

## How to Enroll in and Pay for the Residential Care Administrator Course

**Important:** Please read through these instructions **before** beginning the registration process. Once you are registered, you may go directly to “<http://edu.ihca-ical.org>” to login and begin taking the course.

### 1. Choose the “Residential Care Administrator Course” link.

The screenshot shows the homepage of the Online Educational Resources for Idaho Health Care Facilities. The page features a navigation menu on the left with links for Login, Course Feedback, and a calendar for March 2009. The main content area is titled "Welcome to Idaho Health Care Association - Idaho Center for Assisted Living Online Educational Resources". Under the "Available Courses" section, the "Residential Care Administrator Course" is highlighted with a red arrow. The course description states: "This updated course is designed to assist future administrators of assisted living facilities who will take the Idaho Administrators Licensing Examination. This course provides a comprehensive overview of the responsibilities of an assisted living administrator. Completing an approved course and passing the examination are required in order to receive an administrator's license in Idaho. For more information, please visit the Residential Care Admin Course page on the IHCA-ICAL website." Below this, the "DMA Online Training Course" is also listed with its description.

### 2. Choose “Create new account”

The screenshot shows the login page of the IHCA-ICAL website. The page is divided into two main sections: "Returning to this web site?" and "Is this your first time here?". The "Returning to this web site?" section contains a login form with fields for Username and Password, a Login button, and a link for "Yes, help me log in". The "Is this your first time here?" section contains a message: "Please login using the username and password given to you when you signed up for the course. You will enter your module username and password after you first login to the education area." Below this message is a "Create new account" button, which is highlighted with a red arrow.

### 3a. Enter account information

- Enter the **student's** email address, name, and mailing address (**not** the name and mailing address of the person/facility paying the tuition). **Important:** Enter an active email account. (You will need to respond to a confirmation email before being allowed to complete the registration process.)
- If you are an IHCA-ICAL member, enter the "IHCA-ICAL Member Discount Code."  
If you are an IHCA-ICAL member and don't have the discount code, contact the IHCA-ICAL office.  
If you are not a member, you can leave this field blank.
- The information entered in this form will be sent to the IHCA-ICAL office.

### 3b. Click on "Create account"

**Online Educational Resources  
for Idaho Health Care Facilities**  
Idaho Health Care Association -  
Idaho Center for Assisted Living

IHCA-ICAL\_EDU ▶ Login ▶ New account

**Create username and password**

Username\*   
Password\*   Unmask

**Student information  
(not person paying tuition)**

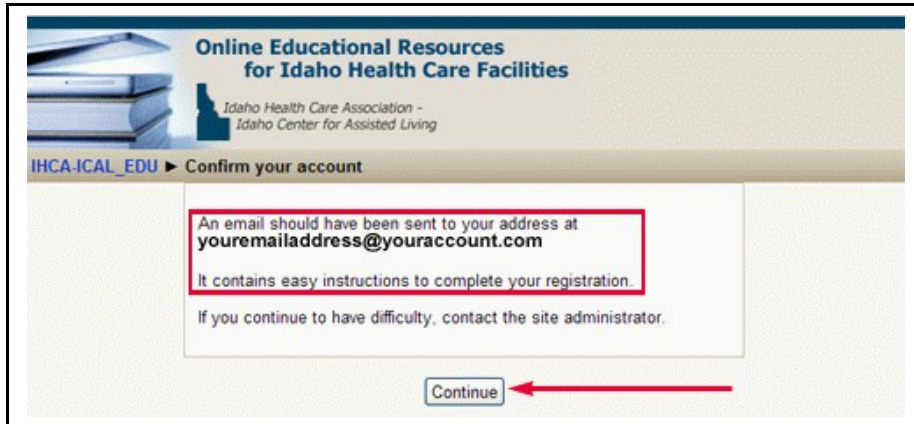
Email address\*   
Confirm email\*   
Student's first name\*   
Student's last name\*   
Street address\*   
City\*   
State\*   
Zip code\*   
Country\*    
IHCA-ICAL Discount Code

