

## **How to Become a Certified Administrator**

To become a certified administrator for the Residential Care Facility for the Elderly (RCFE), Adult Residential Facility (ARF) or Group Home (GH) programs, the applicant must meet the qualifications on a separate and mutually exclusive basis.

### **√ Complete the training:**

- Complete a 40 hour Initial Certification Training Program (ICTP) for the RCFE and for GH facilities from an Administrator Certification Section (ACS) approved vendor.
- If the applicant for an RCFE has a Nursing Home Administrator license; then they must take 12 hours of classroom instruction in core subject areas in lieu of the 40 hours.
- For ARF, the applicant must complete a 35- hour certification program from an ACS approved vendor.
- To find an initial certification training program vendor, [click here](#) and select the approved vendor for the residential program in which you are interested.

### **√ Take and Pass the Test**

- Pass a standardized test administered by the Department of Social Services with a minimum passing score of 70%. The applicant must take the test within 60 days of completing the ICTP by vendors approved by ACS.
- If the applicant for a RCFE has a Nursing Home Administrator license; they do not need to take the exam, but must meet all of the other requirements.

### **√ Submit the application**

- ACS will send the applicant a congratulatory letter with a copy of the application. The applicant has 30 days from the receipt of this notice to submit a completed [LIC 9214](#) initial administrator application. If the applicant fails, they can take the test as many times as possible within 60 day of completing the ICTP.

### **√ Pass the Background Check**

- As part of the background check process, the applicant must obtain a criminal record clearance by submitting a live scan [LIC 9163](#) Request for Live Scan form for a statewide (Department of Justice) and national (Federal Bureau of Investigations) criminal background check. For Group Home applicants, the applicant must complete a Child Abuse Index Check.
- In addition to the submission of the [LIC 9163](#), the applicant must complete a [LIC 508](#) Criminal Record Statement. If the applicant has a criminal record conviction, the applicant must provide a written statement describing the circumstances regarding the crime(s).

### √**Pay the Fee**

- Submit a non-refundable \$100 processing fee with the application.