



COLORADO HEALTH CARE TRAINING & CONSULTING

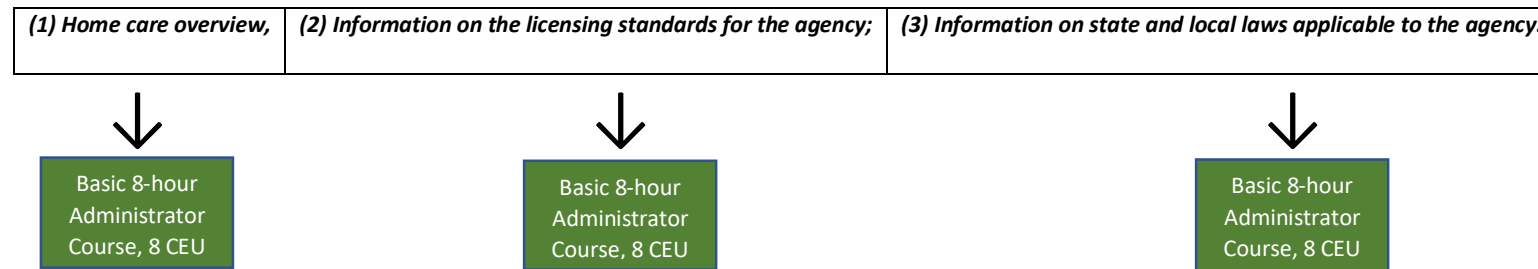
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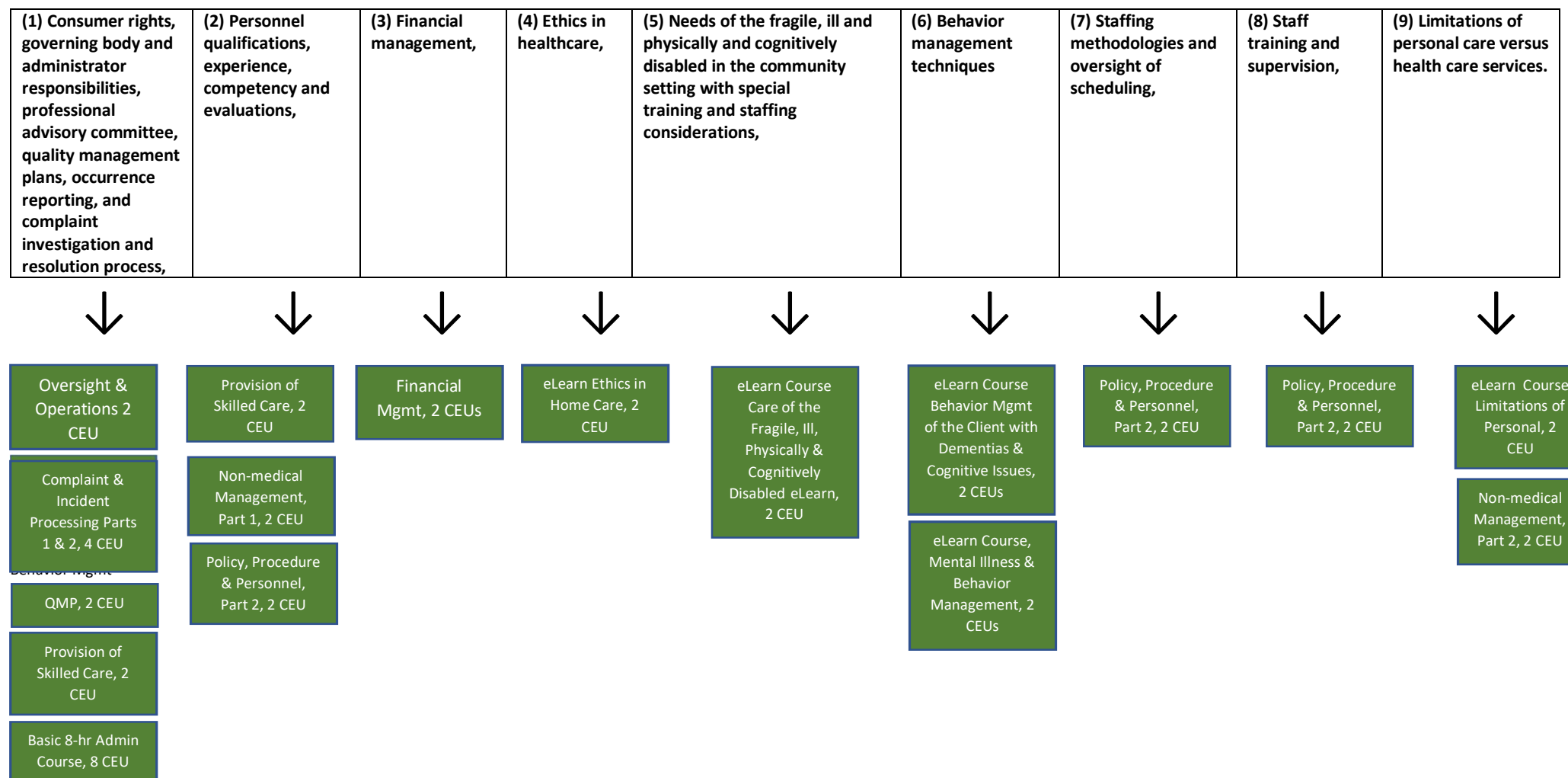
## Skilled Administrator and alternate Administrator Training

