

Date: Apr. 29, 2026
To: APD Adult Foster Home Providers
From: Safety, Oversight and Quality Unit
Subject: Annual and Biennial Training Requirements

There are two mandatory training courses outlined in Oregon Administrative Rule (OAR) that are required to be repeated either annually (once every year), or biennially (once every two years). “Annual” is not currently defined in OAR and, until it is, the review of annual or biennial training courses will be assessed each calendar year for the required training. This means the annual Home and Community Based Services (HCBS) training must be taken once every calendar year. The Providing Inclusive Care training that is required biennially must be taken once every two calendar years.

Example:

- HCBS training taken in 2026 will need to be taken again in 2027.
- Providing Inclusive Care training taken in 2026 will need to be taken again in 2028.

Training Available Online

Both mandatory training courses are available online on the Oregon Care Partners (OCP) website and are free of charge.

- [HCBS Training](#) - required every year (annually)
- [Providing Inclusive Care](#) - required once every two years (biennially)

Unqualified Caregivers

Caregivers who do not have all caregiver qualifications, including caregiver training, are considered unqualified caregivers by rule. In the event that

unqualified caregivers are found to be working alone, a mandatory civil penalty will be imposed. This mandatory civil penalty is required by both Oregon Revised Statute (ORS) and OAR 411-052-0025(3).

If you have questions about this provider alert, please contact apd.afhteam@odhs.oregon.gov