

**NAB** NATIONAL ASSOCIATION  
OF LONG TERM CARE  
ADMINISTRATOR BOARDS



The National Association of Long Term Care Administrator Boards (NAB) and the American College of Health Care Administrators (ACHCA) are pleased to introduce two new training programs for the Administrator-in-Training (AIT) and Preceptor.

The NAB and ACHCA share a common goal of providing a rich and consistent training experience to enhance the professionalism and success of entrants into the health services and supports administration profession and ultimately to continually improve the quality of care and public protection for those we serve. We encourage our respective member organizations and individuals to adopt these two training programs as a national standard.



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**NATIONAL  
ADMINISTRATOR-IN-TRAINING**

**ON-LINE  
PRECEPTOR TRAINING PROGRAMS**

## NATIONAL ADMINISTRATOR IN TRAINING PROGRAM

The Administrator-in-Training (AIT) Program is a supervised internship during which the AIT works under the guidance and supervision of a preceptor, who is a licensed administrator meeting the qualifications established for preceptors by their respective states. The internship is a unique phase of education consisting of the supervised practice of long term care administration in the Nursing Home (NHA), Assisted Living (RCAL) and/or Home and Community Based Services (HCBCS) environment.

The purpose of the National AIT Program is to:

- enhance the professional development of the AIT in the field of long term care (LTC) administration.
- equip the AIT with the tools and knowledge for when they become an administrator.
- provide consistent and standard training throughout the nation.
- involve the AIT in observing and participating in activities associated with administration or resident/patient care.

The AIT Program is designed by both the Preceptor and the AIT. It is developed specifically for the AIT based upon education, experience, knowledge, skills and abilities. The Preceptor and AIT are expected to exercise considerable initiative in planning and implementing the training program in order for the AIT to succeed.

Many college health care administration programs have incorporated an internship/AIT program into their curricula:

- all NAB accredited schools have an AIT component built into their programs
- several research studies that have validated the importance of the AIT experience towards a successful LTC administrator career

Although initially designed for use in a skilled nursing community, these training programs provide the flexibility to easily adopt them to other lines of service such as assisted living and home and community based services as well as meet various state AIT requirements.

Because state licensing requirements may vary (ranging from 0-2000 hours), it is suggested that the AIT experience be a minimum of 1000 hours, however it can be adapted to your states requirements. For example, if you require a 1,000 hour program, this would allow the AIT to spend roughly 40 hours per week, for at least 6 months in a structured, yet individualized apprenticeship.

## ON-LINE PRECEPTOR TRAINING PROGRAM

**The role of the preceptor is very important as Administrators-in-Training will become the leaders of tomorrow, and it is both our responsibility and our privilege to provide these new entrants the best start in a dynamic and challenging career.**

The purpose of the on-line Preceptor Training Program is:

- to cover the nuts and bolts of how AIT experiences work
- recognize that the preceptor's relationship with the AIT is more critical to their success than any factual information the preceptor could impart
- prepare the preceptor to lead in building a relationship that embodies mutual respect, trust, openness, honesty, and acceptance of risk
- assure that the preceptor will be both a guide and a role model as they facilitate the orientation, development, and professional growth of their AIT, preparing them to one day lead a long term care organization of their own.

We know hands-on-learning is an effective way to help a future administrator develop the knowledge and skills necessary to be a successful long term care leader.



Studies have shown that strong AIT experiences lead to better prepared administrators, and that preceptors are a critical ingredient for a strong AIT experience.

This program is designed to:

- provide the preceptor a good overview of what a long term care administration AIT experience is and a better understanding of what the basic roles and responsibilities of a preceptor are
- understand why serving as a preceptor is an important way you can give back to the profession, and how you can start to prepare yourself to be the best preceptor you can be!

As with the National AIT Training program, because state licensing requirements for preceptor training may vary, it is suggested that you contact your state regulatory board or agency to assure compliance.

**You can access these two training programs by visiting the NAB or ACHCA websites through the provided contact information. Use of these training programs is free if used for non-revenue generating purposes, however the content of these programs is copyright protected. For use in fee based training programs an application, approval and/or appropriate licensing fees may be required. Contact the NAB or ACHCA for application or additional information.**