**Additional student information**

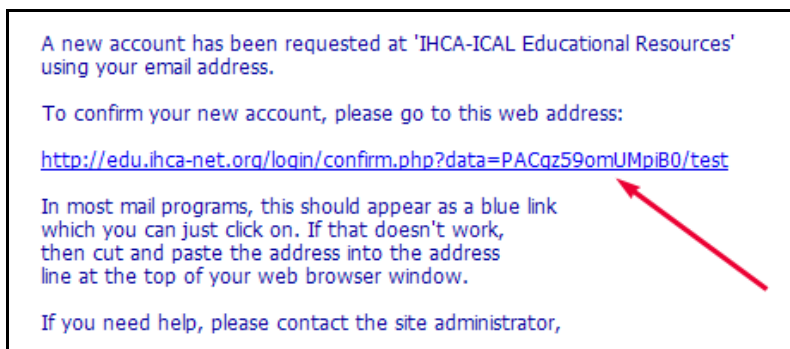
Home phone\*   
Employer\*   
Work phone\*

There are required fields in this form marked\*.

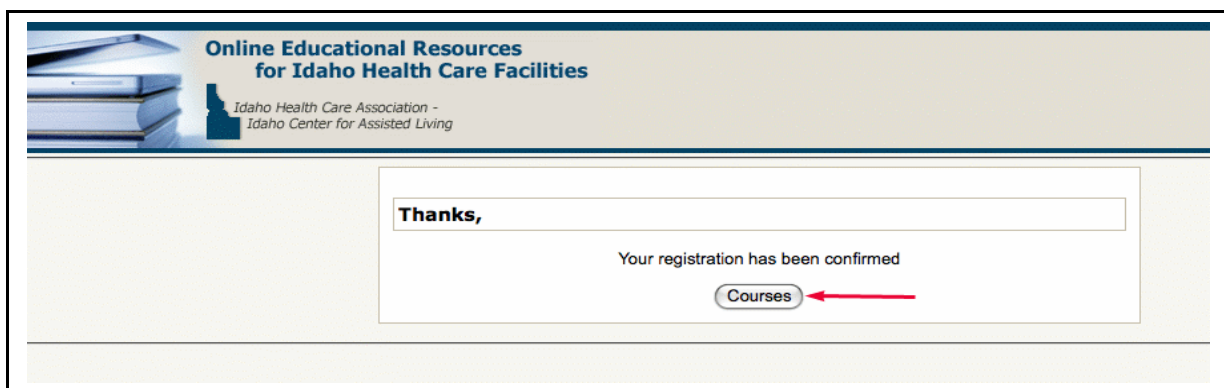
4. You will automatically be sent to the “Confirm your account’ web page - choose “Continue”
  - Exit the page/close your browser.
  - You will be sent an email to the email account entered in the Step 3.
  - If you don't see the email in your Inbox, check your spam and/or junk emails.



