



**Colorado Experience.**  
**Colorado owned and operated.**  
**Live. Online. Onsite.**  
**[www.getcompliant.us](http://www.getcompliant.us)**

**In order to meet the education requirements for Colorado Licensure, check out our course grid that provides all our options.**

## Skilled Administrator and alternate Administrator Training

(A) A first-time administrator or alternate administrator shall complete a total of 24 hours of training in the administration of an agency before the end of the first 12 months after designation to the position.

(B) A first-time administrator or alternate administrator shall complete eight (8) clock hours of educational training in the administration of an agency within the first month of employment. The eight (8) clock hours shall include, at a minimum, the following topics:

<i>(1) Home care overview,</i>	<i>(2) Information on the licensing standards for the agency;</i>	<i>(3) Information on state and local laws applicable to the agency.</i>
--------------------------------	---	--



Basic 8-hour  
Administrator  
Course, 8 CEU



Basic 8-hour  
Administrator  
Course, 8 CEU



Basic 8-hour  
Administrator  
Course, 8 CEU

**C. A first-time administrator or alternate administrator shall complete an additional 16 clock hours of educational training before the end of the first 12 months after designation to the position. Any of the 16 hours may be completed prior to designation if completed during the 12 months immediately preceding the date of designation to the position. The additional 16 clock hours shall include the following subjects and may include other topics related to the duties of an administrator:**

(1) Consumer rights, governing body and administrator responsibilities, professional advisory committee, quality management plans, occurrence reporting, and complaint investigation and resolution process,	(2) Personnel qualifications, experience, competency and evaluations,	(3) Financial management,	(4) Ethics in healthcare,	(5) Needs of the fragile, ill and physically and cognitively disabled in the community setting with special training and staffing considerations,	(6) Behavior management techniques	(7) Staffing methodologies and oversight of scheduling,	(8) Staff training and supervision,	(9) Limitations of personal care versus health care services.
--	---	---------------------------	---------------------------	---	------------------------------------	---	-------------------------------------	---



Oversight & Operations 2 CEU	Provision of Skilled Care, 2 CEU	Financial Mgmt, 2 CEUs	eLearn Ethics in Home Care, 2 CEU	eLearn Course Care of the Fragile, Ill, Physically & Cognitively Disabled eLearn, 2 CEU	eLearn Course Behavior Mgmt of the Client with Dementias & Cognitive Issues, 2 CEUs	Policy, Procedure & Personnel, Part 2, 2 CEU	Policy, Procedure & Personnel, Part 2, 2 CEU	eLearn Course Limitations of Personal, 2 CEU
Complaint & Incident Processing Parts 1 & 2, 4 CEU	Non-medical Management, Part 1, 2 CEU				eLearn Course, Mental Illness & Behavior Management, 2 CEUs			Non-medical Management, Part 2, 2 CEU
QMP, 2 CEU								
Provision of Skilled Care, 2 CEU								
Basic 8-hr Admin Course, 8 CEU								

# Non-Skilled Administrator and Alternate Administrator Training

**(3) Have successfully completed an eight (8) hour agency manager training course.**

**Additional related annual training that equals 12 hours shall be required in the first year and annually thereafter;**

**(2) Instruction includes, at a minimum, discussion of each the following topics:**

(a) Home care overview including other agency types providing services and how to interact and coordinate with each including limitations of personal care versus health care services,	(b) Regulatory responsibilities and compliance including, but not limited to, (i) Consumer rights, (ii) Governing body responsibilities, (iii) Quality management plans, (iv) Occurrence reporting, and (v) Complaint investigation and resolution process.	(c) Personnel qualifications, experience, competency and evaluations, staff training and supervision,	(d) Needs of the fragile, ill and physically and cognitively disabled in the community setting regarding special training and staffing considerations,	(e) Behavior management techniques.
---	---	---	--	-------------------------------------



Basic 8-hour Admin Course, 8 CEU

Basic 8-hour Admin Course, 8 CEU

Non-Medical Mgmt, Part 1, 2 CEU

Coming soon!  
eLearn Course Care of the Fragile, Ill, Physically & Cognitively Disabled, 2 CEU

eLearn Course Mental Illness & Behavior Management, 2 CEU

Non-Medical Mgmt, Part 2 (PCW Limitations), 2 CEU

Non-Medical Mgmt, Part 1, 2 CEU

Policy, procedure & personnel, Part 1, 2 CEU

eLearn Course Behavior Mgmt of the Client with Dementias & Cognitive Issues, 2 CEUs

