

**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

**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:

**Hannah Townsend
Executive Assistant**

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

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

Double Tree at Crabtree	919-782-8600
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
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

2024

WINTER 2024

January 30, 2024	Industry Overview
January 31, 2024	Leadership/AIT Survival Skills & Exam Prep
February 27, 2024	Personnel/Pharmacy
February 28, 2024	Resident Care
March 26, 2024	Survey Process
March 27, 2024	Finance

SUMMER 2024

May 21, 2024	Industry Overview
May 22, 2024	Leadership/AIT Survival Skills & Exam Prep
June 18, 2024	Personnel/Pharmacy
June 19, 2024	Resident Care
July 30, 2024	Survey Process
July 31, 2024	Finance

FALL 2024

September 17, 2024	Industry Overview
September 18, 2024	Leadership/AIT Survival Skills & Exam Prep
November 6, 2024	Personnel/Pharmacy
November 7, 2024	Resident Care
December 10, 2024	Survey Process
December 11, 2024	Finance

2024 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 2024 (January 30 & 31, February 27 & 28, March 26 & 27, 2024)

_____ Summer 2024 (May 21 & 22, June 18 & 19, July 30 & 31, 2024)

_____ Fall 2024 (September 17 & 18, November 6 & 7, December 10 & 11, 2024)

FEE: \$200 PER DAY make checks payable to NCBENHA

*****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.**

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