

Adult Day Care Administrator Applicant Frequently Asked Questions:

"Click" on the question and it will take you to the answer(s)...

These responses are valid at the time it is written, however, should there be any changes to rules, statutes, policies, it is ALWAYS ultimately the administrators responsibility to be up on the most current requirements.

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What are the steps to get a license?

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1. You must start the application process with OSBELTCA as soon as possible, before you start your training. Adult Day Care Administrators are relatively "rare" so the classes are very small, but we don't even schedule it until we see that we actually have applicants who wish to become Adult Day Care Administrators. There is a fee of \$550 paid online through our portal which includes:
 - a. the application fee(\$100).
 - b. Study materials (\$50) – mailed to you upon receipt of your application
 - c. Class fee (which includes a review preparing you for the exam) (\$300)
 - d. State Standards Exam fee (\$100)NOTE: OSBELTCA staff will not have visibility of your application until you have paid the application fee.
2. You must finish your application with OSBELTCA by uploading the required documentation (by this time, you should have uploaded all other documents required for the application such as a passport type photo, affidavit of citizenship, resume' and letters of recommendation...). Again, OSBELTCA staff (primarily Ginger Dean works with RC and RC/AL applications...she is a key person to you at OSBELTCA) will not have visibility of this application until you have paid the application fee. You will not be permitted to attend training and/or sit for the exam until your application is complete.
3. You must complete training through OSBELTCA. It is a one day course that culminates with the administering of the state standards exam.
4. You must take and pass the State Standards Exam for Adult Day Care Administrators. 75% is the minimum passing score. It is a multiple choice test (and it's not particularly easy, especially if you have not prepared for it properly).
 - a. The exam has 50 questions.
 - b. You will be allowed 45 minutes to take the exam (they only give 60 minutes for the Nursing Home Administrator exam which is 100 questions...45 minutes should be more than sufficient if you're prepared for it).

- c. If you wish to take the state standards exam at an unscheduled time, the fee for an unscheduled exam is \$500...
 - d. NOTE: If you have not applied for your license and completed your application (uploaded all documents that are required, etc.), OSBELTCA staff will not approve you to sit for the training or the State Standards Exam...this is why you need to start that process as early as possible, to ensure you're properly in the system and able to attend the scheduled training and sit for the exam, etc.
5. Once you have passed the State Standards Exam, you can pay your licensure fee (\$200 plus bank and transaction fees) through the application portal. OSBELTCA staff will schedule you on the Board's agenda to have your license application approved at the next Board meeting... If possible you SHOULD attend that Board meeting. The Board will have reviewed your application in advance and IF they have any questions of you, having reviewed your application, you would want to be there to answer those questions or risk having your application "tabled" until the next monthly meeting when they can see you and ask you whatever their question might be. License certificates are presented at that Board meeting and it's usually one of the first items on the agenda and you do not need to stay after that (unless you wish to learn more about what the Board is doing). The presentation of the license is a photo opportunity as well.

How much will it all cost?

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It depends...on which "optional" things you do and how many times you have to take the state standards exam before you pass it...though there are limits on those numbers before you have to start requesting OSBELTCA approval for additional times to sit for the exams...but following is a breakdown of the costs which include the bank/transaction fees as we now know them:

Application fee	\$103.15
Study packet	\$52.10
Class (which includes State Standards Review)	\$307.45
State Standards Exam Fee	\$103.15
Licensure fee	\$205.30

What documentation will I need when applying?

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Again, it's truly best to start this process early...

Things you can take care of PRIOR to even starting the training will include:

Passport TYPE photo (we're looking for a "head shot" so we can recognize you...many people take this picture with their phones these days, however, some people have difficulty loading the picture if it's a JPG and end up converting it to PDF)\

Citizenship Affidavit (available at the "Forms and Fees" link on the OSBELTCA website) which must be signed and notarized (scan and upload it after you have it notarized)

3 (three) Reference Letters (you can upload them together or individually)

Proof of Education must be mailed to us from/by the institution... OSBELTCA is looking for a MINIMUM of a HS diploma or GED but will also accept a college transcript. **Do NOT upload this** yourself; have it mailed by the educational institution to:

OSBELTCA
2401 NW 23rd Street, Suite 62
OKLAHOMA CITY, OK 73107.

Your Training Certificate (issued to you by OSBELTCA at the completion of your training Will be uploaded at the conclusion of training

Proof of experience (which is the question for most applicants...which one applies...)

You will need documentation of:

- 5 consecutive years of supervisory experience in a long term care or geriatric setting AND a HS diploma; OR
- 1 year supervisory experience(preferably in a social or health services setting AND a Bachelor's degree; OR
- 2 years of nursing experience AND an active Oklahoma Nursing license (either RN or LPN)

When is the next initial training class?

