



Assisted Living Facilities NOTIFICATION OF CHANGE OF ADMINISTRATOR

AUTHORITY: In accordance with Section 429.11(1), Florida Statutes (F.S.) each assisted living facility must identify the administrator of the facility and each facility that he/she currently operates. The law also requires the collection of the administrator's social security number.

Facility Information			
ALF License #:			
Assisted Living Facility Name		Telephone Number	
Street Address		Fax	
City	County	State	Zip
Email Address			

New Administrator Personal Information			
Effective Date of Change:			
Administrator Name		Social Security Number	Date of Birth
Mailing Address	Email Address		Telephone Number
City	County	State	Zip

NOTE: Pursuant to Section 408.809, Florida Statutes, all facility administrators are subject to Level 2 background screening. Please review the information available at: http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/

A. Is the administrator a licensed Nursing Home administrator Pursuant to Chapter 468, Part II Florida Statutes?
 YES NO If Yes, License Number: _____

B. Does the administrator have a high school diploma or GED certificate? YES NO GED
Please attach a copy of the high school diploma or GED certificate.

C. Is the administrator Core Trained? YES NO
If Yes, Provide ID Number: _____

D. Will the administrator be serving as the administrator for more than this ALF? YES NO
Note: An administrator may manage a maximum of 3 ALFs.

If yes, please complete the following:

Name of Facility	License Number

PRINT the Name of Licensee or Authorized Representative

Signature of Licensee or Authorized Representative

Title

Date

Send completed forms to: Agency for Health Care Administration, Assisted Living Unit, 2727 Mahan Drive, Mail Stop 30, Tallahassee, FL 32308 or email completed forms to: assistedliving@ahca.myflorida.com

Questions?

Review the information available at <http://ahca.myflorida.com/>

or contact the Assisted Living Unit at:

Phone: (850) 412-4304

Email: assistedliving@ahca.myflorida.com