

Administrator-in-Training Course Registration
(please print legibly)

Full Name: _____

Email: _____

Mailing Address: _____

City _____

State _____ Zip _____

Phone: _____

Fax: _____

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

Your position: _____

Seeking certification for: **ACH** **FCH**

Have you identified a Preceptor? **YES** **NO**

Preceptor Name: _____

Facility: _____

PAYMENT METHOD*

NAME ON CARD _____

CREDIT CARD # _____

EXP DATE MM/YY _____

3-DIGIT CODE (back of card) _____

BILLING ADDRESS (if different than above) _____

City _____ State _____ Zip _____

To register, return this form vial email to:

cheryl@ncseniorliving.org

or FAX 919-783-5415

**North Carolina Senior Living Association,
4010 Barrett Drive, Suite 102
Raleigh, NC 27609**

**Checks are also accepted*



Administrator-In-Training Course

is offered by the
NC Senior Living
Education Foundation, Inc.

www.ncseniorliving.org

Visit our website for information on upcoming events and CEUs, legislative news that impacts our industry or to learn how you can become an NCSLA member!



Delivering Premier Education since 1961



**Assisted Living
Administrator
Certification**

120-Hour Program

This program is approved by the North Carolina Division of Health Service Regulation and not only meets statutory requirements, but offers students the tools required to be a successful Administrator.

NC Senior Living Administrator Certification 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.



Cost NCSLA members* \$795.00
Potential members \$995.00
*** Please note: To be eligible for the NCSLA member rate, a student must be employed with an active facility member.**

Dates Available at www.ncseniorliving.org
Time 9:00 am-5:00 pm

Location/Mailing Address
NC Senior Living Association
4010 Barrett Drive, Suite 102
Raleigh, NC 27609

For further information, please contact:
(P) 919-787-3560
(F) 919-783-5415
beth@ncseniorliving.org

*Send your application early to
ensure class availability!*

Steps on How the 120-hour Program Works

- Visit the website of the NC Division of Health Service Regulation (DHRSR) for details of 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 course, you will receive instruction and course materials which include physical plant, human resources, organizational management and regulatory management. Also, a review of business, financial management and resident care is included.
- Course payment is due in full in advance of the course date 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 12 months.*

Overview on How to Get Started

Submit to: NC Division of Health Service Regulation (DHRSR)

- 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 DHRSR. Upon completion of the course and preceptorship, a certificate of AIT completion will be issued by NCSLA. DHRSR will issue the Administrator Certification.



Ask how you can join NCSLA!