

**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: [nhaboard@ncbenha.org](mailto:nhaboard@ncbenha.org)

**AIT 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. **These classes are 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  
Personnel/Pharmacy  
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, but are required to complete the 6 different classes (see courses on next page). **Please note that there is limited space and shorter AITs take precedence.** For cost see registration form and for more information, please contact:

**Courtney Saunders  
Executive Assistant**

**nhaboard@ncbenha.org  
919-571-4164**

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

<b>Double Tree at Crabtree</b>	<b>919-782-8600</b>
<b>Residence Inn Raleigh Crabtree</b>	<b>919-279-3000</b>
<b>LaQuinta Inn at Crabtree</b>	<b>919-785-0071</b>
<b>Fairfield Inn Crabtree</b>	<b>919-881-9800</b>
<b>Hampton Inn at Crabtree</b>	<b>919-881-7080</b>
<b>Courtyard Marriott</b>	<b>919-782-6868</b>
<b>Embassy Suites</b>	<b>919-881-0833</b>
<b>Marriott at Crabtree</b>	<b>919-781-7000</b>

**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

## 2023

### WINTER 2023

January 10, 2023	Industry Overview
January 11, 2023	Leadership/AIT Survival Skills & Exam Prep
February 7, 2023	Personnel/Pharmacy
February 8, 2023	Resident Care
March 21, 2023	Survey Process
March 22, 2023	Finance

### SUMMER 2023

May 16, 2023	Industry Overview
May 17, 2023	Leadership/AIT Survival Skills & Exam Prep
June 13, 2023	Personnel/Pharmacy
June 14, 2023	Resident Care
July 25, 2023	Survey Process
July 26, 2023	Finance

### FALL 2023

September 19, 2023	Industry Overview
September 20, 2023	Leadership/AIT Survival Skills & Exam Prep
October 24, 2023	Personnel/Pharmacy
October 25, 2023	Resident Care
December 5, 2023	Survey Process
December 6, 2023	Finance

# 2023 AIT 6 Day Lecture Course

3733 National Drive, Suite 110  
Raleigh, NC

## Registration Form

PLEASE PRINT OR TYPE

Name of Applicant: \_\_\_\_\_

Training Facility: \_\_\_\_\_

Training Facility Address: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Date of Board for Interview: \_\_\_\_\_

Number of Weeks in Training Requested/Granted: \_\_\_\_\_

PLEASE CHECK THE SET OF COURSE DATES YOU PLAN TO ATTEND

\_\_\_\_\_ Winter 2023 (January 10 & 11, February 7 & 8, March 21 & 22, 2023)

\_\_\_\_\_ Summer 2023 (May 16 & 17, June 13 & 14, July 25 & 26, 2023)

\_\_\_\_\_ Fall 2023 (September 19 & 20, October 24 & 25, December 5 & 6, 2023)

**FEE:            \$200 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. ONCE WE RECEIVE YOUR REGISTRATION FORM, YOU ARE SIGNED UP FOR THE ENTIRE SET OF 6 COURSES.**