



KCAL VIRTUAL ADULT CARE HOME OPERATOR COURSE

**FEBRUARY 12-24, 2025
EXAM FEBRUARY 25TH**

COURSE INFORMATION:

This hybrid course is designed to provide you with everything necessary to prep you to become a Registered Adult Care Home Operator in the State of Kansas. The class is based on the principles of assisted living as outlined in the KDADS regulation manual and is taught by a variety of presenters that are currently working in the field. The course is facilitated by Joan Hudson, KCAL Clinical Consultant and Polly Berkley, VP of Operations and Education for KHCA/KCAL. This course provides knowledge and insight on the rules, regulations and responsibilities governing the operation of a state licensed only adult care home. The course fee includes a minimum of 45 hours of instruction, electronic program handout materials (to print if you wish) and a printed Operators manual which will be mailed to the address that you provide when you register. The KDADS registration fee is not included in the fee for this course. The test for this course must be completed in person. Scheduling options for the test will be made available to you during the course.

SCHEDULE:

Wednesday, February 12, 9:00-10:00 AM

Thursday, February 13, 9:00-10:00 AM

Friday, February 14, 9:00-10:00 AM

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Wednesday, February 19, 9:00-10:00 AM

Thursday, February 20, 9:00-10:00 AM

Friday, February 21, 9:00-10:00 AM

Monday, February 24 Optional Live Meeting at
9:00 AM

Tuesday, February 25 Test Day at the KHCA/KCAL
office

This virtual course will require full dedication during the day. Each days content will take you approximately 8 hours.

MORE INFORMATION:



785-267-6003



WWW.KHCA.ORG



1100 SW GAGE BLVD.,
TOPEKA, KS 66604

Questions about this course can be directed to KHCA/KCAL VP of Operations and Education, Polly Berkley:
pberkley@khca.org

Register online by going to www.khca.org and clicking "Education"



FREQUENTLY ASKED QUESTIONS



Q. Do I have to attend all of the LIVE virtual sessions?

Six of the live sessions are required. The 7th Live session is optional, but we highly recommend attending.

Q. How do I apply for Operator Registration?

After successfully completing the course and exam, visit www.kdads.ks.gov. Download the application, complete and submit it to the Health Occupations Credentialing office at 503 S. Kansas Avenue, Ste 300C., Topeka, Kansas 66603. You must be 21 years of age to register to be an Operator. We'll go over all this in class. Additional educational requirements are listed below.

Q. How long does the test take?

Students have up to 2 hours to take the exam. Many finish in under an hour.

Q. If I fail, can I retake it? How many times? Do I have to pay for a retake?

If you fail the exam, you may retake it once. There is no fee to retake the exam. If you fail a second time, you must retake the course. The same fees apply to retake the course.

Q. Are there education requirements to becoming an Operator?

Yes. Candidates for Kansas Adult Care Home Operator Registration who take the Operator course and pass the test after July 1, 2014, must meet the following requirements:

- 1.) Possess a high school diploma or equivalent, with one year relevant experience, as defined by the Secretary; or
- 2.) Possess an associate's degree in a relevant field, as determined by the Secretary; or
- 3.) Possess a baccalaureate degree.

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Q. What experience will be accepted as relevant and what fields are considered relevant?

Experience, and Associate Degree fields should be relevant to the following activities and responsibilities, to include the following:

- Planning, developing, organizing and implementing and directing the facility's programs and activities
- Delegation or development of written policies and procedures that govern the operation of the facility
- Maintaining a liaison with families and residents
- Preparation of operating budgets
- Ensuring that residents rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights are well established and maintained
- Documentation, including charting and resident records
- Admission, transfer and discharge of residents, and understanding of Advance Directives
- Understand the issues involved in abuse/neglect and exploitation, including prevention and reporting requirements
- Understand basic principles in providing for the nutritional needs of older adults and safe food service management
- Knowledge of infection control practices
- Responsibilities in medication management
- Have a basic understanding of fire safety and emergency procedures
- Develop strategies for helping residents deal with behavioral symptoms, including those of dementia
- Understand the role of the surveyor
- Basic knowledge of needs which may develop as a result of the aging process and common chronic diseases found in older adults

Q. Once I'm an Operator, do I have to have continuing education?

Registered Operators are required to earn 30 CE's in a two year licensing period. The categories are: Administration, Resident Care and Electives.

Kansas Adult Care Home Operators are responsible to direct the day-to-day functions of the facility in accordance with current federal, state, and local standards, guidelines and regulations that govern adult care homes.