



Multnomah County Adult Care Home

An adult care home (ACH) is a home where people who are dependent, elderly and/or have disabilities, live and receive care and services from a provider. An adult care home is any home that provides residential care for compensation to five or fewer persons who are not related to the Operator by blood, adoption or marriage. All adult care homes in Multnomah County must be licensed and regulated by the Multnomah County Adult Care Home Program.

How to Become a Licensed Operator

Minimum Qualifications: A minimum of one year of verifiable experience providing hands-on care, full-time, to individuals of the population you intend to serve (DD, AMH, Elderly, etc.); ability to pass an English competency test; ability to demonstrate financial stability (credit check required); ability to pass a criminal record background check; and the ability to pass all other testing and training requirements listed below.

Application Process: (After you pay the required fees and successfully complete each of the individual steps listed below you will be provided with the materials needed for the next step.)

Step I – Register for an Information Session. For scheduling information and registration please email the ACHP Trainer “donna.b.shackelford@co.multnomah.or.us”

Step II – Attend an Information Session (Pre-Qualification testing schedule and CRC form provided).

Step III – Submit a Background Check (BC) authorization with required fee.

Step IV – Pass the Pre-Qualifying (English Competency) Test.

Step V – Return postcard given at the Information Session verifying that you have passed the CRC and Pre-Qualifying Test

Step VI – Submit a Pre-Approval Packet (detail information regarding your verifiable hands-on care experience, etc.).

Step VII – Attend a New Operator Orientation (requires Licenser approval to register for class).

Step VIII – Complete a Multnomah County approved Basic Training Course. For enrollment registration information, contact:

- **Portland Community College, Gerontology Program, 971-722-8254, or email ger@pcc.edu; or**
- **Mt. Hood Community College, 503-491-7235, or email workforce.training@mhcc.edu**

Step IX – Pass the Qualifying Test (test schedules are provided at New Operator Orientation).

Step X – Submit a completed New Operator License Application with the required fees.

The process to become licensed may take up to twelve (12) months to complete. Please keep this in mind before entering into a home purchase, lease or rental agreement.

How to Become an Approved Resident Manager

Minimum Qualifications: Resident Manager Applicants must have verifiable experience, providing hands-on care, full-time, to individuals of the population they intend to serve (DD, AMH, Elderly, etc.). The experience must be commensurate with the classification level of the home the applicant intends to work in. Additionally, applicants must pass an English competency test; a criminal record background check; and, all other testing and training requirements listed below. You must have already identified a licensed home to work in, please have the operator of that home talk with their licenser to refer you into the next available Resident Manager Orientation.

Application Process: (After applicants pay the required fees and successfully complete each of the individual steps listed below they will be provided with the materials needed for the next step.)

Step I – *Submit* a background check (BC) authorization with required fee (*if BC certification is current, skip to Step II*).

Step II – *Attend* a New Resident Manager Orientation and ***pass*** the Pre-Qualification/English Competency Test. For scheduling information and registration: email “donna.b.shackelford@co.multnomah.or.us”.

Step III – *Complete* a Multnomah County approved **Basic Training Course**. For enrollment and registration information, contact:

- **Portland Community College Gerontology Office, 971-722-8254, or email ger@pcc.edu; or**
- **Mt. Hood Community College at (503) 491-7235 or email workforce.training@mhcc.edu**

Step IV – *Pass* the Qualifying Test (Applicants must provide a copy of the Basic Training Certificate of Completion)

Step V – *Submit* a New Resident Manager Application with required fees (includes a physician’s statement, and detailed information regarding verifiable hands-on care experience, etc.).

The processes above apply only to Adult Care Homes within Multnomah County. Applicants wishing to open or work in an Adult Care Home outside of Multnomah County can call the Oregon Department of Human Services at (503) 945-6403.