

Becoming a Licensed Assisted Living Manager in Maryland

The complete path — training, fingerprints, application, fees — in plain English.

1. Confirm the role and who needs the license

Every program must have a manager responsible for day-to-day operation and compliance (COMAR 10.07.14.15) — and an alternate manager who can act when the manager is unavailable (.18). Since July 1, 2026, practicing as an assisted living manager requires a Board license (COMAR 10.33.03.01A). The alternate needs no license to hold the designation — but stepping in after a sudden departure triggers a provisional-license filing within 24 hours, good for only 90 days (.04).

2. Complete the 80-hour manager training

Take the state-required course from an OHCQ-approved vendor — vendors are approved per course, so check the list for the 80-hour course, not just the 20-hour CE. The course covers the 13 content areas of COMAR 10.07.14.17A and ends with a required examination (.16B). Keep your certificate.

3. Do your fingerprints — before you apply

State AND national/FBI criminal history records check, run under the Board's own authorization number (Health Occupations §9-302.1). A check done for any other Maryland health license does not transfer — no waiver. Get the Board's CJIS/ORI numbers from their CHRC page first; the application makes you attest the check is done.

4. Apply through the Board's online portal

Online only. Applicant I if you practiced as an ALM in a licensed Maryland program before July 1, 2026; Applicant II if not. \$100 application fee at submission — non-refundable even if you never finish. Visa or MasterCard only.

5. Get approved, pay the license fee

The Board's 10-day processing clock starts after the fee is paid and every document is verified. On approval, a \$200 non-refundable license fee issues your ALM-prefixed license number. Applications void after one year if requirements aren't met — then it's a new application and fee.

6. Print your license and post it

No cards or letters are mailed. You get an email with your license number; COMAR 10.33.03.09 requires conspicuous display at your place of employment — a printed License Verification page from the Board's site satisfies it.

7. Stay current

20 hours of continuing education every two-year renewal cycle. And the OHCQ side never stops: staff annual training hours, the 6-hour cognitive initial and 2-hour annual refresher (10.07.14.19(H)), and a training file that's always survey-ready.

What the whole path costs

80-hour course: varies by vendor (ours is \$997, fully online, no access clock) · Fingerprinting: varies by location · Board application: \$100 · License fee on approval: \$200. Board fees are non-refundable and card-only.

Where to verify everything: the Board's Assisted Living Managers page (health.maryland.gov/bonha) and COMAR 10.07.14 / 10.33.01–.08. Figures verified September 2026 — always confirm current fees before applying. Practical guidance, not legal advice.

The Care Insider — OHCQ-approved vendor for the 80-hour ALM course and 20-hour CE, taught by a licensed Maryland ALM who runs a facility. Fully online, at your own pace: training.thecareinsider.com