



Administrator In Training (AIT) Course

May 9-10, June 13-14, July 18-19, and September 11-13, 2018

8:30 a.m. – 4:30 p.m.

\$900

Lunch and Materials Included

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.

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

After passing this course, you must take the state exam and the NAB exam to be qualified as an administrator. 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. The foundation does not provide or assist candidates with employment.

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

No, this course is designed for individuals who do not have the education or work experience to be eligible for licensure exams but is not required.

How is the class structured?

The course is offered once a year and students will come to our Little Rock training center four times, beginning in May. Each class session will be two days long. AIT students will work with their preceptor for the days and times of their facility based instruction.

What will I do in this course?

The AIT class is composed of two components- classroom instruction and a facility-based internship with a preceptor. Trainees will be required to serve their internship at a local skilled nursing facility which 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 expected to serve their internship for 40 hours per week for a total of 568 clock hours within the facility over 16 weeks.

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 (for a total of 72 classroom hours). During the training, the trainee will be expected to work with their preceptor 40 hours per week on a Monday through Friday 8 hour per day work schedule at a skilled nursing facility.

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 at a later date. Each trainee must complete both sections of the program in its entirety without interruptions before a certificate of completion can be issued.

Can I audit this course?

Yes, if you already qualify for state and NAB licensure examinations 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 cost will be the same as the full AIT course.

What is the cost of the course?

The cost of the entire course is \$900. This includes classroom instruction, materials and lunch during class days.

What is the cost for application?

There is a \$100 application fee 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.

What happens after I complete the course?

After the course is concluded, the trainee and department manager will complete a performance evaluation which will then be reviewed by the preceptor. 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 component. This evaluation will be reviewed during the course instruction period and also sent to ACHF to be placed in the trainee's file.

Once the trainee has completed the entire AIT program, the Office of Long Term care will approve him/her for State and NAB exams. Exams must be attempted within 6 months of completion of the AIT program. If a candidate scores below passing he/she will be required to complete an additional course of study determined by AHCF.

AIT Application Check List

You must meet ALL of the following requirements before applying for admission to the program.

- Possess a high school diploma or GED
- Submit to a background check
- Be at least 21 years old
- Complete AIT application and include all requested documentation
- Pay \$100 application fee plus \$800 course fee totaling \$900
- Have a certified preceptor who has agreed to the mentorship
- Plan to take the state NAB exam within 6 months of AIT course completion

You must meet at least ONE of the following requirements:

- I have an associate's degree (or above) from an accredited college
- I am a registered nurse with 2+ years supervisory experience in a long term care facility
- I am a licensed practical nurse with 3+ years supervisory experience in long term care facility
- I have 6+ years work experience AND 15 semester hours of college level in instruction (only hours for accounting, management, human resources, writing skills or resident care are applicable)

For more information, please contact the Association at 501-374-4422 or AIT@arhealthcare.com.