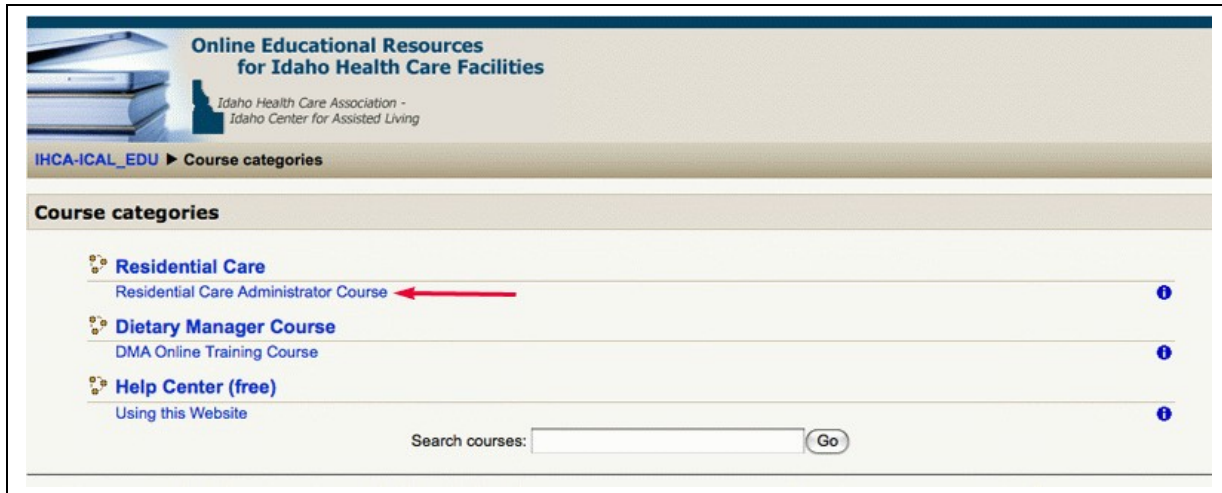
5. Open email - and click on the confirmation link
  - Clicking on this link will automatically send you to the web page shown in Step 6 below.



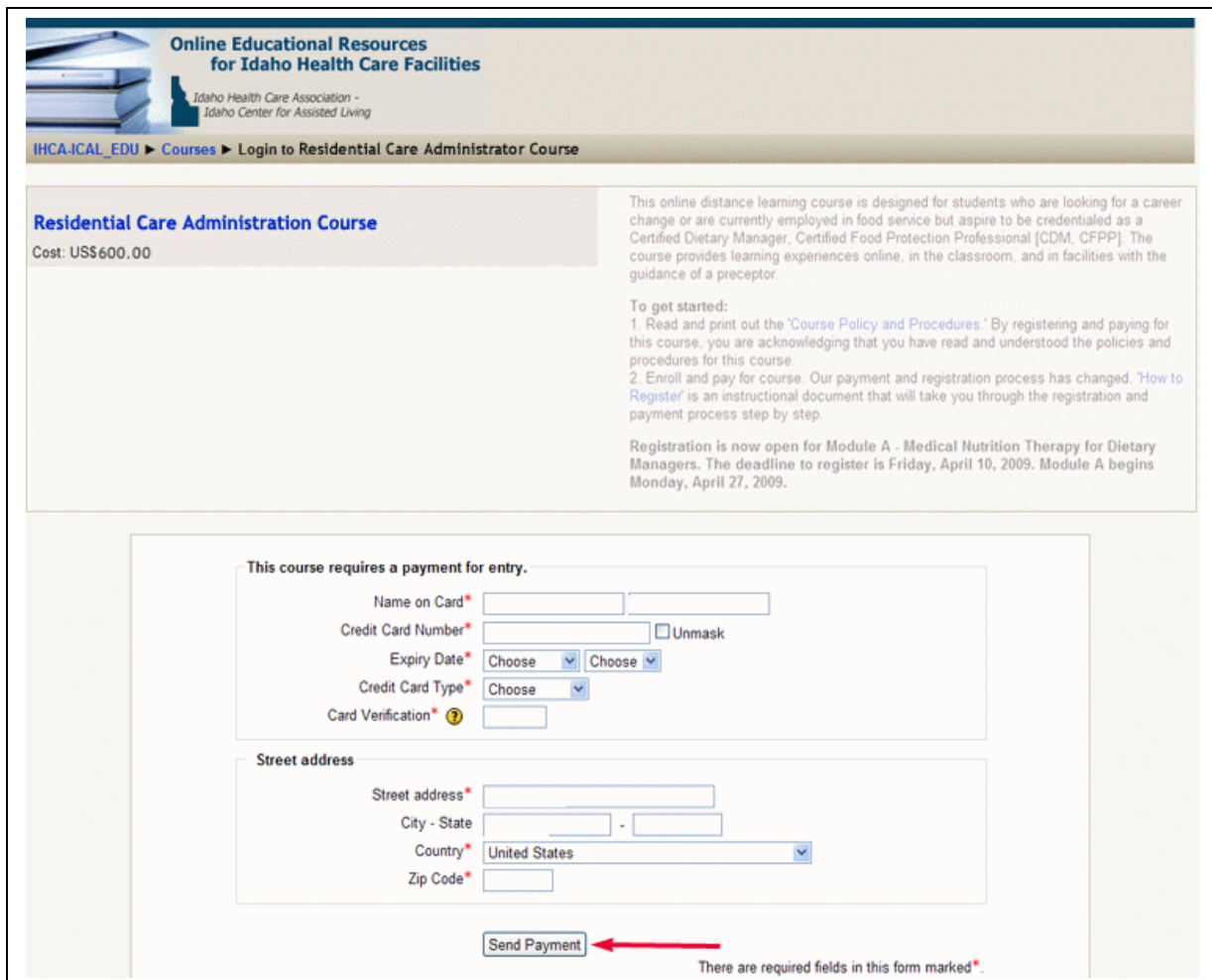
6. You are now registered into the system.
  - Next, you will need to enroll and pay for the Residential Care Administrator Course - click on “Courses.”



