

# Adult Foster Home Resume Quick Reference Guide

May 28, 2026

## Resume

### What is a Resume?

This is a document you already have or will create. This will show how the applicant meets the qualifications required in the rule. A resume should include work experience, training, knowledge, interest, and concern in providing care and services to support individuals with intellectual or developmental disabilities.

A resume may include, but is not limited to, evidence of the following:

- Certified nurse's aide training;
- Nursing home, hospital, or institutional work experience;
- Licensed practical nurse or registered nurse training and experience;
- Training approved by the Department; or
- Experience providing care and services and home management skills to individuals with intellectual or developmental disabilities.

### How to complete the resume?

If you do not have a formal resume, that's okay. It can be in any format you are comfortable with—typed, handwritten and scanned, or created using an online template.

Keep the resume focused on the relevant experience that helps you meet the qualification requirements in rule. It does not need to include unrelated jobs unless you want to add them.

If you are applying for a Level 1 license, your resume must show that you have one year of full-time experience in providing direct care and services to support individuals with intellectual or developmental disabilities.

If you are applying for a Level 2B license, your resume must show that you have two years of full-time experience providing care and services to individuals who exhibit behavior that poses a significant danger to the individual or others.

If you are applying for a level 2M license, your resume must show you are a licensed health care provider, such as a registered nurse or licensed practical nurse, or have the equivalent of two years of full-time experience providing care and services to support individuals who have medical conditions that are serious and may be life threatening.

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