AIT APPLICATION PACKAGE CHECKLIST
ITEMS NEEDED FOR COMPLETE APPLICATION

****Make sure that you have each of these items in our office **3 weeks** prior to the Board Meeting.****

_____ Processing Fee: **$250.00**

_____ Typed application **Signed, Notarized, Picture**

_____ Resume

_____ College Transcripts (**MUST BE ORIGINAL**)

_____ Documentation of Supervisory Experience in a Nursing Home (documentation used only if there is no college education)

_____ Reference Forms **MUST BE ON OUR FORMS**
(1) ____ Character
(2) ____ Character
(3) ____ Employer

_____ Letter of Acknowledgment from Owner/Governing Board

_____ Letter of Acknowledgment from Preceptor

_____ Preceptor Disclosure Form

_____ Facility Survey Form

_____ AIT Curriculum Request and Rationale Form

_____ Outline of Curriculum – **this is in outline form with headings of each department and bullet points explaining what is going to be learned in each department**

_____ Map To the Facility

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