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Hard to answer this question in a FAQ format because it's going to be required that this info be updated regularly. It will also vary by how many and how frequently we have Adult Day Care Administrator applicants. OSBELTCA does TRY to keep this information as current as possible on its website through its "Other Training" link and/or on our "Calendar." Check the website (which you should peruse anyway and become familiar with because there is a LOT of information available on the OSBELTCA website...

When is the next licensure test?

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For Adult Day Care, the State Standards Exam is given at the completion of the one day training course.

When is the next State Standards Exam Review?

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For Adult Day Care, this review is included in the training. It is important that applicants read the study packet materials prior to the class.

When and how do I take the NAB test?

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There is no NAB exam for Adult Day Care administrators at this time.

Once licensed, how do I know if a class will count toward my CEUs?

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OSBELTCA accepts any NAB approved CE and any classes OSBELTCA itself approves. The "source" should tell you if they are either one in their advertisement/fliers/brochures. NAB approved courses will have a "NCERS" number on the certificate. Prior to a training event, OSBELTCA posts "Board approved" CE events on its website under its "CEU Information" link. A word of caution IS in order – some "CE" companies may have SOME of their programs "approved" but that does NOT mean that ALL of their programs will have the proper approval. On the one hand, if it's a topic you need to make you a better administrator, GO! But, if you are intending to "count" it toward your annual requirement, you really need to pay attention to what counts.

How many total CE hours do I need?

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Adult Day Care Administrators are required to do 12 CEUs (clock hours) annually (every calendar year). **TRACKING** of CE is YOUR RESPONSIBILITY. DO NOT SEND YOUR CE Certificates to OSBELTCA. OSBELTCA randomly audits a minimum of 5% of all administrators annually and if/when they want to see your certificates (a copy of them), you will be asked for them. The audits should NOT be a difficult issue...if you keep your certificates in a folder, WHEN asked for them, it should be a simple matter of walking to the FAX machine and sending them to OSBELTCA. When you renew your license (annually...see another question about this topic for more info...) You will be asked to confirm that you HAVE COMPLETED or WILL COMPLETE before 12/31 of that year your required CE. You cannot renew without attesting to the completion of your CE. But OSBELTCA only audits a portion of administrators, randomly, every year so don't send your certificates in. KEEP THEM for your records. IN FACT, you CAN (now that you're adept with the portal), scan them and upload a copy into your own record online, which is a pretty good idea.

When do I need to complete my CEUs?

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Oklahoma Long Term Care Administrators complete their CEUs consistent with the annual renewal cycle, on a **calendar year**. You can take your CE at ANY time during the calendar year but you CANNOT have "carryover" CE that you accomplished in one year (more than required) and apply to the next year. You must do the minimum for your licensure type each calendar year. There is some "confusion" by some people who read "per month" in the Board's rules... That does NOT mean you have to do a certain number of CEUs every month (it is an ANNUAL REQUIREMENT). The paragraph in the rules that is confusing people is talking about how CEUs are "prorated" for that first year when someone gets their license mid year...see the next question.

If I get my license mid-year, how many CEUs will I need?

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First year licensees are pro-rated for the remainder of that first year for the number of CEUs they're required to get for the remainder of the first year after they're licensed. It is in the rules (at OAC 490:1-9-4(b)) but simply put, the calculation for Adult Day Care Administrators is 1 hour per remaining month (to get the total for the remainder of the year) Again, these are not required to be done "monthly" but that's how the requirement for the number of CEUs required for the remainder of the year is calculated... For example, if licensed in June, an administrator would count the remaining FULL months (July, August, September, October, November, December...6 months) and multiply that number of months times either 1 and know they have to do 6 CE by the end of the year. TO FURTHER SIMPLIFY IT, when you are licensed, there is a letter from OSBELTCA in the packet with your certificate that will not only congratulate you and give you some other good "nuggets" of information, but it will actually state very clearly for you how many CEUs you're required to accomplish that first year (and every year thereafter).

How do I renew my license? How much will it cost?

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All Oklahoma Long Term Care licenses (regardless of type) expire on December 31 of each year. We open the "portal" for renewal starting around November 1st of each year, allowing a 2 month window for every administrator to renew their license. It is done ONLINE. Where you applied, if you log in there (you should be getting adept at using the system if you're uploading your CE certificates throughout the

year?) after November 1, you should see an opportunity to renew your license. The annual renewal fee for Adult Day Care Administrators is currently \$100 per year (plus bank and transaction fees).

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