

Staff Qualification and Training Requirements

This document serves as a reference guide to support understanding of assisted living facility staff-related requirements under [Minnesota Statute 144G](#).

Use this resource to:

- Understand staff roles and qualifications (e.g., registered nurse [RN], licensed assisted living director [LALD], unlicensed personnel [ULP]).
- Identify required training and competency expectations.
- Clarify delegation and supervision requirements.
- Support interpretation and application of regulatory requirements.

Licensed Staff Requirements

Licensed Health Professionals and Nurses

- Must hold current Minnesota license or registration to practice.
- Have skills, knowledge, and experience to assess resident needs, plan appropriate services to meet resident needs, implement services, and supervise staff if assigned.

Licensed Assisted Living Director (LALD)

- Must be licensed or permitted by the Minnesota Board of Executives for Long-Term Services and Supports (BELTSS) and affiliated as the director of record.
- Must complete 30 hours of continuing education every two years approved by BELTSS or the National Association of Long-Term Care Administrator Boards (NAB).
- Assisted Living with Dementia Care LALD must complete 10 hours of dementia-related continuing education annually.
- Must use [BELTSS LALD Continuing Education Attestation and Record](#) to document and track completed continuing education. Documentation must be readily available upon request.

Clinical Nurse Supervisor (CNS)

- Must be an RN licensed in Minnesota.
- Must demonstrate competency in accordance with [Minnesota Statutes section 144G.60, Subdivision 3\(b\)](#) in the following:
 - Assessing resident needs.
 - Developing and implementing service plans.
 - Supervising staff if assigned.

STAFF QUALIFICATION AND TRAINING REQUIREMENTS ASSISTED LIVING

In addition to meeting the qualifications above, the CNS is responsible for carrying out duties required under [Minnesota Statutes Chapter 144G](#) and [Minnesota Administrative Rules Chapter 4659](#), including requirements related to resident assessments, admissions, staffing oversight, and resident safety planning.

Unlicensed Personnel (ULP) Requirements

General ULP Qualifications

Unlicensed personnel providing assisted living services must meet **one** of the following:

- Complete required training and competency evaluation appropriate to the services provided and the topics in §144G.61, Subdivision 2(a), or
- Demonstrate competency by:
 - Passing a written or oral test on assigned tasks and required topics, and
 - Completing a practical skills test to demonstrate competency in specified required topics.

ULPs Performing Delegated Nursing Tasks

Unlicensed personnel performing delegated nursing tasks must meet **one** of the following:

- Complete required training and demonstrate competency through written/oral testing and practical skills testing on required topics and all delegated tasks performed, or
- Meet current Medicare home health aide or nursing assistant requirements (42 CFR §§ 483 or 484.36), or
- Have completed a commissioner-approved nursing assistant program prior to April 19, 1993.

Training Unlicensed Personnel (ULP)

Those providing training to ULP:

- Must have work experience and training in providing services.
- Training and competency evaluations for ULP providing assisted living services as defined in [Minnesota Statute 144G.08.9](#) must be conducted by:
 - An RN, or
 - Another instructor working in conjunction with the RN.

Delegation of Assisted Living Services

- An RN or licensed health professional may delegate tasks to staff.
- Staff must:
 - Be trained in the proper methods for performing delegated tasks.
 - Demonstrate competency before performing delegated tasks independently.

STAFF QUALIFICATION AND TRAINING REQUIREMENTS ASSISTED LIVING

- RN supervision of competency must occur:
 - Within 30 calendar days after the individual begins working for the facility and first performs the delegated task(s).
 - As needed thereafter.
 - If the task has not been regularly performed for 24 consecutive months, the ULP must re-demonstrate competency to RN before performing task again.

Minnesota Department of Health guidance specifies that the initial competency validation must occur within 30 calendar days of both the employee's start date and their first performance of the delegated task. This requirement also applies to staff who have not performed delegated tasks for one year or longer.

Verification of Training

All training must:

- Be documented in the staff record.
- Verified by signatures of both the trainer and the employee.

Additional Training Requirements for Assisted Living with Dementia Care (ALDC)

Staff Training in Assisted Living with Dementia Care (ALDC)

Individuals who provide or oversee staff training in an ALDC must:

- Have experience and knowledge of dementia care.
- Meet one of the following experience requirements:
 - At least two years of work experience related to Alzheimer's disease or other dementias.
 - Experience in health care, gerontology, or a related field.
- Complete training equivalent to the ALDC staff training requirements in [Minnesota Statute 144G.83](#).
- Successfully pass any required skills competency or knowledge testing required.

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