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