

**North Carolina State Board of Examiners
For Nursing Home Administrators**

3733 National Drive, Suite 110
Raleigh NC 27612
919-571-4164 Fax: 919-571-4166
www.ncbenha.org email: ncbenha@mindspring.com

**6-Day Lecture Class
NURSING HOME ADMINISTRATION CLASS**

**Board Office
Raleigh, NC**

On site courses at the Board Office in Raleigh are taught by licensed administrators and others in our profession. **This class is required prior to licensure and should be completed while you are in the AIT Program.** The class is based on the Domains of Practice as well as information from professionals in the industry. **This class is not an exam prep course.** Topics to be discussed below:

**Industry Overview
Leadership/AIT Survival Skills and Exam Prep
Pharmacy/Personnel
Resident Care
Survey Process
Finance**

Classes typically start at 9:00am and usually end around 5pm. There are three 6 day courses offered throughout the year the first course begins in January, the second course begins in May and the third course begins in September.

You may start with any individual session and you may attend in any sequence. For cost see registration form and for more information, please contact:

**Ms. Martha Bell
Associate Director**

**ncbenha@mindspring.com
919-571-4164**

Hotel Accommodations can be made at any of the following hotels:

Residence Inn Raleigh Crabtree	919-279-3000
LaQuinta Inn at Crabtree	919-785-0071
Fairfield Inn Crabtree	919-881-9800
Hampton Inn at Crabtree	919-881-7080
Courtyard Marriott	919-782-6868
Embassy Suites	919-881-0833
Holiday Inn at Crabtree	919-782-8600
Marriott at Crabtree	919-781-7000

There are many hotels in Raleigh these are just some that are less than a mile from the Board Office and are close to Crabtree Valley Mall.

AIT 6 Day Lecture Course Dates

2017

WINTER 2017

January 24, 2017	Industry Overview
January 25, 2017	Leadership/AIT Survival Skills & Exam Prep
February 21, 2017	Pharmacy/Personnel
February 22, 2017	Resident Care
March 21, 2017	Survey Process
March 22, 2017	Finance

SUMMER 2017

May 9, 2017	Industry Overview
May 10, 2017	Leadership/AIT Survival Skills & Exam Prep
June 20, 2017	Pharmacy/Personnel
June 21, 2017	Resident Care
August 15, 2017	Survey Process
August 16, 2017	Finance

FALL 2017

September 19, 2017	Industry Overview
September 20, 2017	Leadership/AIT Survival Skills & Exam Prep
November 1, 2017	Pharmacy/Personnel
November 2, 2017	Resident Care
December 12, 2017	Survey Process
December 13, 2017	Finance

2017 AIT 6 Day Lecture Course

3733 National Drive, Suite 110
Raleigh, NC

Registration Form

PLEASE PRINT OR TYPE

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____ Email Address: _____

Training Facility and Preceptor Name: _____

Date of Board for Interview: _____

Number of Weeks in Training Requested/Granted: _____

PLEASE CHECK THE COURSE DATES YOU ARE INTERESTED IN ATTENDING

_____ Winter 2017 (January 24 & 25, February 21 & 22, March 21 & 22, 2017)

_____ Summer 2017 (May 9 & 10, June 20 & 21, August 15 & 16, 2017)

_____ Fall 2017 (September 19 & 20, November 1 & 2, December 12 & 13, 2017)

FEE: \$150 PER DAY make checks payable to NC BENHA

*****Fee must be received prior to attending each class. Can be paid by check, money order, or by credit card online.*****

REGISTRATION AND FEE MUST BE RECEIVED BY THE BOARD OFFICE NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE COURSE TO ENSURE THAT YOU HAVE A SEAT IN THAT CLASS

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