

## ADMINISTRATOR REQUIREMENTS

### BASICS

- Must be at least 21 years old, and not a resident (!) AND one of the following options:

### OPTION #1

- Grandfathering. Was actively employed as a BH administrator and met existing qualifications on September 1, 2004.

### OPTION #2

- Current Washington State NHA in good standing.

### OPTION #3

#### *Before assuming duties as administrator, the individual must have:*

- Completed a recognized administrator training course consisting of a minimum of 24 hours (instruction or online) or certification of passing an administrator's exam **AND**
- Three years paid experience providing direct care to vulnerable adults in a setting licensed by a state agency, **or** managing persons providing that care.

### OPTION #4

- Holds an associate degree in a related field of study (such as health, social work, or business administration) **AND one** of the following:
- Completed a recognized administrator training course consisting of a minimum of 24 hours (instruction or online) or certification of passing an administrator's exam within six months of beginning duties as administrator, **OR**
- Two years paid experience providing direct care to vulnerable adults in a setting licensed by a state agency, **or** managing persons providing that care **OR**
- Has completed a qualifying administrator training program supervised by a qualified administrator (details on AIT programs – see WAC 388-78A-2530).

### OPTION #5

- Holds a bachelor's degree in a related field of study (such as health, social work, or business administration) **AND one** of the following:
- Completed a recognized administrator training course consisting of a minimum of 24 hours (instruction or online) or certification of passing an administrator's exam within six months of beginning duties as administrator, **OR**

- One year paid experience providing direct care to vulnerable adults in a setting licensed by a state agency, **or** managing persons providing that care **OR**
- Has completed a qualifying administrator training program supervised by a qualified administrator (details on AIT programs – see WAC 388-78A-2530).

OPTION #6:

- Before assuming duties as administrator, the individual has five years of paid experience providing direct care to vulnerable adults in a setting licensed by a state agency, **or** managing persons providing that care

**IN ADDITION TO THE ABOVE EDUCATION/EXPERIENCE, ALL ADMINISTRATORS MUST COMPLETE THE DSHS ONLINE TRAINING WITHIN 30 DAYS OF HIRE AND KEEP CERTIFICATE ON PREMISES.**

**<http://www.adsa.dshs.wa.gov/Professional/bh/admintraining.htm>**