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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department  
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## Instructions for Checking Proof of Identity at 30-Hour Assisted Living Administrator Training Classes

1. Checking proof of identity is required for all registrants to the 30-hour assisted living administrator training class, the 15-hour required segment of the class, and the 15-hour elective segment of the class.
2. On your marketing and registration materials, instruct registrants that they must present at least one original, current acceptable form of photo identification at the first classroom session. Acceptable forms of identification are listed in the block below.
3. If registrants do not bring an acceptable form of photo identification, they will NOT receive a certificate of completion at the end of the class. Registrants will have 90 calendar days to return with a current photo identification (see below) to receive their certificate of completion. After 90 calendar days, registrants will have to retake the training to receive a certificate of completion.
4. Registrants for any approved 30-hour ALR administrator training course offered via the Internet or other computer-based means, must present proof of identity when they appear in-person before the training vendor (or a qualified representative) for their course examination. A registrant who arrives for the examination without valid photo identification (see below) may be tested, but may NOT be issued a certificate of completion. In such a case, the registrant will be granted 90 calendar days from the test date to return with valid photo identification and, assuming the registrant passes the examination, receives a certificate of completion. After 90 calendar days, registrants are required to retake the training and pass the examination to receive a certificate of completion.
5. For each certificate of completion issued, maintain a photocopy of the "Acceptable Form of Photo Identification," together with the Instructor ID Verification Log, for not less than three (3) years from the date of signature. At the end of the three (3) year period, please shred or discard the photocopies of "Acceptable Form of Photo Identification" in a manner that protects against fraud or misuse.

### Acceptable Original\* Forms of Current\*\* Photo Identification:

- A. Current Colorado driver's license
- B. Current Colorado non-driver identification card
- C. Current U.S. federal, state or local government-issued identification (including military)
- D. Current tribal enrollment card with photo or other form of photo tribal identification
- E. Current passport
- F. Current student identification

*\*"Original" means:(1) The initial document issued to the registrant. This document may not be a photocopy or other reproduction of the original or,  
(2) An "original certified copy." To be acceptable as an original certified copy, the document presented must: be certified as a copy of the original document by a competent issuing agency or entity; bear the official seal of the issuing agency or entity; be signed by an authorized agent of the issuing agency or entity; and, bear the date of certification.*

*\*\*"Current" means the document has not expired or, if a student identification the student identification is valid for the current school term.*

### Instructions When Reviewing Photo Identification

1. Confirm that each registrant for the class presents an original “Acceptable Form of Photo Identification” (see above).
2. Individual checking the identification must review the expiration date on the identification to make sure it is still current.
3. Individual checking the photo identification must compare the picture on the identification to the person presenting it to make sure they are the same person. Check the eye color and the height listed. (People can change hair color and weights indicated have often changed.)
4. Photocopy the original photo identification presented by each registrant. Below the photocopy, type, print, or stamp the following: “*The original photo identification document that appears above was presented to me by the registrant who appears in said photo identification document.*” The preceding statement must be signed, and include the date, position title, and printed name of the individual accepting the photo identification.

Approved 1/17/07