



Michigan Center for Assisted Living

Updated Exam  
Pre-Requisites  
Included  
08/01/18

# Certified Assisted Living Director

## Have You Been CALD?

As a Certified Assisted Living Director, you will join a prestigious group of Michigan professionals who have achieved a voluntary certification developed and maintained by the Michigan Center for Assisted Living. The CALD certification has the high caliber you deserve as an assisted living administrator and is the only voluntary certification available in our state.

If you are currently a director or moving up the career ladder - by participating in CALD, you will not only gain certification but will come away with the assurance that you have been proven capable through successfully completing the Residential Care/Assisted Living (RC/AL) licensure examination. This national exam is developed by the highly respected National Association of Long-Term Care Administrator Board (NAB).

Corporate Leadership can be sure that if you send your staff or directors for the CALD Training Program they will be educated for success; you don't want to miss out on this opportunity to certify your assisted living leadership.



## STEPS TO CALD CERTIFICATION

1. Attend CALD Part A two-day in-class training.
2. Complete independent six week self-study & Senior Living University open-book exam.
3. Attend CALD Part B two-day in-class training.
4. Pass the National Association of Boards (NAB) of Long Term Care Examiners Core & RC/AL Line of Service exams.

# Have you been CALD?

**Rationale:** Currently in the State of Michigan there is not a certification or license required to hold the title of Director or administrator in any assisted living setting, including adult foster care (AFC), home for the aged (HFA) or other assisted living settings where licensure is not required. The CALD Training Program is developed to proactively serve as a model for “best practice” within the profession.

**Objective:** Having directors/administrators who achieve a high level of qualification will better enhance the care and lives of our residents in assisted living environments. CALD aims to “raise the bar” by offering current and new directors/administrators a professional certification based on Michigan’s most comprehensive state-specific training and a thorough process of preparation for NAB RC/AL exam success. Participants will be well versed in federal and state rules and regulations.

**Commitment:** The CALD Training Program is an intimate, interactive, multi-step program. CALD participants will learn through in-class training and through guided self-study. Participants will also have the opportunity to collaborate, network and learn with other professionals during class and will visit assisted living facilities during the classes. While participants are responsible for completing the NAB Core & RC/AL exams on their own, the CALD program will help support their success!

**Register today to join a prestigious group of certified professionals!**

## Minimum Education & Experience:

**Effective August 2018, any individual who registers for the MCAL CALD Training MUST have one of the following combinations of education and experience, in order to take the RC/AL administrator licensure exams, which includes the CORE:**



1. A high school diploma or equivalent, plus 2 years work experience in the continuum of long-term care, including 1 year in a management or supervisory position. - OR -
2. An Associate’s degree, plus 1 year work experience in the continuum of long-term care, including 6 months in a management or supervisory position. - OR -
3. A Bachelor’s degree, plus 6 months management or supervisory experience in the continuum of long-term care. - OR -
4. Currently licensed as a long-term care administrator.

**Note: All management or supervisory requirements must be in the long-term care continuum which could be home and community based, assisted living and/or skilled care.**

**By registering for the MCAL CALD Training Program, you attest that the registrant meets one of the training program pre-requisites indicated above.**



## Facilitators & Speakers

CALD Facilitators are all CALD Certified and experienced Assisted Living Directors. Other speakers may include MCAL President/CEO Linda Lawther; a representative from the AFC Licensing Division within Department of Licensing and Regulatory Affairs (LARA); Michael Lebenbom, attorney; and other HFA and/or AFC directors, nurses and/or other assisted living staff.

# Step by Step to achieving your CALD Certification

### **1.) Attend CALD Part A two-day in-class training.**

Using the Assisted Living Operations Manual as a guide, participants will navigate the differences in HFA, AFC and other assisted living settings. In-depth review of state laws, rules, regulations and public acts will be studied in detail, as well as everything from medication to compliance programs. Participants will also tour HFA and AFC communities to learn from field professionals and experience mock surveys, using the most up-to-date tools and forms available.

### **2.) Complete independent six week self-study & Senior Living University open-book exam.**

Participants will review the provided Senior Living University (SLU) self-study manuals which will include the tools to effectively manage numerous departments including dietary, nursing, financial and human resources. It will also include tools to help further develop quality programs for residents and how to maintain census through effective marketing. Participants will complete and submit the SLU open-book exam (85% or higher to pass) prior to CALD B in-class training. This open-book exam will help gauge participant's knowledge of the assisted living core competencies and help prepare CALD Training Program participants for the NAB RC/AL exam.

