



Health Facility Licensing and Certification

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To: Oregon In-Home Care Agencies
From: Health Facility Licensing and Certification (HFLC)
In-Home Care Agency (IHC) Program
RE: **In-Home Care Agency Administrator Requirements**

The purpose of this memo is to address the specific qualifications required to be an administrator for an In-Home Care Agency. The Oregon Administrative Rule (OAR) 333-536-0050(6)(a)&(b) requires administrators to meet the following qualifications:

- (a) Must show evidence of at least two years of professional* or management* experience in a health related field or program
- (b) Must show evidence of high school diploma or equivalent

* These terms are defined in OAR 333-536-0005 (13) & (21):

(13) "Management experience" means the administration, supervision or management of individuals in a health-related field including hiring, assigning, evaluating and taking disciplinary actions.

(21) "Professional experience" means having a nursing, medical, therapeutic license, certificate or degree used to work in a health-related field or program or completion of a Division approved training program.

CNA 1, CNA 2 and CMA certifications do not qualify as professional experience. Examples of qualifying licensure/certification include but are not limited to: currently licensed Oregon Registered Nurse, Licensed Practical Nurse, Pharmacist, Physical Therapist, Dietician, Physician's Assistant, Paramedic, Social Worker or Occupational Therapist.

At this time there are no Division approved training programs that can substitute for the required management or professional experience.

Please ensure that your resume and administrator applications is current and includes:

- the employer's name and location
- the dates of employment including month and year
- the title of the position held
- the detailed description of duties performed

If you have any questions, please email the IHC survey team at mailbox.hclc@state.or.us.