

**State of Alaska**  
**Department of Health and Social Services**  
**Division of Public Health**  
**Certification and Licensing**

Thank you for your interest in becoming an assisted living home administrator. Completing the questionnaire packet is the first step in the licensing process. Your questionnaire and required attachments will be reviewed by the licensing department. To determine if you have the appropriate education, experience and background you must complete and return the following:

1. Questionnaire (form enclosed)
2. Sworn Statement (form enclosed)
3. Three Character AND two employment references. (form enclosed) References may not be from relatives.
4. Resume. Resume must specify beginning and ending month and year of employment/experience. Resume must specify how many hours worked per week. Resume must also include phone numbers in which to verify employment/experience.

Incomplete questionnaire packets will not be considered.

Sent completed questionnaire packet to:  
619 E Ship Creek Avenue, Suite 232, Anchorage, Alaska 99501

If the department determines you meet the minimum requirements you will be sent an application for license and an invitation to attend the administrators orientation provided by our department.

If you do not meet the requirements, you will receive a letter explaining why you do not meet the requirements.

## QUESTIONNAIRE

Name \_\_\_\_\_ Date \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

1. Please indicate the population of adults (age 18 or over) you plan to provide assisted living services to and have experience in providing care. You may only choose one.

\_\_\_\_ Elderly and/or adults with physical disabilities or dementia

\_\_\_\_ Adults that have developmental disabilities and/or mental disabilities.

2. Specify why you are considering being an assisted living home provider?

3. What training or education have you acquired within the past 5 years that demonstrates your understanding of the population indicated in question #1?

4. What experience do you have in providing care to the population of people indicated in question #1? What were your job responsibilities?

5. Describe how you have helped people stay or get involved in their community.

6. Describe your skills in assisting people with their activities of daily living, medications and health care.

7. Describe your experience in assisting a person with dementia or impaired judgment to be safe but still respecting their independence, choice and dignity.

8. Describe your experience in supervising, owning and/or managing a business.

9. Do you have a physical location determined for an assisted living home? If so, what is the physical address?