80-Hour Assisted Living Manager Training

Course Outline — what the program is and how it runs

Version 4 · November 2026. This replaces the Curriculum, Flow and Assignment Guide (Version 3, October 2025). Keep it with your training materials. The Student Orientation Handout, downloaded beside this outline, tells you how to log in, post and upload step by step.

1. The program in one paragraph

The 80-Hour Assisted Living Manager Training prepares you to own, operate and manage a licensed assisted living program in Maryland. It is one course: it begins with the prerequisites, then the training itself runs in three sessions — Session One, the Foundations; Session Two, The Working Folders; Session Three, The Manager's Program — then the Knowledge Check and the Final Exam. Everything is online and in order: each lesson must be finished before the next one opens. Your written work is uploaded on the website, graded, and returned to you by email with written feedback.

Your 90-day access starts the day you pay and covers the whole course: the prerequisites, the three sessions, your competency Zoom call and the final testing. If you do not finish inside your 90 days, you must re-register, and that carries an additional charge.

2. The philosophy the whole program is built on

Assisted living rests on the Philosophy of Assisted Living — PAID: Privacy, Autonomy, Independence, Dignity. Every stage of managing a facility builds on it: the philosophy comes first, then the preadmission process, resident admission, care notes, orientation, service planning, and the six-month quality assurance review. Alongside, fire drills, emergency planning and resident tracking run all the time to keep residents safe and the program in compliance with COMAR 10.07.14.

3. The prerequisites — the course begins here

Before the training opens, you complete the prerequisites. They are the same trainings every new employee needs when they come onto the floor, so a manager knows them firsthand.

- COMAR 8 Topic Core
- COMAR 8 Topic Additional
- Cognitive Impairment, Mental Illness and Behavioral Management
- Trauma-Informed Care

These are videos, knowledge checks and study guides. Trauma-Informed Care is the only prerequisite with an upload.

4. Session One — the Foundations

The training itself begins with the Philosophy of Assisted Living. Session One builds the facility from the ground up. Each subject has a study guide and a graded assignment that you upload on the lesson's submit page.

- Philosophy of Assisted Living
- Resident Living Space
- Managers Files
- Staffing Files
- UDS (the Uniform Disclosure Statement)
- Facility Policies
- Resident Agreement

Session One ends with Live Session One, a recorded live class. Watch it to the end; when it finishes, Session Two opens.

5. Session Two — The Working Folders

Session Two starts from a facility that is already built, compliant and ready to receive residents. It opens with The Mindset Series, three short videos, then eight folders of working documents. For each folder you read the teaching page,

download the study guide and the forms, do the work, and upload every required file together on the folder's submit page. The next folder opens when your grade is posted.

- Philosophy of Assisted Living and Facility Set-Up
- Assessment and Level of Care
- Resident Agreement, Admission and Discharge
- The Delegating Nurse
- Medication Administration
- Clinical Safety and Incident Response
- Move-In, Resident Record and Care Notes
- The Service Plan

A short follow-up video, The Compliance Record, One More Time, follows the first folder.

6. The competency Zoom call — the door into Session Three

Nobody moves into Session Three without a one-on-one competency Zoom call with your instructor. When you finish Session Two, post in the WhatsApp group that you are done and ask what days are available. Calls are held Monday, Wednesday and Friday at 6:30 PM, or Saturday and Sunday at 10:00 AM or later; pick your time at least three days ahead and plan on two to three hours. On the call you explain Session One in your own words and walk through your Session Two work, and you answer the instructor's questions; the expectations are pinned at the top of the WhatsApp group. After you pass, your instructor enrolls you in Session Three and emails you the link.

7. Session Three — The Manager's Program

Session Three is the manager's own work: the business, the residents' changing needs and the survey. Each subject is a written teaching page, a study guide, a Mastery Check and a submit step on the website — no videos; you read, you work, you submit.

- Nutrition and Food Safety
- The Aging Process and Its Impact
- Dementia, Behavior and the Special Care Unit
- End of Life Care
- Management and Operation: the Business Side
- Emergency Planning
- Quality Assurance
- The Survey Process

Session Three closes with Program Completion — From Certificate to License, the last page before the tests.

8. The Knowledge Check and the Final Exam

When you are ready, reply to the email and post in the WhatsApp group that you are ready, and the Knowledge Check (the pre-test) is opened for you: the Exam Acknowledgement and Rules, then thirteen knowledge checks, each timed at five minutes. Once you pass the pre-test, you are told when your Final Exam is open: the Acknowledgement again, then the Final Exam — fifty questions drawn from the exam bank, forty-five minutes, 80% to pass. Passing the Final Exam earns your 80-Hour Assisted Living Manager Training certificate.

9. How grading works

- Every graded subject is scored out of 100 and must pass before the next step opens.
- You upload on the website; your grade and written feedback come to you by email from North Star Training Institute. Read the feedback — it is part of your training.
- Assignments are deliberately open: the regulation, the sample and the exercise are your resources. Working it out is the assignment.

10. The WhatsApp group

- After you enroll, text the instructor your full name, your email address and your WhatsApp phone number to be added to the 80-Hour Manager WhatsApp group.
- Your profile must show your real first and last name; business names are not permitted. No advertising unless North Star has approved it first.
- Post each completed subject in the group, one post per subject, when you finish it, and post your questions whenever you need help.

11. Resources

- COMAR 10.07.14, Assisted Living Programs — the Maryland regulation the program teaches from (regs.maryland.gov).
- The Office of Health Care Quality (OHCQ) — the license application, surveys and forms.
- Requirements to Be an Assisted Living Manager in Maryland (COMAR 10.07.14.15) — downloaded beside this outline.
- The 80-Hour Manager WhatsApp group — your instructor and your classmates.