Adult Foster Home Testing and Provider Orientation

Helpful Tips for Navigating AFH Basic Training Testing and Orientation

Effective Feb. 11, 2026

Before providing care, all new providers, resident managers, and substitute caregivers must complete the **Adult Foster Home Basic Training Course** and pass the test. If you have already completed the course and test through a **Community Developmental Disabilities Program (CDDP)**, you do not need to retake it.

All prospective providers must complete the Provider Orientation before applying for a foster home.

Step 1: Login to Workday

Each provider, resident manager and substitute caregiver must have their own Workday account. New users should create an **External Learner** account, while existing users can sign in with their **EEL number**.

Additional support is available on the Workday Learning for ODHS Partners and Providers page or by contacting the ODDS Training Unit.

Step 2: Take the Course and test

To access the test, search Workday Learning for "ODHS - ODDS - INITIAL Adult Foster Home Basic Training Course and Provider Orientation". You must take the test on your own. You must score at least **80%** to pass. If you fail, your next attempt must be done using the retake test, below.

Step 3: Retake the Course and test, if needed

If you fail, you may retake the test every 14 days until you pass. To access the re-take test, search Workday Learning for "ODHS - ODDS - RETAKE - Adult Foster Home (AFH - DD) Basic Training Course and Provider Orientation". Prospective providers who fail twice may have their application denied.

Step 4: Maintain copies of certificates

After passing, print and submit a copy of your certificate to every foster home where you work.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Office of Developmental Disabilities Services at dd.licensingfoster@odhs.oregon.gov or 503-945-7800. We accept all relay calls.