



HEALTH LICENSING OFFICE
Long Term Care Administrators Board

1430 Tandem Ave. NE, Suite 180, Salem, OR 97301-2192
 Phone: (503) 378-8667 | Web: www.oregon.gov/oha/ph/hlo

For Office Use Only		
Applicant #:	License #: NHA-RC-	Staff Initials:

Residential Care Facility Administrator License Application

Applicant Information

LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
BIRTHDATE:	GENDER:	<input type="checkbox"/> FEMALE	<input type="checkbox"/> MALE	<input type="checkbox"/> NONBINARY / OTHER
RESIDENTIAL PHYSICAL ADDRESS (REQUIRED):				
CITY:		STATE:	ZIP:	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE):				
CITY:		STATE:	ZIP:	
BUSINESS PHONE:		PERSONAL PHONE:		
EMAIL (REQUIRED):		SOCIAL SECURITY # (REQUIRED):		
Have you ever been known under any other legal name? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list all previous full (legal) names below:				
Previous legal name(s):				
Do you hold or have you previously held licensure, certification or registration with the Health Licensing Office or any other state? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please list information below (add additional blank page if necessary):				
State:	Lic./Cert./Reg. #:		Expiration:	

Payment Information (complete this section only if submitting payment by mail)

Required Fees: *The application fee is non-refundable. DO NOT MAIL CASH.

***Application Fee = \$100 Examination Fee = \$125 License Fee = \$130 Total of \$355**

Please check one:	<input type="checkbox"/> Credit Card (see below)	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Purchase Order
Type of credit card:	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Discover	

Note: The credit card holder must either be the applicant or be present at the time application is submitted.

Name on credit card:		
Card number:	Exp date:	Authorized amount: \$
Cardholder signature:		

(Do not write in the following section – Office use only)

<input type="checkbox"/> OTC	<input type="checkbox"/> Verified ID	Type of ID: _____	Staff Initials _____
Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> Approval code/CK#: _____	Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> Approval code/CK#: _____	Method of Payment: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MO <input type="checkbox"/> PO AMOUNT: _____ INITIALS: _____ <input type="checkbox"/> Approval code/CK#: _____	

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Individual Records Questions

Please accurately answer all the questions below. The Health Licensing Office (HLO) may review your information through the Law Enforcement Data System, other governmental agencies, and private vendors to confirm the accuracy of the information. Any misrepresentation or failure to disclose information may result in disciplinary action.

1. Do you have any pending or completed investigations or any disciplinary actions taken against you by any licensing or regulatory authority? Disciplinary action includes, but is not limited to, probation, suspension, civil penalty, or any other sanction limiting, in any way, a license, certificate, registration or permit.
 Yes No If yes, attach an additional page(s) and provide an explanation.

2. Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list all convictions, including the charges and year convicted (attach additional pages if necessary).	Year Convicted

3. As of today, are you on probation or parole? Yes No If yes, you must provide a letter of release from your probation or parole officer authorizing you to obtain an authorization to practice. If you are on bench probation, or probation with the court, you must provide documentation of your conditions of the probation.

Mandatory Social Security Number Disclosure and Use

You are required to provide your Social Security number (SSN) to the HLO as part of your application for initial or renewed occupational or professional license, certification, or registration issued by HLO pursuant to ORS 25.785, ORS 305.385, 42 USC § 666(a)(13) and 42 USC §405(c)(2)(C)(i). Failure to provide your SSN will be a basis to refuse to issue or renew the license, certification, or registration you seek. HLO is authorized by law to use your SSN for child support enforcement and tax administration purposes only. HLO will only use your SSN for these purposes unless you authorize other uses of your SSN as discussed below. Your SSN will remain on file with HLO. If you have never been assigned an SSN, please refer to the section below titled Request for Exemption from Social Security Number Disclosure and Attestation.

Voluntary SSN Disclosure and Use - Criminal Background Checks and Military Status Verification

The HLO is authorized to conduct criminal background checks pursuant to ORS 181A.195, 676.608, and 676.612. The HLO requests that you voluntarily provide your SSN for this purpose. Pursuant to 50 USC § 3931, the HLO must determine the military status (or lack thereof) of a respondent before issuing a default final order. The HLO requests that you voluntarily provide your SSN for this purpose. Failure to provide your SSN for these purposes will not be used to deny your application, or to deny you any right, benefit or privilege provided by law. If you consent to the use of your SSN by the HLO for these purposes, it may be used only for these purposes.

4. I voluntarily consent to disclose my SSN to the HLO for criminal background checks and military status verification.
 Yes No

Voluntary Social Security Number Disclosure and Use – Reporting to the National Practitioner Data Bank (NPDB)

For any HLO license, certification, or registration that reports to the National Practitioner Data Bank (NPDB), if any disciplinary action is taken against you, HLO requests that you voluntarily provide your SSN so that HLO may report it to the NPDB under Title IV of Public Law 99-660, the Health Care Quality Improvement Act of 1986; Section 1921 of the Social Security Act; Section 1128E of the Social Security Act; and their implementing regulations found at 45 CFR Part 60. Failure to provide your SSN for this purpose will not be used to deny your application, or to deny you any right, benefit or privilege provided by law. If you consent to the use of your SSN by the HLO for this purpose, it may be used only for this purpose.

