Department. The results of the background check(s) shall be forwarded by the equivalent agency to the Department if authorized by such state. If such authorization does not exist, the results shall be forwarded to the Department by the applicant.

The ALR must assess the background check 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. When the results of a fingerprint-based criminal history record check reveal a record of arrest without disposition, the applicant shall submit to a name-based criminal history record check. 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> Scroll down and click on Assisted Living Residences.

What are the qualifications to become an ALR administrator?

Each newly hired administrator who is not recognized by the Department as having been an ALR administrator of record prior to July 1, 2019, must be at least 21 years of age, possess a high school diploma or equivalent, and at least one of year of experience supervising the delivery of personal care services that include activities of daily living. If the individual does not have the required one year of

experience supervising the delivery of personal care services including activities of daily living, the individual must meet one or more 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.

For specific regulatory requirements see [Chapter 7](#), 6.2 and 6.3

What are the ALR administrator training requirements?

If the administrator has not been recognized by the Department as an administrator of record prior to January 1, 2019, the regulations require the individual to complete a 40-hour ALR administrator training program before assuming an administrator position. The regulations require 20 of the 40 hours of training to focus on applicable Colorado regulations. Written proof of successful completion of the training program and competency testing must be maintained in the administrator's personnel file.

For specific regulatory requirements see [Chapter 7](#), 6.5, 6.6 and 6.7.

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

No. In accordance with [Chapter 7](#), 6.5, "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](#), 6.5 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](#), 6.5 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](#), 6.5 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://cdphe.colorado.gov/health-facilities-licensure-certification-and-registration>