

Administrator-in-Training Program Application

Full Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Have you worked or are working in the Assisted Living Industry? YES NO
If yes, what was or is your title? _____

Do you have someone willing to Precept you?
 YES NO

If yes please give name of Preceptor and Facility.

Preceptor Name: _____

Facility: _____

PAYMENT METHOD*

CREDIT CARD # _____

EXPIRATION DATE _____

NAME ON CREDIT CARD _____

SECURITY CODE (on back of card) _____

BILLING ADDRESS (if different than above)

**Checks are also accepted*

**PLEASE RETURN THIS FORM VIA MAIL
OR FAX TO REGISTER**

(Fax) 919-783-5415

Mailing address is:

**North Carolina Association,
Long Term Care Facilities
4010 Barrett Drive, Suite 102
Raleigh, NC 27609**



Administrator-In-Training Course
Offered by the NCALTCF Educational
Foundation, Inc.

Register today!

**Classes are
scheduled quarterly
and will be posted on our website
www.ncaltcf.com**

**Class sessions:
9:00 a.m. to 5:00 p.m.
Lunch break 12:00—1:00**

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Inc.**

Delivering Premier Education since 1961



**Administrator's
Certification
Program**

120 Hour Program

This program is approved by the State of North Carolina Division of Health Service Regulation and not only meets statutory requirements, but offers Administrator-in-Training what they need to be successful!

**NCALTCF, Educational Foundation, Inc.
Administrator Certification Program**

NCALTCF's Certified Administrator's Program is designed to give the serious candidate an overall knowledge of the Assisted Living Industry and a unique, practical knowledge of how to be a successful Administrator in North Carolina's regulatory environment. The program is designed to promote independence in learning and self-discipline. The discounted cost is less than \$6.00 per credit hour.

When we receive your application and course fee you will be notified of the dates of the next two (2) day course, directions and hotel options near the office.



HELD TWO CONSECUTIVE DAYS:

9:00 a.m.—5:00 p.m.

Location:

**NCALTCF Office
4010 Barrett Drive, Suite 102
Raleigh, NC 27609**

For further information, please contact:

(P) 919-787-3560
(F) 919-783-5415
Cheryl@ncaltcf.com

Send your application as soon as possible to ensure class availability.

Step-by-Step how the program works!

- The total cost for the course is \$795 for members and \$995 for non-members. This amount is



- **non-refundable and must be paid in advance.** You must be paid in full before the class date and before you begin your internship.
- You will attend a scheduled two (2) day class for a total of 14 credit hours in a classroom setting. This course offers an overview of laws, rules, policies and procedures. This class will be scheduled quarterly with class dates posted on our website at www.ncaltcf.com.
- When you attend the course, you will receive Module I, consisting of 34 credit hours of self-study, testing and work assignments in physical plant, human resources, organizational management and regulatory management. Also, Module II consists of 27 credit hours of self-study, testing and work assignments in business, financial management and resident care.
- You will work with an approved Preceptor at a licensed facility. There is a specific program with work assignments to complete. The internship consists of 140 contact hours working in a facility.

You must complete the course within twelve months.

DO YOU MEET THE REQUIREMENTS?

North Carolina State-required Pre-requisites:

- at least 21 years of age;
- have a satisfactory criminal history;
- fingerprint card check* by the SBI;
- have an official transcript* from an accredited college or university with at least two years of college coursework;
or at least one year of college and two years of supervisory
▫ experience in a health or residential setting.

***You will need to send this information to DHSR directly with your CEU completion certificate ISSUED BY OUR OFFICE UPON COMPLETION OF THE COURSE AND PRECEPTORSHIP.**

