**Administrator Designation**

Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby designate the following individual as Administrator of a residential child care facility.

Administrator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I certify that the designated administrator meets the licensing requirements and that the contents of this form and information provided with the form are true, accurate and complete.*

*I understand it is the responsibility of me or my organization to notify the division 30 days prior to a change in the individual designated as Administrator or Associate Administrator. If such change is unplanned, then notice will be given to the division within 24 hours.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Owner / Operator/ Administrator (President of a Corporation) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name / Title Date

**REQUIRED ATTACHMENTS**:

  Proof of a valid criminal history check associated with the facility in the NABCS database.

  Names of 4 References, addresses and telephone contact information. Please attach references the facility has on file.

 Resume (including Education and work experience)

 Proof of college educational requirements (see page 2 for specific requirements)

 On site work schedule or availability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AAC 50.110. Administrator or foster parent**

(a) A facility, other than a foster home, shall designate an administrator who is qualified under 7 AAC [50.200.](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%277%2Baac%2B50%212E200%27%5D/doc/%7B%401%7D/hits_only?firsthit) The administrator may be the same person who owns or is otherwise legally responsible for operating the facility.

(b) Unless the administrator has an on-site adult caregiver or associate administrator who has responsibility for the facility in the administrator's absence and who meets the age and college credit requirements of 7 AAC [50.200(a)](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%277%2Baac%2B50%212E200%27%5D/doc/%7B%401%7D/hits_only?firsthit) and (e), the administrator of a residential child care facility shall be on-site at the facility at least one half of the time that the facility is providing care between the hours of 6:00 a.m. and 10:00 p.m.

(c) An individual may not act as the administrator for more than two facilities unless each facility has an on-site adult caregiver or associate administrator who has responsibility for the facility in the administrator's absence and who meets the age and college credit requirements of 7 AAC [50.200(a)](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%277%2Baac%2B50%212E200%27%5D/doc/%7B%401%7D/hits_only?firsthit) and (e).

(d) A facility with one or more employees shall designate an adult caregiver or associate administrator to act on behalf of the administrator or foster parent in the absence of the administrator or the foster parent from the facility. If the administrator is absent for a period exceeding three consecutive weeks, the facility shall designate an adult caregiver or associate administrator who meets the requirements of 7 AAC [50.200](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%277%2Baac%2B50%212E200%27%5D/doc/%7B%401%7D/hits_only?firsthit) to act on behalf of the administrator. In a residential child care facility, if the administrator cannot be reached by phone during any absences, the facility shall designate an adult caregiver or associate administrator who meets the requirements of 7 AAC [50.200](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%277%2Baac%2B50%212E200%27%5D/doc/%7B%401%7D/hits_only?firsthit) to act on behalf of the administrator.

**7 AAC 50.200. Qualifications of administrator**

 (a) The administrator of a residential child care facility or a foster parent must be an individual who is at least 21 years of age.

(b) An administrator or foster parent must be of good character and reputation, have an understanding of the development of children, the ability to care for children, positive experience with working with persons of different cultures, and the skills to work with children, family members, division staff, community agencies, and, if applicable, staff of the facility.

(c) The administrator of a residential child care facility must have management and supervisory skills necessary to plan and evaluate programs, select and supervise personnel, and handle finances. In this subsection, "select and supervise personnel" includes the delegation of responsibility and motivation of staff.

(d) The administrator of a residential child care facility must have at least 60 semester hours of college credit or an associate degree in a human services field. College credit in management will substitute for 30 of the 60 required hours. In addition, an administrator of a residential child care facility must have a minimum of four years of increasingly responsible supervisory and administrative experience in a child welfare agency or other setting that serves children, adolescents, or both, with at least one year of experience in a residential setting.

(e) In addition to the requirements of this section, an administrator must meet the personnel qualifications set out in 7 AAC [50.210.](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%277%2Baac%2B50%212E210%27%5D/doc/%7B%401%7D/hits_only?firsthit)

(f) The designated administrator shall submit to the licensing representative the names, addresses, and telephone numbers of four individuals, at least three of whom are unrelated by blood or marriage to the designated administrator, who can provide references attesting to the designated administrator's good character, reputation, interpersonal, and professional skills.

(g) The licensing representative will assess the qualifications of the designated administrator. If the review shows that the person is not qualified under this section and 7 AAC [50.210,](http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac/query%3D%5BJUMP%3A%277%2Baac%2B50%212E210%27%5D/doc/%7B%401%7D/hits_only?firsthit) the licensing representative will inform the agency that the individual may not serve as an administrator and that the agency's license is subject to denial or revocation unless a qualified administrator is designated within 30 days of receipt of notice by the agency.

**7 AAC 50.230. Additional staff qualifications in residential child care facilities**

 (b) A residential child care facility shall designate an associate administrator for each separate building housing children. The associate administrator must have 30 semester hours of college credit in a human services field.