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.

2024 Dates: February 6-7; April 2-3; June 4-5; August 6-7; October 1-2; December 3-4
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 preceptorship and program be completed within 6 months of taking the class.

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 training completion will be issued by NCSLA. DHSR will issue the Administrator Certification.

*S*end your registration form in early
to ensure availability!

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

NC Senior Living Association
Administrator In Training

REGISTRATION FORM

PERSONAL INFORMATION

2024 Dates:
CIRCLE CHOICE:
February 6-7; April 2-3;
June 4-5; August 6-7
October 1-2; December 3-4

FIRST NAME:

LAST NAME:

Mailing Address:

City/ST/Zip:

Phone Number: **E-Mail:**

Active NCSLA Member: ☐ YES ☐ NO

Have you worked or are you currently working in Assisted Living? ☐ YES ☐ NO

Curent Job Title:

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

Have you identified an AIT preceptor: YES ☐ NO ☐

Preceptor Name:

Facility/Address:

PAYMENT METHOD*

Circle PAYMENT AMOUNT: Non-member $995   NCSLA member $795

NAME ON CARD: **CREDIT CARD #:**

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

BILLING ADDRESS:
Street   City   ST   Zip

Return this form by email to: cheryl@ncseniorliving.org * Checks also accepted. Registrants can call the NCSLA office at (919) 787-3560 to pay over the phone. If paying by CC via phone, a registration form still needs to be completed and emailed.

More information: NC Senior Living Association 4010 Barrett Dr. Suite 102 Raleigh NC 27609 919.787.3560. www.ncseniorliving.org

OFFICE USE ONLY

Date received:

Payment date:

Receipt sent date: