


A serene beach scene with turquoise water, white foam, and a person on a surfboard in the distance.

Preceptor Seminar

April 28-30, 2025



Preceptor Qualifications

Subchapter 37D Section .0500 Rule .0502

- Administrator of Record
- Administrator for a minimum of two years (One year if you have a Masters of Healthcare Administration)
- Attend the Preceptor Seminar
- 40 Hours of Continuing Education



If you meet all requirements

- **Please make sure you submit your application to become a Preceptor.**
- **Once approved, your certification will expire at the same time as your regular license. The Board will set up this process, so each time you renew your NHA License you should also submit the Renewal Preceptor Application to stay current.**
- **The Preceptor Seminar is good for 2 years. Keep in mind you must attend the Preceptor Seminar prior to renewing your Preceptor Certification**



Did You Know

- **If you accept an AIT, you can receive 5 hours of continuing education credit at the completion of their AIT Program.**
- **You could receive up to 10 hours CE credit in a renewal period if you had an AIT each year.**



Your Responsibilities As the Preceptor

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Selecting an AIT & Determining the Number of Weeks

- Interview
- Utilize the Non-Binding Guide for Number of Weeks
- Help the AIT pull together the application package
- Board Meeting Dates and Deadlines



Evaluate your Future AIT

- Interview the AIT
- Make sure the candidate meets the Educational Requirements
- Review their Resume
- Assess their knowledge of Long-Term Care
- Look at the AIT Guide for Number of Weeks
<http://ncbenha.org/forms/AITWeeksGuide.pdf>
- Make sure they are willing to put in the 40 hours per week required



Educational Requirements for AITs

- 60 Semester Hours from an Accredited University, College or Community College or
- A minimum of One Year of College (30 Semester Hours) with a 2.0 GPA plus a minimum of 2 years of Supervisory Experience in a Nursing Home (supervising one or more employees with responsibility of hiring and firing)



Where do you find the AIT Information

- www.ncbenha.org under the Education Tab then click on AIT
- All the applications and forms are there as well as a checklist for complete application packages



Utilizing the AIT Guide for Number of Weeks

- Please review this Guide prior to suggesting the number of weeks for the AIT Program
- Look at each candidate individually and consider their strengths and weaknesses to fully evaluate how many weeks are needed in each department.
- This will help in designing a good curriculum.

Nonbinding Guideline for Calculating AIT Internship

- **50 weeks** **30 Semester Hours with 2 years of Supervisory Experience**
- **60 Semester Hours**
- **Associate Degree**
- **Diploma Nurse**
- **36 weeks** **BS/BA Degree**
- **MA Degree**
- **30 weeks** **MA Degree with Experience in Long Term Care (minimum 1 year)**
- **24 weeks** **Director of Nursing in Long Term Care with less than 4 years Experience**
- **MA/Health Care Administration**

******12 weeks or less DON 4 out of the last 5 years or Hospital Administrator with equivalent duties refer to Subchapter 37D, Section .0400, Rule .0412**

• The North Carolina Board of Examiners for Nursing Home Administrators has adopted this guideline pursuant to NCGS 150B-2(8a)© & (g) to assist Preceptors in determining the number of weeks needed for the Administrator-in-training (AIT) internship. It is intended to be a useful guide, not a rule and not a standard. Each application is different and the Board may adjust these weeks on an individual basis. Likewise, the Preceptor/AIT may present more or less weeks for the Board to consider depending on the AIT's individual knowledge and experience.

- **AIT Curriculums must be presented in whole weeks and AITs should begin their program on Mondays instead of the middle or end of the week.**

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Items Needed for a Complete Application

- **Processing fee of \$300**
- **Typed Application, Signed, Notarized with a Picture**
- **Resume**
- **Original College Transcripts**
- **References MUST BE ON OUR FORMS**
- **(2 Character and 1 Employer)**
- **Letter from Owner/Regional/
Governing Board**
- **Letter from Preceptor accepting AIT**



Items Needed for a Complete Application

- Letter from Owner/Regional/Governing Board
- Letter from Preceptor accepting AIT
- Preceptor Disclosure Form
- Facility Survey Form
- AIT Curriculum Request and Rationale Form (explain what the AIT has done in the past to be able to accomplish requirements in the number of weeks requested)
- Outline of Curriculum – This is a basic outline of each Department with bullet points explaining what the AIT will learn in that Department
- Location/Directions to the Facility
- *****All Items MUST Be Received 3 Weeks Prior to the Board Meeting*****