5. I voluntarily consent to disclose my SSN to the HLO to report to the NPDB. Yes No

Request for Exemption from Social Security Number Disclosure and Attestation

6. If you do not have a Social Security number (SSN) you may request an exemption from the SSN requirement. To receive the exemption, you must attest and certify that you have never been assigned an SSN and if you are ever assigned an SSN, you will report it to the HLO within 30 days.

DO NOT SIGN BELOW IF YOU HAVE A SOCIAL SECURITY NUMBER

By signing below, I attest and certify that I have never been assigned an SSN and agree that if an SSN is assigned to me, I will report it to the HLO within 30 days.

Applicant Signature:	Date:
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Certification of Information Provided

7. I have examined this application and supporting documentation and certify by my signature below that it is true, correct, and complete. I understand that providing false information or making a false statement on this application will be cause for denial, suspension, or revocation of my license, certification, or registration. I have enclosed the required fees and documentation.

Applicant Signature:	Date:
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Affirmative Action – Voluntary Question

The State of Oregon has an Affirmative Action (AA) Policy. If you choose to provide the optional information below, it will help to evaluate the effectiveness of our AA programs. This information will also be used in the aggregate (i.e., as a whole, not individually) for research and statistical purposes. It will not be tied specifically or directly to your licensing information.

Which of the following describes your racial or ethnic identity? Please check all that apply.

American Indian and Alaska Native

- American Indian
- Alaska Native
- Canadian Inuit / Metis / First Nation
- Indigenous Mexican / Central American / South America

Asian

- Asian Indian
- Cambodian
- Chinese
- Communities of Myanmar
- Filipino / Filipina
- Hmong
- Japanese
- Korean
- Laotian
- South Asian
- Vietnamese
- Other Asian

Black and African American

- African American
- Afro-Caribbean
- Ethiopian
- Somali
- Other African (Black)
- Other Black

Hispanic and Latino/Latina/Latinx

- Central American
- Mexican
- South American
- Other Hispanic or Latino/Latina/Latinx

Middle Eastern / North African

- Middle Eastern
- North African

Native Hawaiian and Pacific Islander

- Chamoru/Chamorro
- Guamanian
- Marshallese / Micronesian / Palauan / Tongan
- Communities of the Micronesian Region
- Native Hawaiian
- Samoan
- Other Pacific Islander

White

- Eastern European
- Slavic
- Western European
- Other White

Other Categories

- Other: _____
- Unknown
- Decline to answer

If you checked more than one race or ethnicity above, is there **one** you think of as your primary racial or ethnic identity?

- Yes, please list: _____
- I do not have just one primary racial or ethnic identity
- No, I identify as Bi-racial or Multi-racial
- Not applicable, I only checked one category above
- Unknown
- Decline to answer

Application Requirements

PLEASE NOTE: The applicant is responsible for payment of fees assessed by the issuing organization(s) when obtaining required official documentation.

Applicant must:

—	Meet the requirements of Oregon Administrative Rule, Chapter 331, Division 30 .
—	<p>Submit this completed application, accompanied by payment of the required fees.</p> <p>*Application fee = \$100; Examination fee = \$125; and License fee = \$130; for a total of \$355 (see payment information on first page).</p> <p>DO NOT SEND CASH THROUGH THE MAIL.</p> <p>*THE APPLICATION FEE IS NON-REFUNDABLE.</p>
—	<p>Submit two forms of original identification issued by a government agency. Acceptable identification options can be found under Chapter 331, Division 30 of Oregon Administrative Rule.</p> <p>ID requirements are as follows:</p> <ul style="list-style-type: none"> • The two forms of ID must be issued by a government agency. • Both the ID's must include the applicant's current legal name. • At least one form of ID provided must be photographic. • We do not accept student ID cards, department store or warehouse cards, debit cards, etc. If you have a question about whether a particular ID type is acceptable, please call (503) 378-8667, to verify. • If submitting photocopies of your ID by mail, legible (clear) front and back copies must be submitted. Submit the copies on a full-sized piece(s) of copy paper, do not cut the ID images out. <p>If you do not meet all of the ID requirements above, you run the risk of your application process being delayed.</p>
—	Submit proof of being at least 21 years of age and provide official documentation confirming date of birth, such as a copy of the birth certificate, driver's license, passport or school/military/governmental record with age documented (if not already provided on photographic identification required above).
—	<p>Submit proof of one of the following:</p> <p>A high school diploma or an equivalent educational level.</p> <p>Or...</p> <p>Passage of an approved high school equivalency test, including but not limited to, the General Educational Development (GED) test.</p> <p>Or...</p> <p>Graduation from a post-secondary institution.</p> <p>If you attended a school outside the U.S., you must have your education evaluated for equivalency. Please contact our office for assistance or clarification of this process.</p>
—	<p>Submit proof of one of the following:</p> <p>Being employed in a professional or managerial capacity in a field related to health or social service for at least two of the last five years.</p> <p>Or...</p> <p>Having earned at least a bachelor's degree in a health or social-service-related field.</p> <p>Or...</p> <p>A combination of experience and education deemed sufficient by the Health Licensing Office.</p>

Application Requirements (continued)

PLEASE NOTE: The applicant is responsible for payment of fees assessed by the issuing organization(s) when obtaining required official documentation.