**(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:**



**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:**

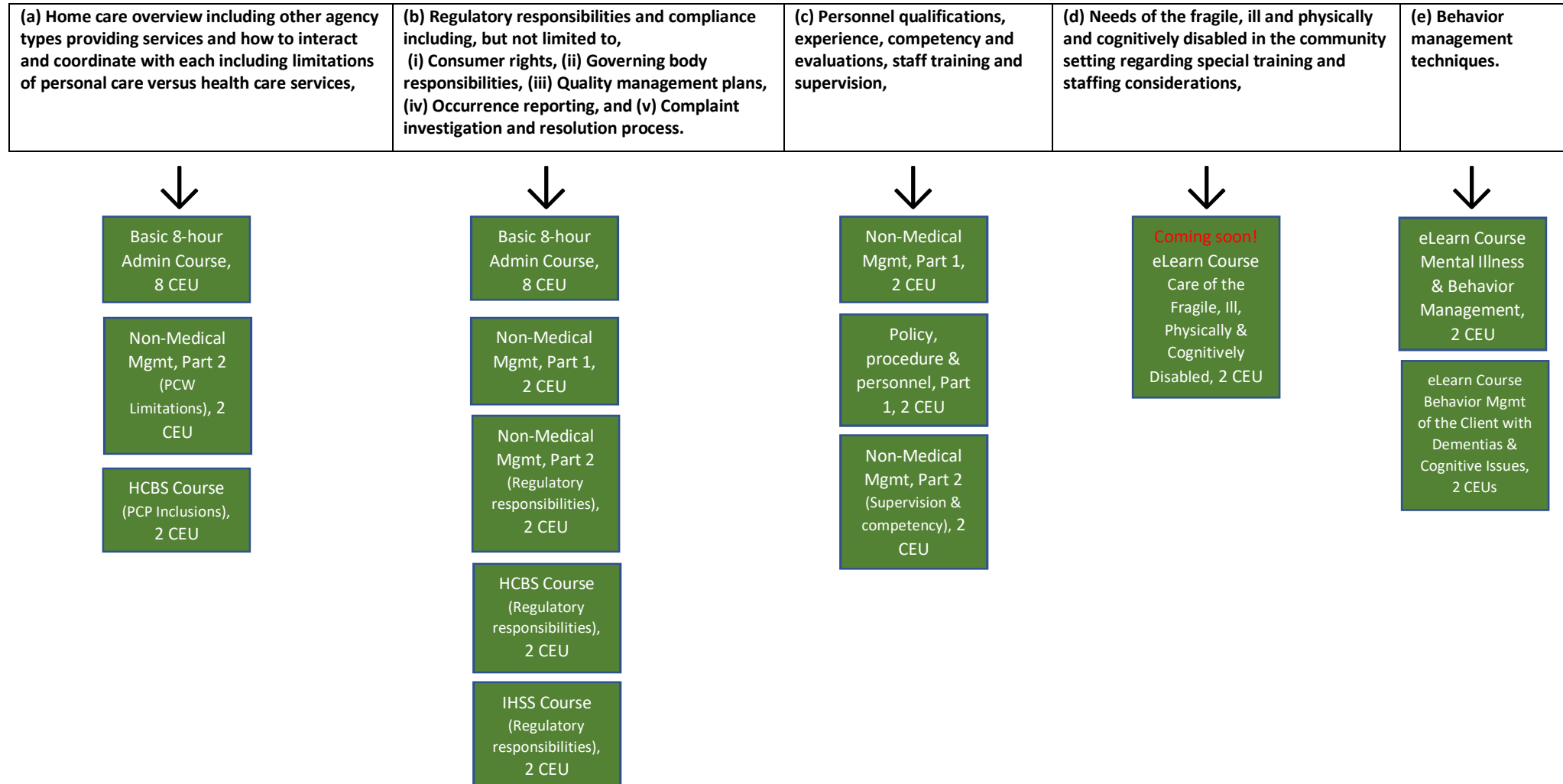


# Non-Skilled Administrator and Alternate Administrator Training

(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;

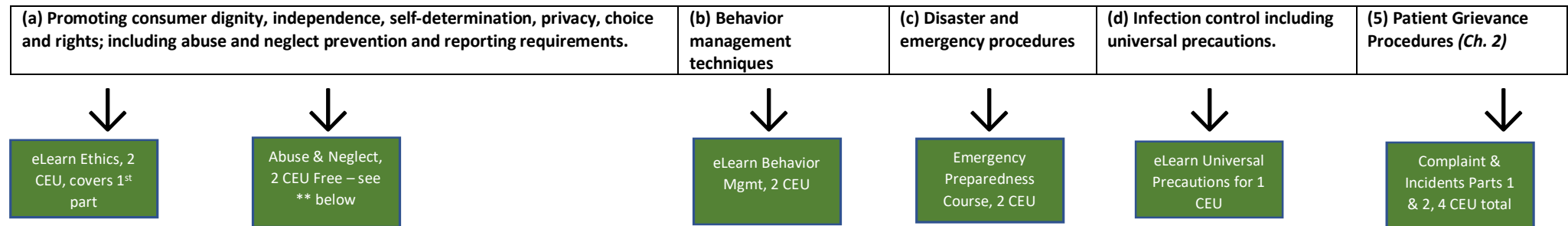
