



## Administrator in Training

### FAQs

#### **Who should take this course?**

People who are currently working in a long-term care facility who plan to take the Arkansas State exam and the National Association of Long Term Care Administrator Boards (NAB) exam, but need further education. You must meet the eligibility criteria listed on the AIT check list to enroll in the AIT Course.

#### **Will this course or the AHCF help me find a job?**

Completing this course is not a guarantee of a job as an administrator, nor is it a substitution for the Arkansas State exam or the National Association of Long Term Care Administrator Boards (NAB) exam. AHCF does not provide or assist candidates with employment.

#### **Is this course required if I wish to sit for the Arkansas State exam or the NAB exam?**

No, this course is designed for individuals who do not meet the education qualifications to be eligible for the Arkansas State exam and NAB exam.

#### **When is the class offered?**

AHCF is only offered once per calendar year and generally starts in May. Please see [arhealthcare.com/educationandevents](http://arhealthcare.com/educationandevents) for specific dates and updated class information. Class dates for each year are posted in January.

#### **What will I do in this course?**

The AIT class is composed of two parts - classroom instruction and a facility-based internship with a preceptor. Trainees will be required to complete their internship at a local skilled nursing facility that employs a certified preceptor who has agreed to work with the trainee. The preceptor will determine the trainees' specific schedule, but each trainee will be required to complete 568 clock hours within the facility over the course of 16 weeks. Trainees will also be required to complete a performance evaluation per department, as well an overall performance evaluation, all subject to approval by trainee's preceptor. All department performance evaluations and time sheets will be submitted regularly to AHCF for trainee's file.

**How long is this course?**

This course is 16 weeks total and is comprised of classroom instruction and facility-based instruction. Classroom instruction is two 8 hour days per month totaling 72 classroom hours. During the AIT course, the trainee will be expected to work with their preceptor at a skilled nursing facility to complete 568 clock hours over the course of 16 weeks.

**What is the attendance policy?**

The attendance policy for classroom instruction is extremely rigorous and strict. If a student must leave a course due to unpreventable circumstances, the student will be required to drop the course and re-enroll in the program the following year. Each trainee must complete both the classroom instruction and the facility-based internship in their entirety without interruptions before a certificate of completion can be issued.

**Can I audit this course?**

Yes, if you already qualify for the Arkansas State exam and NAB exam you may audit this course. When auditing the course, you will complete 72 hours of classroom training, but the facility-based instruction is omitted. Class dates and costs will be the same as the full AIT course.

**What is the cost for application? What is the cost of the course?**

There is a \$100 application deposit that, if accepted into the program, is applied to the total cost of the course. If an applicant is not accepted into the AIT course, they forfeit the application fee. The cost of the entire course is \$900. This includes classroom instruction, materials, and lunch during class days.

**What happens after I complete the course?**

At the end of the internship, the candidate and the preceptor will complete an overall performance evaluation that will indicate whether or not the trainee has satisfactorily completed the facility-based instruction part of the course. Once the trainee has completed the AIT program, the Office of Long Term care will approve him/her for State and NAB exams. Trainees will sit for the Arkansas State exam on the last day of the course. The NAB exam must be attempted within 6 months of completion of the AIT course.