_____	<p>Submit proof of having completed at least 40 hours of training pursuant to the Long Term Care Administrators Board, Oregon Administrative Rules.</p> <p>The following organizations currently offer training:</p> <ul style="list-style-type: none"> • LeadingAge Oregon • Oregon Health Care Association (OHCA)
_____	<p>Pass the Residential Care Administrator Oregon Laws and Rules examination administered by the Health Licensing Office.</p>
_____	<p>If applicable, submit an affidavit of licensure from any state where the applicant holds, or has held, an active or inactive authorization as a residential care administrator</p>
_____	<p>Submit proof of an approved Oregon Department of Human Services (DHS) background check with an approval date of no more than 120 days prior to the date of this application.</p> <p>Or...</p> <p>Submit a fingerprint-based national criminal background check (see criminal records check fingerprint process instructions attached).</p>
_____	<p>Have you answered questions 1 through 5 on page two of this application? If you fail to answer each of the questions, this application may be returned to you and potentially cause a delay in processing.</p>
_____	<p>If you <u>do not</u> have a social security number (SSN), have you signed and dated section 6 on page two of this application? If you do have an SSN that you have provided on page one, do not complete this section.</p>
_____	<p>Have you signed and dated section 7 on page two of this application? If you fail to sign and date this section, your application will be returned to you and will cause a delay in processing.</p>
_____	<p>Have you completed the payment information section of this application and enclosed payment or provided credit card information?</p>
_____	<p>Keep a copy of your application and supporting documents before submitting everything to the Health Licensing Office (HLO).</p> <p>You have two options to submit your application (submit your application only once):</p> <ol style="list-style-type: none"> 1. Mail the application. Enclose payment or provide credit card information, enclose copies of your identification, and enclose copies of your required supporting documents to the HLO. The address is listed at the top of this application. 2. Bring the application into the HLO. Bring the completed application, payment for fees, two forms of your original identification, and required supporting documents to the HLO. The address is listed at the top of this application.

Criminal Records Check

Please note: You must submit a profession specific application (this application) to the Health Licensing Office (or have it postmarked) within 30 days of having your fingerprints taken. If you do not submit your application within 30 days, you will be required to have your fingerprints taken again before your application can be processed.

Pursuant to Oregon Revised Statute (ORS) 676.612(3), the Health Licensing Office (HLO) may require a fingerprint criminal records check on persons applying for authorization to practice, renewing an authorization, or who are under investigation by the HLO for practice in a profession or occupation listed in ORS 676.565. The criminal background check is conducted through the Oregon State Police (OSP). The Livescan electronic fingerprinting process is provided by Fieldprint Inc.

Clarification:

Livescan is the process by which an applicant is electronically fingerprinted.

Fieldprint Inc. is the company that the State of Oregon has contracted with to conduct the Livescan electronic fingerprinting.

Because the State of Oregon has contracted with Fieldprint Inc. to conduct the Livescan electronic fingerprinting, the HLO is required to have all applicants who are subject to a criminal background check use a Fieldprint office to process the Livescan fingerprints.

Fingerprint Process Instructions

Please take the following steps to have your fingerprints taken:

Note: The HLO only accepts Livescan fingerprinting electronically submitted to OSP by Fieldprint Inc.

1. To locate a Fieldprint office in the state of Oregon, visit: www.fieldprintoregon.com. For Fieldprint locations in another state, visit: www.fieldprint.com, click on "Make an Appointment" in the menu bar at the top of the page, scroll down to "State Government" and choose a state. If your state is not listed there, scroll down to the bottom of the page to "Find a Location" and enter your city zip code.
2. To schedule an appointment with a Fieldprint office, you must first register as a user of the Fieldprint system. Once you are registered, you will be prompted to enter the HLO Fieldprint code to be properly routed.

Enter Fieldprint Code: **FPORHealthLicDAS**

3. Remember to submit your profession specific application to the HLO (or have it postmarked) within 30 days of having your fingerprints taken. If not, you will be required to have your fingerprints taken again before your application can be processed.
4. Once your fingerprint process is complete, your criminal background check will be available to the HLO during the processing of your application for authorization to practice.

For questions regarding the fingerprinting process, please visit Fieldprint's website at: www.fieldprint.com, or contact Fieldprint customer service at: (877) 614-4364 or via email at: CustomerService@fieldprint.com.

For questions regarding the processing of your application for authorization to practice, you may visit the HLO website at www.oregon.gov/oha/ph/hlo or contact the Office at the address, phone, or email listed above.

Please note: You must submit a profession specific application (this application) to the Health Licensing Office (or have it postmarked) within 30 days of having your fingerprints taken. If you do not submit your application within 30 days, you will be required to have your fingerprints taken again before your application can be processed.