- 7. Enroll into course
  - Choose "Residential Care Administrator Course"



- 8. Pay for course
  - Enter the billing address associated with the credit card you are using.
    - (For example, if you are using a credit card associated with a facility, enter the facility's address. If you are using your personal credit card, enter your address.)
  - Click on "Send Payment"



9. You will be redirected to the course page.

- You are now finished enrolling in and paying for the Residential Care Administrator Course.

The screenshot shows the course page for the Residential Care Administrator Course. The header includes the logo for the Idaho Health Care Association - Idaho Center for Assisted Living and the text "Online Educational Resources for Idaho Health Care Facilities". Below the header, the breadcrumb "IHCA-ICAL\_EDU > Residential Care Admin" is visible. The main content area is titled "Residential Care Administrator Course" and contains the following text:

**Idaho Health Care Association-Idaho Center for Assisted Living**

**Residential Care Administrator Course**

This new updated course is designed to assist future administrators of assisted living facilities who will take the Idaho administrators licensing examination. Completing an approved course and passing the examination are required in order to receive an administrator's license in Idaho. *This course provides a comprehensive overview of the responsibilities of an assisted living administrator.*

**What You Will Learn From This Course**

The IHCA-ICAL Residential Care Administrator Course introduces future assisted living administrators to five important domains of practice:

- Resident Care Management
- Organizational and Leadership Management
- Human Resources Management
- Physical Environment Management
- Financial Management

**Course Instructions: Please read carefully**

1. Begin with "Residential Care Administration Introduction."  
This material gives information about Idaho requirements for licensure, how the course is organized.

The left sidebar contains a "Good Afternoon" message from the Website Administrator, a "Logout" button, and links for "Update profile" and "Last Login" (Thu, 2 Apr 2009, 09:47 AM (8 days 8 hours)). Below this are sections for "Course Feedback" (with a "Course Feedback" button), "Administration" (with links for "Grades", "Payments", and "Profile"), and "Course categories" (with links for "Residential Care", "Dietary Manager Course", "Help Center (free)", and "All courses ...").

10. To log into the course, go to <http://edu.ihca-ical.org>, enter your username and password, click on the "Login button", and then click on "Residential Care Administrator Course" which will take you to the course page shown in Step 9.

The screenshot shows the login page for the course. The header is identical to the previous screenshot. The main content area is titled "Welcome to Idaho Health Care Association - Idaho Center for Assisted Living Online Educational Resources". Below the header, the breadcrumb "Available Courses" is visible. The left sidebar contains a "Login" section with the following text:

**Login**

Username

Password

**Login**

[Create new account](#)  
[Lost password?](#)

A red arrow points to the Username input field.