

## Employment Verification Frequently Asked Questions

In order to become an adult care home operator, you must have experience providing hands-on care to adults in the population you intend to serve (MCAR 023-040-270 and 023-041-100). The ACHP must be able to verify this experience. “Direct hands-on care” means providing the client activities of daily living (ADLs), such as eating, dressing and grooming, bathing, mobility, toileting and cognition/behavior.

To verify your experience, the ACHP will consider:

- Unredacted IRS wage and income transcripts for the employment years you are using to fulfill requirements. This is required documentation.
  - Use [Form 4506-T](#), [link.multco.us/4506-T](http://link.multco.us/4506-T), to request unredacted transcripts. Contact the IRS if you need help.
- Social security wage statement
- Direct deposit bank statements along with Payroll stubs.

If you do not qualify to become an adult care home operator, do not apply now. Instead, you should work toward gaining verifiable experience. Submitting non-verifiable experience, or work that does not meet the ACHP’s standard, may result in denial of your application. This may also prevent you from applying again for one year after denial.

These frequently asked questions will help you determine if your experience meets the application requirements.

## Specific Population Experience

The ACHP provides licenses to serve two populations of residents:

- Aging adults and people with physical disabilities (APD)
- Behavioral Health (BH)

You must have verifiable experience working hands-on with that specific population.

**Q: I want to open an APD care home. I have many years of experience serving the BH populations. Does this count?**

A: No, your application will be rejected. The ACHP only considers experience directly related to the population being served. To open an APD care home, you must have verifiable experience providing hands-on care to aging adults or people with physical disabilities.

**Q: I worked for a company that served both BH and APD populations. Will my time serving a mixed population qualify me for APD?**

A: Maybe – it depends on the information you are able to provide from the employer. It also depends on the number of hours that you can verify you worked specifically with aging adults or people with physical disabilities. You should provide the ACHP extra documentation:

- Unredacted IRS wage and income transcripts.
- A letter from the employer's HR department that includes:
  - Job title and a detailed description of your work.
  - The populations you served.
  - The time you spend serving the specific population.
  - The ACHP will verify the authenticity of this letter by contacting the company's HR directly.

It will be more difficult to verify your experience if:

- Your job title indicates you didn't work with APD clients. For example, DD personal support worker.
- The work was performed outside the state of Oregon.
- The employer has gone out of business.

**Q: How do I know which level of care I can be licensed for?**

A: The ACHP issues licenses for:

- APD level 1, 2 and 3
- BH level 1 and 2
- Room and board
- APD ventilator home

The ACHP looks at your employment history, including employer references and the above mentioned criteria. We must verify that you have served individuals with needs within both the level and population for which you are pursuing your license. We must verify that your experience is serving that level of care. See the example questions below.

## Direct Hands-on Care

**Q: Which professional licenses count toward experience?**

A: Some active Oregon professional healthcare licenses may count toward your experience, above and beyond your direct care experience with the population.

**Q: I worked in a skilled nursing facility, hospital, assisted living or other care-related facility. My job did not provide direct care. Will this job count?**

A: No, you must have direct hands-on care experience. Your non-caregiver experience will not count. Non-caregiving jobs, such as housekeeper, administrative support, custodian, food server and front desk support, will not count.

You may have developed strong skills and familiarity with the population, which could help you become a successful care home operator, but you will still need to obtain hands-on experience. The ACHP encourages you to seek work as a caregiver in an adult care home to gain the hands-on experience you need to qualify. This will also help you understand the challenges and rewards of this unique career. Currently there is a high demand for caregivers. Email [ach.placement.referral@multco.us](mailto:ach.placement.referral@multco.us) or call 503-988-3000 to get connected to an adult care home.

**Q: I am an RN or an LPN who worked in a setting mentioned above. Will this count?**

A: Maybe – many RNs and LPNs become excellent adult care home operators. However, they must still show they worked with the population they want to serve in the care home, and provide proof of verifiable hands-on experience with the same population.

If your experience does not align with the care home license you are seeking, it will not count. For example, experience in pediatric care doesn't count.

On the other hand, if you are a charge nurse in a skilled nursing facility, your experience may count. If you are an RN or LPN and believe you may qualify, please reach out to the ACHP licenser of the day at 503-988-3000 to discuss how your experience applies before completing your application.

Additionally, your license must be valid in Oregon.

## Wage and Hour Verification

ACHP uses information about wage and hours to verify required experience.

- 32 to 40 hours a week is considered full-time work.
- Working more than 40 hours a week will only count for one week of experience.
- Overtime does not count toward additional weeks worked.

Your employer must have paid you at least minimum wage for this work to count. The ACHP compares direct deposit slips and paycheck stubs with corresponding bank statements.

**Q: I worked part time for three years. Does any of that count?**

A: Yes, part-time work counts toward “full-time equivalent” experience. Part-time work is any week in which the new applicant worked less than 32 hours. For example, if you work 20 hours per week for two years, that is the full-time equivalent of one year of experience. Many part-time workers fulfill the ACHP’s experience requirements, and go on to run successful care homes.

If you are unsure if your part-time hours add up to enough full-time equivalent experience, discuss this with the ACHP licenser of the day by calling 503-988-3000. Please be sure to have all the details of your work schedule so the ACHP licenser can provide accurate advice.

**Q: I worked two jobs for the past year. Each week I worked 32 hours at an assisted living and 30 hours at an adult care home. Will this count as 62 hours each week?**

A: No, the ACHP does not count overtime. This would count as one week of full-time work.

**Q: I used to work as a caregiver, but since then I've worked a different job for several years. Does that count?**

A: Yes, the ACHP does count older work experience, as long as it is verifiable hands-on experience with the population you intend to serve.

**Q: I worked for a family member who runs a care home. Will this experience count?**

A: Maybe – the ACHP will need to see hours on payroll that demonstrate you were paid as a caregiver. This must be verified with unredacted IRS wage and income transcripts.

**Q: My family member has been paying me by personal check for my hours worked. Will ACHP consider personal checks as proof of wages?**

No, this will not count because the ACHP is not able to verify that the payment is for caregiving work.

**Q: Are payments through Zelle, Venmo, PayPal, Apple Pay, Cash App, Google Pay or another app acceptable?**

A: No, the ACHP cannot verify this type of payment.

**Q: Will a 1099 tax form count?**

A: No, 1099 forms are for independent contractors. Independent contractors are not allowed to provide hands-on care. So the ACHP cannot accept this.