

Adult Foster Home Testing

Helpful Tips for Navigating AFH Testing and New Provider Orientation, effective Jan. 1, 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.

Step 1: Study the manual and watch training videos

[Review the Adult Foster Home training manual](#) and [watch the training videos](#) to prepare for the test.

Step 2: 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 3: Take the test

You will be notified when the test is available in Workday, along with instructions to access it. You must take the test on your own. If you or someone you employ needs accommodations, email dd.licensingfoster@odhs.oregon.gov. You must score at least **80%** to pass. If you fail, wait **14 days** before retaking the test, and review the manual again before your next attempt.

Step 4: Retake the test, if needed

If you fail, you may retake the test every 14 days until you pass. Prospective providers who fail twice may have their application denied.

Step 5: 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.