

ENDORSEMENT FROM EMPLOYER

*According to Chapter 135-X-5-.02 of the Board of Examiners Rules and Regulations, all high school graduates or GED recipients applying for licensure must provide evidence of at least (2) two years of experience working **fulltime** in BOTH an **administrative** AND **resident or patient care** position in a licensed assisted living facility, nursing home, hospital, or resident care setting for the elderly or disabled within two years preceding date of this application. Along with this evidence, the Letter of Endorsement below must be completed by the administrator, owner, supervisor, or governing authority of such place of employment and submitted with the applicant's complete application.*

Letter of Endorsement

This statement verifies that I _____ am currently the
Name of Administrator/Owner/Supervisor/Governing authority
_____ of _____
Title Name of Facility/Hospital/Resident Care Setting

I further verify that, within two years preceding the date of this application,
_____ has worked **fulltime** at this facility/hospital/resident care setting
Applicant Name
in an administrative **and** resident/patient care position for at least two (2) years

(Check ALL that apply)

- administrative position** - Assists management in planning, developing, organizing and implementing office duties and other job related duties as designated.)
- resident/patient care position** - The direct and Active involvement with residents needs and activities of daily living to include all of the following: Grooming, Bathing, Toileting, Eating, Bathing and Dressing.

I give _____ my unqualified endorsement in his/her intent
Applicant Name
to apply for licensure as an Assisted Living Administrator.

Signed: _____ Printed Name: _____

Date: _____ Phone: () _____

Address: _____
Street

City State Zip

Dates of Employment: _____ to _____

Full Time or Part Time? _____ Hours worked per week: _____

Was/Is Position Considered Supervisory? Yes No

This form is part of the Application for License as an Assisted Living Administrator packet produced by the Alabama Board of Examiners of Assisted Living Administrators 60 Commerce Street Suite 1440, Montgomery, Alabama, 36104.