NC Senior Living Administrator In Training Program

The Administrator in Training (AIT) program is designed to give the serious candidate an overall knowledge of the assisted living industry and a unique, practical understanding of how to be a successful Administrator. The program is designed to promote independence in learning and self-discipline. There is also a self-paced online AIT program available in conjunction with UNC–Greensboro. Visit **www.ncseniorliving.org** to learn more!

Cost

NCSLA Members* $795.00

Potential Members $995.00

Cost includes: 2 days of instruction, lunch, all course materials, NCSLA staff support throughout the preceptorship, and review and submission of all required training documentation.

* Please note: To be eligible for the NCSLA member rate, a student must be employed with an active facility member.

2022 Dates

February 1-2; April 5-6; June 7-8; August 9-10; October 11-12; December 6-7

Time: 9:00 am – 5:00 pm

Location: NC Senior Living Association
4010 Barrett Drive, Suite 102
Raleigh, NC 27609

Steps on How the 120-hour Program Works

• Visit the website of the NC Division of Health Service Regulation (DHSR) for details on the certification requirements:

https://www2.ncdhhs.gov/dhsr/acls/adminguidelines.html

• Register for the NCSLA AIT two-day course (16 hours) of classroom instruction, taught by assisted living professionals who provide an overview of laws, rules, policies and procedures.

• In the NCSLA AIT course, you will receive instruction and course materials on rules and regulations, personnel, regulatory management, PCS services, resident care management, nutrition and food service, and environmental and housekeeping.

• Course payment is due in full in advance of the course date (received one week prior) and is **non-refundable**.

• A minimum of 100 hours will be spent working with an approved Preceptor at a licensed facility. There is a self-study portion with work assignments to be completed. Additional hours can be required if determined by the AIT provider and Preceptor. It is highly encouraged that the AIT identify a Preceptor of choice prior to attending the classroom training.

It is recommended that the AIT program be completed within 6 months of course completion.

Overview on How to Get Started

Submit the following to: NC Division of Health Service Regulation (DHSR)

• Assisted Living Certification Application

• Proof of Age—21 years or older
(i.e., driver's license)

• Copy of college transcript (Adult Care Home Certification) OR

• High School Diploma or GED (Family Care Home Approval)

• NC state fingerprint criminal background check

• FBI criminal background check,
if applicable

• Completion of the 120-hour AIT course and preceptorship

• Administrator Rules Exam

The certification application, education or supervisory experience documentation and fingerprint checks should be submitted directly to DHSR. Upon completion of the course and preceptorship, a certificate of AIT completion will be issued by NCSLA. DHSR will issue the Administrator Certification.

For further information, please contact:
(P) 919-787-3560
(F) 919-783-5415
beth@ncseniorliving.org
Send your application early to ensure class availability!

Administrator-in-Training (AIT) Course Registration Form

Please Print Legibly

First Name:_____ **Last Name:**_____

Email: _____

Registration Date:_____
Desired Course Date (circle one): February 1-2; April 5-6; June 7-8; August 9-10; October 11-12; December 6-7

Mailing Address:_____

City_____ **State**_____ **Zip**_____

Phone: _____

Active NCSLA Member? YES_____ **NO**_____

Have you worked or are you working in the Assisted Living Industry? YES_____ **NO**_____

Current Job Title:_____

Seeking certification for: Adult Care Home (7+ beds)_____ **Family Care Home** (2-6 beds)_____

Have you identified a Preceptor? YES_____ **NO**_____

Preceptor Name: _____ **Facility Name:**_____

Facility Address:_____

PAYMENT METHOD*

PAYMENT AMOUNT: $995 (non-member)_____ **$795** (NCSLA member)_____

NAME ON CARD _____

CREDIT CARD #_____

EXP DATE MM/YY _____ **3-DIGIT CODE (back of card)** _____

BILLING ADDRESS (if different than above)

_____
Street   City   State   Zip

To register, return this form vial email to:
cheryl@ncseniorliving.org
*Checks are also accepted
Registrants can also call the NCSLA office at (919) 787-3560 to pay over the phone
If paying via CC over phone, application STILL must be completed and emailed

NCSLA Staff Use ONLY:

Received Date: _____

Payment Date: _____

Receipt Sent Date: _____