

# PRECEPTOR SEMINAR

**KINGSTON PLANTATION  
MYRTLE BEACH, SOUTH CAROLINA  
APRIL 23, 24 and 25, 2018**

The NC State Board of Examiners for Nursing Home Administrators will offer the **2018 Preceptor Seminars** on **April 23 and 24, 2018 and April 24 and 25, 2018**. **You will need to choose the first seminar dates for Renewal Preceptor Certification and the second seminar dates for Initial Preceptor Certification and Continuing Education Only.** The seminars will be open to all nursing home administrators seeking preceptor certification and/or continuing education credits. **This is the only Preceptor Seminar being planned for 2018 by the NC State Board of Examiners for Nursing Home Administrators.**

## LOCATION

This year's conference will be held at **Kingston Plantation in Myrtle Beach, South Carolina**. Kingston Plantation is located off of North Kings Highway.

## COST OF SEMINAR

The seminar registration fee is **\$350.00** per participant prior to **April 2, 2018** or **\$375.00** per participant **April 2, 2018 or after**. Please note the registration policies on the enclosed registration form. Register immediately to ensure the availability of space in the seminar. **Registration will be accepted on a first come basis and will be accepted by mail with the registration fee accompanying the registration form or email/fax the registration with a credit card payment.** Please visit our website [www.ncbenha.org](http://www.ncbenha.org) to make a credit card payment.

**REGISTER EARLY SPACE IS LIMITED. NO REGISTRATION FOR THE SEMINAR WILL BE ACCEPTED AFTER APRIL 13, 2018.**

## SPEAKERS

**We will have several speakers this year who come from various backgrounds in our industry. We will cover topics including leadership, how to select future AITs, how to effectively teach the AIT, current topics in the industry, and legal issues that our industry faces.**

## ACCOMMODATIONS

To register for your overnight rooms at Kingston Plantation, call 1-800-876-0010 or call (843)449-0006 and refer to our group the NC State Board of Examiners for Nursing Home Administrators. **Our special code is NCB.** Also you can book online at [http://embassysuites.hilton.com/en/es/groups/personalized/M/MYRESES-NCB-20180421/index.jhtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/M/MYRESES-NCB-20180421/index.jhtml?WT.mc_id=POG), make sure that you are booking at the Embassy at Kingston Plantation, on the booking page click on the box that says ADD SPECIAL CODE and then put **NCB** in the box marked "Group Code". We have a block of rooms reserved until **March 21, 2018**. See special rates as follows:

| <b><u>Rooms</u></b> | <b><u>Rates</u></b> |
|---------------------|---------------------|
| Hotel Suites        | \$189               |
| 1 Bedroom Villa     | \$159               |
| 2 Bedroom Villa     | \$186               |

Individual cancellations must be made seven (7) days prior to arrival date or a one night's deposit will be forfeited.

**Participants are responsible for making their own reservations**

## CANCELLATION POLICIES

Seminar registration fees will be refunded for written cancellations received on or before Friday, March 23, 2018 minus a \$50 handling fee. There will be a 50% handling fee for all written cancellations received after March 23, 2018, but received on or before Friday, April 13, 2018. No refund will be available after April 13, 2018. Phone cancellations will not be accepted.

## CONTINUING EDUCATION CREDIT

This year's seminars will be April 23<sup>rd</sup> and April 24<sup>th</sup> for the Renewal Group and the second seminar will begin on April 24<sup>th</sup> and end on April 25<sup>th</sup> for the Initial Group. If you are attending for Continuing Education ONLY please register for the April 24<sup>th</sup> & 25<sup>th</sup> Seminar. The two groups will meet together on April 24<sup>th</sup>. Administrators can attend for continuing education only. The seminar will provide participants with **10.0 hours of Continuing Education Credit.**

### Schedules: (SCHEDULES ARE SUBJECT TO CHANGE)

#### Renewal Group

Monday, April 23, 2018

|                     |                |
|---------------------|----------------|
| Registration begins | 7:30 - 8:00 AM |
| Class               | 8:00 - 1:30 PM |

#### Renewal and Initial Groups

Tuesday, April 24, 2018

|              |                |
|--------------|----------------|
| Registration | 7:30 - 8:00AM  |
| Class        | 8:00 - 1:30 PM |

#### Initial Group

Wednesday, April 25, 2018

|       |                 |
|-------|-----------------|
| Class | 8:00 - 1:30 PAM |
|-------|-----------------|

**NOTE: Completion of the Preceptor Seminar is only one requirement for certification as a preceptor. Subchapter 37D Section .0500 provides information relating to the requirements for certification. It is necessary that your application for initial or renewal certification be presented to the Board for review prior to certification being granted.**

## TOPICS TO BE DISCUSSED

- How to Conduct and Structure a Successful AIT Program
- Responsibilities as a Preceptor
- Developing an AIT Curriculum and Rationale Form
- Helping your AIT prepare for Examinations
- Regulatory and Ethical Issues

**AS AN ADMINISTRATOR, DO YOU KNOW HOW TO LEAD YOUR STAFF, TRAIN AN AIT AND RUN A FACILITY SUCCESSFULLY? COME TO THE PRECEPTOR SEMINAR.**

**REGISTRATION FORM**  
**PRECEPTOR SEMINAR**

Kingston Plantation  
**APRIL 23<sup>rd</sup> AND 24<sup>th</sup> or April 24<sup>th</sup> and 25<sup>th</sup>, 2018**  
**Myrtle Beach, South Carolina**

NAME \_\_\_\_\_

FACILITY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
**(Street/P.O. Box, City, State, Zip Code)**

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PLEASE INDICATE WITH AN "x" BESIDE THE APPROPRIATE COURSE DATE YOU WISH TO ATTEND**

\_\_\_\_\_ **APRIL 23 & 24, 2018**

\_\_\_\_\_ **APRIL 24 & 25, 2018**

(Administrators registering for initial or renewal certification as a Preceptor will automatically receive **10.0 hours of continuing education credit** for the renewal of their nursing home administrator license.)

**REGISTRATION FEES:**

|                                   |                                |                 |
|-----------------------------------|--------------------------------|-----------------|
| <b>Advanced Registration Fee:</b> | <b>prior to April 2, 2018</b>  | <b>\$350.00</b> |
| <b>Late Registration Fee:</b>     | <b>April 2, 2018 and after</b> | <b>\$375.00</b> |

**REGISTRATION POLICIES:**

- Please use a separate form for each individual
- Registrations can be made by mail, fax, or email
- Fee **must** accompany the registration form if completed by mail or by email/fax registration form with the online credit card payment. Please visit our website [www.ncbenha.org](http://www.ncbenha.org) to make a credit card payment.  
**\*\*\*You will not be officially registered until this form & payment is received.\*\*\***
- Registrations accepted on a first come basis
- **A \$50.00 fee will be retained for cancellations received on or before March 23, 2018 (all cancellations must be made in writing)**
- **A 50% handling fee will be retained for all written cancellations received after March 23, 2018 but before or on April 13, 2018 (all cancellations must be made in writing)**
- No refund will be made for cancellations received after **April 13, 2018**
- Please note Preceptor Certification Requirements before Registering - Subchapter 37D Section .0500 of the Rules and Statutes for the Licensing of Nursing Home Administrator

**RETURN THIS FORM ALONG WITH THE APPROPRIATE REGISTRATION FEE TO**

NC Board of Examiners for NHA  
3733 National Drive, Suite 110  
Raleigh NC 27612