

**NC STATE BOARD OF EXAMINERS FOR  
NURSING HOME ADMINISTRATORS**

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## **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, emailing 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 **cannot hold another 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 (regular business hours)**. AITs can complete their **40 hours one week in the AIT and one week off in a position, but this must be set out in the original outline prior to the Board Meeting.** Time in excess of 40 hours per week may not be carried over to the next week.
3. **A complete AIT Application Package must be submitted to the Board Office three (3) weeks prior to a given Board Meeting to be eligible to appear with the Preceptor for a Personal Interview. A completed AIT Application consists of the AIT Application, the required processing fee, a resume, an original college transcript, two (2) Character References on our form, one (1) Employer Reference on our form, a letter from the Governing Board agreeing that the Preceptor can train the AIT in their nursing home, a letter from the Preceptor agreeing to be the AIT's Preceptor, a Facility Survey Form, a map with direction TO the nursing home, the Preceptor Disclosure Form, the AIT Curriculum/Rationale Form, and an outline of the curriculum that has been proposed. (DOWNLOAD CHECKLIST)**
4. **An Outline of the AIT's individual program should be submitted to the Board with the Departments as the headings and bullet points detailing information that will be covered in that Department as part of their AIT Application Package.**
5. **Once approved by the Board, the Preceptor must submit a start date for an AIT to the Board Office prior to AIT beginning the internship.** 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 reporting forms** and the information about the **AIT 6 Day Lecture Class, National and State Exams, the Preceptor Final Evaluation Form** which the Preceptor is required to complete at the end of the program, and the **AIT 6 Day Lecture Class Checklist and Evaluation.**

6. **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 Business 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.
7. 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 Health Services Regulation. Please go to [www.oah.nc.state.us](http://www.oah.nc.state.us); go to Rules Division; click on Administrative Code Online; click on Title 10A; then click on Chapter 13 and scroll down to Subchapter D to download a copy of these rules. Material from this document will be included on the State Examination.
8. State Exams will be offered every six to eight weeks. **AIT Candidates must apply on the State Examination Application to be registered for the State Exam. The application needs to be in the Board Office 3 weeks prior to the Exam Date.**
9. The National Exam is a computer based exam and will be given at a location designated by the National Board. **The AIT will be required to submit a NAB Exam Fee to the Board Office prior to being approved to sit for that exam.**
10. All applicants for Licensure as a Nursing Home Administrator must submit to the Board a Fingerprint Card (**provided by the Board**) along with the Authorization of Release Form and the required Criminal Background Check Fee prior to Licensure. The turn around time for the Criminal Background Check can be anywhere from 1 week up to 6 weeks depending on the legibility of the prints.
11. Should an AIT find it necessary to change Preceptors, they should contact the Board Office immediately to ensure that the transition takes place as required without a loss of their training time. Any change in Preceptor or Facility must be approved by the Board.
12. 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.
- 13. If an AIT or Preceptor ever has a question or concern, 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, emailing or by writing to the address shown on the first page.