

RCFE Administrator Certification Fact Sheet for Assisted Living Administrator

Basic Requirements

Residential Care for the Elderly (RCFE)/Assisted Living Administrators are required to meet each of the requirements (Title 22, Division 6, Chapter 8)

- Complete an initial 40 hour certification program;
- Pass a standardized test administered by the Department of Social Services;
- Submit a completed request for Administrator Certificate form;
- Obtain a Criminal Record Clearance from the DOJ and;
- Submit a non-refundable \$100 processing fee.

Requirements for Administrator Certification

RCFE administrator applicants must obtain a criminal record clearance from DOJ.

RCFE administrator applicants must submit a non-refundable \$100 processing fee to the CDSS.

If you are not a licensed Nursing Home Administrator

RCFE Administrator applicants must complete a 40-hour initial certification program approved by the Administrator Certification Section (ACS). They must then take a standardized test, and score a minimum of 70 points.

If you already have an NHA license

RCFE administrator applicants who hold a valid Nursing Home Administrator (NHA) license must complete only 12 hours of classroom instruction in lieu of the 40 hours. NHA license holders do not need to take the RCFE Administrator test.

Community Care Licensing Division

For more information, please contact:

Administrator Certification Section

733 P Street, MS 19-47

Sacramento, CA 95814

(916) 263-1861

General CCS Information: www.dss.cahwnet.gov/ccld

RCFE Administrator Program: http://ccld.ca.gov/RCFEAdmini_1822.htm

Continuing Education and Recertification

Re-certification = 40 hours of CEUs every 2 years.

A minimum of 8 hours of your CEUs must be in topics relating to dementia care.

40 Hours Certification Course

QCHF does not offer the RCFE Administrator Certification Course. For more information contact:

Community Education LLC

(800) 321-1727

www.communityed.com