



Long Term Care Administrators Board

OREGON ADMINISTRATIVE RULES
(UNOFFICIAL COPY)

CHAPTER 853, DIVISION 020 – 060

PERMANENT RULES EFFECTIVE

JANUARY 1, 2020



HEALTH LICENSING OFFICE

1430 Tandem Ave. NE, Suite 180

Salem, OR 97301-2192

Phone: (503) 378-8667 | Fax: (503) 370-9004

Email: hlo.info@state.or.us

Website: www.healthoregon.org/hlo

DIVISION 35

RESIDENTIAL CARE FACILITY ADMINISTRATOR LICENSES

853-035-0000

Residential Care Facility Administrator Application Requirements

An individual applying for a license as a residential care facility administrator must:

- (1) Submit a completed application form, which must contain the information listed in OAR 331-030-0000 and be accompanied by payment of the required application fees;
- (2) Submit proof of being at least 21 years old;
- (3) Submit documentation of a high school diploma or its equivalent;
- (4) Submit proof of:
 - (a) 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; or
 - (b) Having earned at least a bachelor's degree in a health or social-service-related field; or
 - (c) Having a combination of experience and education deemed sufficient by the Office.
- (5) Pass an Office background check by:
 - (a) Submitting proof of an approved Oregon Department of Human Services (DHS) background check pursuant to OAR 407-007-0200 to 407-007-0370. This background check must:
 - (A) Be for a professional or managerial position at a residential care facility, assisted living facility, skilled nursing facility, or nursing facility licensed by DHS; and
 - (B) Include a national fingerprint-based criminal records check; and
 - (C) Show a date of approval no more than 120 days prior to the licensure application date.
 - (b) Pursuant to OAR 331-030-0004, submit a fingerprint-based national criminal background check and be determined fit to hold an authorization. When determining fitness, the Office shall consider the qualifications for employment under ORS 443.004.
- (6) Submit proof of having completed at least 40 hours of training pursuant to OAR 853-035-0010.
- (7) Submit proof of having passed the required exam listed in OAR 853-030-0050.

Health Licensing Office, Long Term Care Administrators Board
Oregon Administrative Rules, Chapter 853, Division 020 – 060
Permanent Rules Effective: Jan. 1, 2020

- (8) If applicable, submit an affidavit of licensure from any state where the individual holds or has held a license as a residential care facility administrator whether the license is active or inactive.
- (9) Submit application fees and license fees.