

**NC STATE BOARD OF EXAMINERS FOR
NURSING HOME ADMINISTRATORS
3733 National Drive, Suite 110
Raleigh NC 27612
919-571-4164**

MEMORANDUM

To: North Carolina Administrators-In-Training
Re: AIT Regulations and Policies

Following is a brief review of the regulations and policies affecting Administrators-In-Training (AITs) in North Carolina. Please take the time to review and understand each of the following items. Should you or your Preceptor have questions or need assistance, please contact the Board Office by calling 919/571-4164 or writing to the address above.

1. **All AITs should have read the "Rules and Statutes for the Licensing of Nursing Home Administrators"**. Special attention should be given to Subchapter 37D Section .0400 which specifically relates to the AIT program.
2. An AIT can hold **no** other position in the nursing home while participating in the AIT program. Section .0400 requires that the AIT be involved in the program a **minimum of 40 hours per week**. Time in excess of 40 hours per week may not be carried over to the next week.
3. **The starting date for an AIT should be determined and the Board Office notified by letter prior to starting the AIT experience.** After the Board is notified of the starting date, an AIT permit letter will be mailed to the AIT. Enclosed with the permit letter will be the weekly/monthly report forms and the forms which the Preceptor is to complete at the end of the program.
4. An outline of the AIT's individual's program plan is to be provided to the Board as part of the complete application package.
5. **Weekly reports (for an AIT with a program less than 20 weeks) or monthly reports (for an AIT with a program of 20 weeks or more) are due in the Board Office within 10 days of the end of that reporting week or month.** If the reports are not submitted as required the AIT may have a loss of training time and/or be required to appear before the Board to respond to their questions.
6. It is the responsibility of the AIT to secure a copy of the **"Rules for the Licensing of Nursing Homes and Home for the Aged Beds When Licensed as a Part of a Nursing Home"** from the Division of Facility Services. Material from this document will be included on the State Examination.
7. State Exams will be offered every six to eight weeks. Notices will be mailed to AITs scheduled to sit for their exams approximately two or three weeks prior to the date.

8. The National Exam is a computer based exam and will be given at the Sylvan Learning Centers in North Carolina. You will be required to submit an application to the Board Office prior to sitting for that exam.
9. Should an AIT find it necessary to change Preceptors, they should contact the Office immediately to ensure that the transition takes place as required without a loss of their training time.
10. An effort should be made by AITs and Preceptors to resolve problems that may arise. Should this not be possible, the AIT and/or Preceptor should contact the Board Office immediately.
11. If an AIT or Preceptor ever has a question concerning procedures or the individual program plan, please contact the Board Office.

The Board and the office staff are available to assist the AIT and Preceptor. Please feel free to contact the Board Office at 919/571-4164 or by writing to the address shown on the first page.

ITEMS NEEDED FOR COMPLETE APPLICATION

- _____ Typed application signed, notarized, picture
- _____ Resume
- _____ College Transcripts (MUST BE ORIGINAL) or Documentation of Supervisory Experience in a Nursing Home (documentation used only if there is no college education)
- _____ Reference Forms (1) _____ (2) _____ (3) _____ (2 Character and 1 Employer)
- _____ Application Fee: **\$150.00**
- _____ Facility Survey Form
- _____ Letter of Acknowledgment from Preceptor
- _____ Letter of Acknowledgment from Owner/Governing Board
- _____ Outline of Curriculum
- _____ AIT Curriculum Request and Rationale Form
- _____ Map To the Facility

COMPLETED APPLICATION MUST BE RECEIVED THREE WEEKS PRIOR TO THE BOARD MEETING