



Administrator in Training 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 through the Arkansas State Police and have documentation sent to the AHCF office
- Be at least 21 years old
- Complete the AIT application and include all requested documentation
- Pay the \$100 application fee
- Commit to attending all scheduled classes, including 72 hours at the AHCF classroom in Little Rock
- Have a certified preceptor who has agreed to the mentorship and completed the preceptor agreement
- Plan to take the 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)