

**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

2018

WINTER 2018

January 16, 2018	Industry Overview
January 17, 2018	Leadership/AIT Survival Skills & Exam Prep
February 20, 2018	Pharmacy/Personnel
February 21, 2018	Resident Care
March 20, 2018	Survey Process
March 21, 2018	Finance

SUMMER 2018

May 8, 2018	Industry Overview
May 9, 2018	Leadership/AIT Survival Skills & Exam Prep
June 26, 2018	Pharmacy/Personnel
June 27, 2018	Resident Care
August 21, 2018	Survey Process
August 22, 2018	Finance

FALL 2018

September 18, 2018	Industry Overview
September 19, 2018	Leadership/AIT Survival Skills & Exam Prep
October 30, 2018	Pharmacy/Personnel
October 31, 2018	Resident Care
December 11, 2018	Survey Process
December 12, 2018	Finance

2018 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 2018 (January 16 & 17, February 20 & 21, March 20 & 21, 2018)

_____ Summer 2018 (May 8 & 9, June 26 & 27, August 21 & 22, 2018)

_____ Fall 2018 (September 18 & 19, October 30 & 31, December 11 & 12, 2018)

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

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