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SECRETARY

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ALF Administrator Training Requirement

The administrators of assisted living facilities (ALF) are required to meet minimum training and education requirements that are established in administrative rule 59A-36.011, F.A.C. This training and education is intended to assist facilities appropriately respond to the needs of residents, maintain resident care and facility standards, and meet licensure requirements pursuant to section [429.52\(1\), F.S.](#)

The ALF core training requirements established by rule consist of a minimum of 26 hours of training provided by an approved [Core Training Provider](#) and a passing score of 75% or more on the core competency test administered by [The MacDonald Research Institute, LLC.](#)

Administrators are required to successfully complete the ALF core training requirements within 90 days from the date of becoming a facility administrator or manager. Successful completion of the core training requirements includes passing the core competency test.

- To find a core training course near you, please review the [list of Agency for Health Care Administration's approved ALF core trainers](#) available on FloridaHealthFinder.gov.
- For information on how to register for the Core Competency Test, please visit The MacDonald Research Institute's website at <https://alfmacdonald-research.com/>.

Administrator Continuing Education

In addition to the required training to become an assisted living facility administrator, administrators and managers must also participate in 12 hours of continuing education in topics related to assisted living every 2 years. A newly hired administrator or manager, who has successfully completed the ALF core training and continuing education requirements, are not required to retake the core training. An administrator or manager, who has successfully completed the core training but has not maintained the continuing education requirements, is considered a new administrator or manager for the purposes of the core training requirements. He or she will have to retake the ALF core training and retake and pass the competency test.

For information relating to ALF Administrator training please contact:

Agency for Health Care Administration
Bureau of Health Facility Regulation
2727 Mahan Drive MS #30
Tallahassee, FL 32308
Phone: (850) 412-4304
Email: assistedliving@ahca.myflorida.com



ALF Administrator Core Trainers

Training for administrators must be performed by approved core training providers who are registered with AHCA and meet the requirements outlined administrative rule 59A-36.027, F.A.C. and in section [429.52\(10\), F.S](#) and submit AHCA Form 3180-1039, September 2019, Application for Assisted Living Facility (ALF) Core Training Provider Registration to the Agency.

All correspondence relating to ALF Core Trainers should be submitted by mail or email to:

Agency for Health Care Administration
Bureau of Health Facility Regulation
2727 Mahan Drive MS #30
Tallahassee, FL 32308
Phone: (850) 412-4304
Email: assistedliving@ahca.myflorida.com

The core trainer must provide the agency with proof that he or she has completed the minimum core training requirements pursuant to section [429.52\(9\), F.S.](#), and rule 59A-36.028, F.A.C, successfully passed the competency test administered by The MacDonald Research Institute, LLC, and complied with continuing education requirements, and meet one of the requirements outlined in section [429.52\(11\) F.S.](#), or one of the requirements established in rule 59A-36.027(2), F.A.C.

Approved core trainers are required to re-register with the Agency every 2 years by submitting documentation of his or her compliance with the continuing education requirement as specified in section [429.52\(5\), F.S.](#) These documents include: copies of the continuing education course certificate, schedule and the agenda for the course. The 2-year cycle begins on the date of the initial training provider's registration.

All approved core trainers are responsible for the requirements established in rule 59A-36.011(12)(a), F.A.C., relating to issuance of certificates and maintenance of records for all trainees who participate in their trainings. Registration information showing trainees' participation, shall be sent to the testing authority within 10 calendar days after completion of the course.

Curriculum

An approved core training provider must conduct core training using the curriculum outlined in AHCA Form 3180-1038, September 2019, Assisted Living Facility Minimum Core Training Curriculum. Copies of a trainer's curriculum may be sent to the Agency for review.

Monitoring

All approved trainers should provide the agency, or make available on a public facing website the dates, times, locations and contact information for the trainings offered during a calendar year. To insure compliance with rule 59A-36.028, F.A.C., for Core Trainers, the Agency reserves the right to attend and monitor core training courses in order to; review provider records and course materials pursuant to this rule; and, conduct on-site monitoring, follow-up monitoring, and require implementation of a corrective action plan if the provider does not adhere to the approved curriculum.