

**Hawaii Department of Health  
Office of Health Care Assurance**

**MINIMUM QUALIFICATIONS FOR AN ADULT RESIDENTIAL CARE HOME (ARCH) LICENSE**

License applicant must:

1. Be a resident of the State of Hawaii
2. Be at least 21 years of age
3. Be at least a nurse aide
4. Have a home/facility meeting Hawaii Administrative Rules (HAR) Title 11 **Chapter 100.1** ARCH (Rules & Regulations)
5. Have completed department-approved ARCH training  
If you have attended the ARCH teaching modules over 5 years ago, you must retake all modules
  - a. Kapiolani Community College (KCC)
    - RN/LPN: ARCH module for RN/LPN (ONLY AVAILABLE AT KCC)  
Phone: (808) 734-9211
    - Nurse aide: Module 12 (Diseases, Diet & Medications)  
Module 13 (Helping Therapies & Behavior Management)  
Module 14 (Regulations, Accounts, Community Resources)  
Phone: (808) 734-9305
  - b. Leeward Community College (offered if there is sufficient enrollment)  
Phone: (808) 455-0477
  - c. Hawaii Community College  
Phone: (808) 974-7560
6. Have at least one year experience working full time or its equivalent providing direct nurse aide care as an employee of a state licensed and approved ICF, SNF, home health agency, or hospital
7. Have knowledge of and be able to practice the principles of resident care incorporating the concepts of the social model through family and community centered activities and approaches
8. Demonstrate to the department sufficient skill in the use of the English language to fully accomplish the objectives of the program and to comply with the requirements of Title 11 Chapter 100.1
9. PLEASE REFER TO TITLE 11 CHAPTER 100.1 FOR ADDITIONAL REQUIREMENTS

**To obtain** a copy of Title 11 Chapter 100.1:

Cost: \$15.00 (**cashier's check or money order only**), payable to "**State of Hawaii**"  
Mail to: Office of Health Care Assurance - State Licensing Section  
601 Kamokila Boulevard, Room 361  
Kapolei, Hawaii 96707

OR: Free copies are available via the website:  
<http://gen.doh.hawaii.gov/sites/har/admrules/default.aspx>

**Before the application is submitted**, a one-time courtesy plan review may be obtained by completing a Request for Plan Review form and submitting one (1) 11" x 17" copy of the blue print/floor plan of the building, drawn to scale.

Applications are free and may be obtained upon completion of the ARCH Teaching Modules. A Plan Review form and application may be obtained by writing to the above address. For in-person service, please go to Room 337.

For more information, contact the Office of Health Care Assurance - State Licensing Section at (808) 692-7400.  
Office hours: 7:45 a.m. to 4:30 p.m., Monday through Friday.