(2) Instruction includes, at a minimum, discussion of each the following topics:



# Skilled Direct Care Staff Annual Training

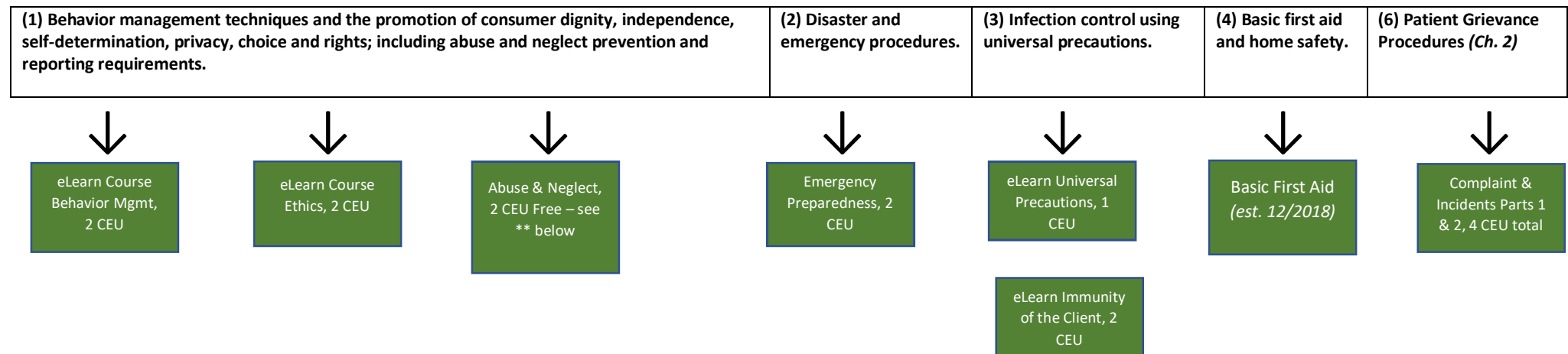
(D) Ongoing training shall be provided to all direct care staff.

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&)