### **3.) Attend CALD Part B two-day in-class training.**

Participants will have the most current reference material available from the National Association of Long-Term Care Administrator's Board (NAB). Through various interactive hands-on exercises, participants will build off the foundation of knowledge learned throughout the previous six weeks. Multiple breakout sessions will educate and prepare participants on the nationally recognized domains of practice: Resident Services; Human Resources; Leadership; Finances; Physical Environment; and Person-Centered Care. Part B will also include details of NAB RC/AL Exam and registration instructions.

### **4.) Take the National Association of Boards (NAB) of Long-Term Care Examiners Core & RC/AL Exams.\***

After completion of both CALD Part A and B, participants will be qualified to apply for the NAB Core & RC/AL national exams. The NAB RC/AL national exam is not required in Michigan, however, it is mandatory in many other states. Detailed exam registration instructions will be provided during day two of CALD Part B.

### **All participants MUST meet the NAB RC/AL exam prerequisites (see registration page for details).**

\*The cost of the NAB Core & RC/AL Line of Service exams is not included in the CALD program tuition. Registration and payment for the NAB Core & RC/AL exams is the sole responsibility of the student. Process guidance is provided during CALD training.

# Certified Assisted Living Director Training Program

**CALD Part A (select one date)**

February 8-9, 2019 | Wayne County Area  
April 11-12, 2019 | Lansing Area  
June 20-21, 2019 | Oakland County Area  
October 4-5, 2019 | Traverse City Area

**CALD Part B (select one date)**

March 28-29, 2019 | Lansing  
May 24-25, 2019 | Lansing  
August 15-16, 2019 | Lansing  
November 21-22, 2019 | Lansing

*Participants must complete Part A prior to Part B.*

**Select Your Applicable Registration Rate**

\$1,470 MCAL Member Rate

\$1,925 Non-Member Rate

**Training Pre-Requisites:** Effective June 2015, any individual who registers for the MCAL CALD Training Program MUST meet the required training NAB CORE and RC/AL exam pre-requisites. By signing below, you attest that you meet one of the NAB CORE and RC/AL exam pre-requisites indicated on page 2 which is required to register for the MCAL CALD Training Program.

Signature: \_\_\_\_\_

## Registration Information

Attendee Name: \_\_\_\_\_  
Attendee Title: \_\_\_\_\_  
Attendee Email Address: \_\_\_\_\_  
Facility/Company Name: \_\_\_\_\_  
Facility/Company Address: \_\_\_\_\_  
Facility/Company City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

## Payment Information

Payment Method:  Visa  Mastercard  American Express  
 Discover  Check/Money Order

Credit Card Number & Expiration: \_\_\_\_\_  
Three Digit Security Code: \_\_\_\_\_  
Billing Zip Code: \_\_\_\_\_  
Cardholder Name: \_\_\_\_\_  
Cardholder Signature & Date: \_\_\_\_\_

*By submitting this registration form, you constitute an agreement to all MCAL policies as stated below. Registrations will not be accepted via email.*

## MCAL Registration Policies

### Registration

Please utilize this form to register for the 2019 MCAL CALD Certification Training Program. Completed forms should be mailed or faxed to the address listed below.

### Event Confirmation

After your registration form has been processed, an event confirmation will be emailed to your attention. Please be sure to include a current email address on this form. If you do not receive a confirmation within 14 business days, please email [KistiBoatright@hcam.org](mailto:KistiBoatright@hcam.org).

### Dietary Restrictions/Special Accommodations

Individuals with special dietary restrictions or who require special accommodations to fully participate in this program, should contact MCAL in writing by e-mail to [KistiBoatright@hcam.org](mailto:KistiBoatright@hcam.org) prior to the registration deadline detailing their need. Please indicate whether the dietary restriction is a preference, allergy or life-threatening allergy.

### Cancellation & Refund Policy

All refund requests must be made in writing by e-mail to [KistiBoatright@hcam.org](mailto:KistiBoatright@hcam.org). Telephone

cancellations will NOT be accepted. Individual registration fees, less a 25% processing fee, will be refunded for cancellations received in writing prior to the registration deadline. Cancellations requests will be considered by MCAL President/CEO for determination on a case by case basis.

### Substitutions

Individuals registered to attend this program, but unable to participate, may send an alternate in their place. Please email [KistiBoatright@hcam.org](mailto:KistiBoatright@hcam.org) with the first and last name, title, and facility/company of both the original registrant and the alternate to process this request.

### Consent to Use of Photographic Images

Registration and attendance at, or participating in, HCAM and MCAL events and/or activities constitutes an agreement by the registrant to HCAM and MCAL's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

### Questions

Should you have questions, please contact Kisti by phone at (517) 622-6194 or by email at [KistiBoatright@hcam.org](mailto:KistiBoatright@hcam.org).

**To register now, submit this form by fax to (517) 627-3016 or by mail to MCAL, 7413 Westshire Dr, Lansing, MI 48917**