HCBS Course (PCP Inclusions), 2 CEU

Non-Medical Mgmt, Part 2 (Regulatory responsibilities), 2 CEU

Non-Medical Mgmt, Part 2 (Supervision & competency), 2 CEU

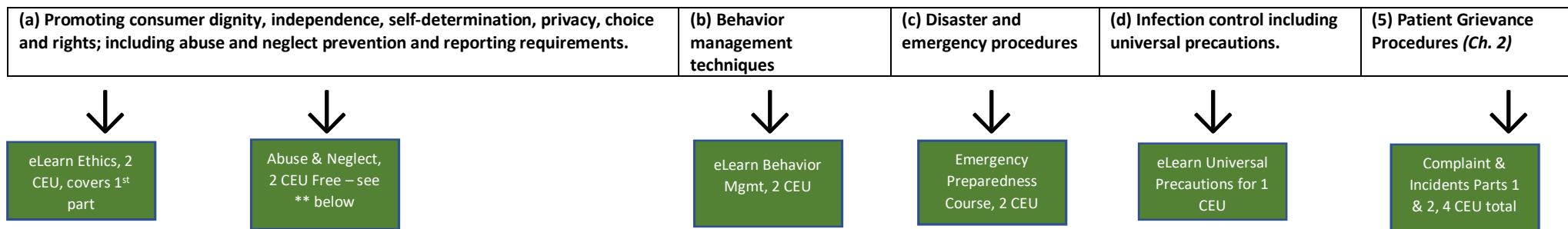
HCBS Course (Regulatory responsibilities), 2 CEU

IHSS Course (Regulatory responsibilities), 2 CEU

# Skilled Direct Care Staff Annual Training

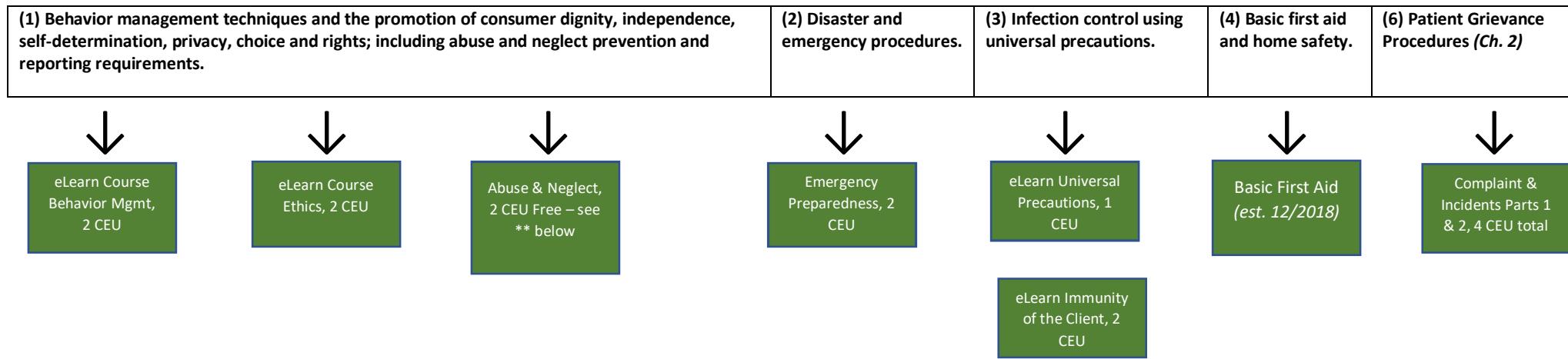
(D) Ongoing training shall be provided to all direct care staff.

Training requirements shall be consistent with the program, services and equipment it provides and are appropriate to the needs of the populations served. (1) Training shall consist of at least 12 topics applicable to the agency's care and services every 12 months after the starting date of employment or calendar year as designated by agency policy. The training requirement shall be prorated in accordance with the number of months the employee was actively working for the agency. Training shall include, but is not limited to, the following items:



# Non-Skilled Supervisory and Direct Care Staff Annual Training

(E) The agency shall ensure that ongoing supervisory and direct care staff training occurs and shall consist of at least six (6) topics applicable to the agency's services every 12 months after the starting date of employment or calendar year as designated by agency policy. The training requirement shall be prorated in accordance with the number of months the employee was actively working for the agency. Training shall include, but is not limited to, the following items:



\*\* <https://www.coloradoaps.com/about-mandatory-reporting.html> and [https://costateaps.articulate-online.com/p/8024433855/DocumentViewRouter.ashx?Cust=80244&DocumentID=abd7249f-229d-43a4-bd33-31b81c8263c8&Popped=True&InitialPage=/story\\_html5.html&v=4&](https://costateaps.articulate-online.com/p/8024433855/DocumentViewRouter.ashx?Cust=80244&DocumentID=abd7249f-229d-43a4-bd33-31b81c8263c8&Popped=True&InitialPage=/story_html5.html&v=4&)