Preceptor's Portion of the AIT's Application

- Letter from you (the Preceptor) agreeing to Precept the AIT in your facility
- Letter from the Governing Board/Owner/Regional agreeing to allow you to train the AIT in their facility
- Preceptor Disclosure Form
- Facility Survey Form
- AIT Curriculum Request and Rationale Form
- Curriculum Outline
- Map/Directions to your facility



AIT Curriculum & Rationale Form Curriculum Outline

AIT Curriculum and Rationale Form

- This form is used to describe what your AIT has done in their past to explain why they only need a specific number of weeks in each department.
- You and the AIT should discuss their experiences and complete this form together. Let the AIT type up what you both have discussed for submission.

Curriculum Outline

- Build a basic outline for each Department of the Nursing Home.
- We are looking for the Department title and then bullet points explaining what the AIT is going to learn in the specific Department

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Utilize the NAB Website

- www.nabweb.org
- Under Seeking Licensure click on AIT Program Manual
- This is an AIT Program Manual that the NAB and ACHCA partnered together to guide the Preceptor as well as the AIT in creating a solid foundation in Long Term Care.



What Happens Next

- Everything is complete for the AIT's Application Package, and it is in the Board's Office 3 weeks prior to the next Board Meeting.
- You must come to the Board Meeting with your AIT for their personal interview.
- Once approved by the Board, the Preceptor, **MUST** submit a signed letter with a Start Date for the AIT to start training in your facility.
- Begin the AIT.
- The Board Office will send a Permit Letter to the AIT along with all the reporting forms, exam information and applications, and AIT 6 Day Lecture Class registration form.



Board Meeting Dates for 2025

- May 14, 2025
- June 25, 2025
- August 13, 2025
- October 8, 2025
- December 3, 2025
- ***Deadline dates are 3 weeks prior to the Board Meeting Date***



AIT Reports

- An AIT with less than 20 weeks will complete Weekly Reports
- An AIT with 20 or more weeks will complete Monthly Reports



Board's Expectations of AIT's Time Spent In the Facility

- 40 hours per week Monday through Friday during the main business day.
- Spend a minimum of 4 hours per week one on one with the Preceptor.
- If there is a scheduled vacation or if the AIT is out sick, time must be added to the end of the AIT Program. The AIT will need to notify the Board Office by email dates of vacation or sick time off.
- If the AIT needs to complete the program every other week, they **MUST** submit a calendar explaining what weeks they are in the AIT Program and what weeks they are out.

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Make sure your AIT Stays on Track

- Reports
- Classes
- Exams
- Criminal Background Check



Reports

- Please read your AIT's Reports.
- We would appreciate comments from the Preceptor giving us your perspective on how the AIT is progressing through the program.
- Make sure you are spending a minimum of 4 hours per week one on one with the AIT.
- If the AIT is not working out, please contact the Board Office.



AIT Classes

- Once approved by the Board, look at the AIT 6 Day Lecture Class Schedule. Make sure your AIT is signing up for the Classes when they start their training. Classes are offered 3 times a year. We have Winter, Summer and Fall Classes.

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State Exam Study Materials

- Your AIT needs to download a copy of the Rules and Statutes for the Licensing of Nursing Home Administrators
<http://www.ncbenha.org/rules.html>
- They MUST download a copy of the Rules for the Licensing of Nursing Homes
<http://reports.oah.state.nc.us/ncac.asp> Click on Title 10A, then click on Chapter 13, scroll down to Subchapter D



Registering and Scoring for the State Exam

- AIT must submit the State Exam Application to register for the State Exam. <http://ncbenha.org/forms/StateExam.pdf>
- Make sure the Board receives the exam application 3 weeks prior to the State Exam. Exams are offered the day after the Board Meeting.
- There are 50 questions on the State Exam. A candidate must score 75% correct to pass.



Total State Exam Given

2024 State Exam Results

	Total	Passing	Percentage
AITs	39	32	82%
RECs	36	23	59%
Temp.	22	13	64%
Reinst.	2	2	100%
Total	99	70	71%



NAB Exam Study Materials

- <https://www.nabweb.org/seeking-licensure/exam-study-material>
- **From the beginning of the AIT make sure your AIT has access to the NAB Exam Candidate Handbook and the NAB Exam References**

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NAB Exam Domains of Practice

- Care, Services and Supports
- Operations
- Environment and Quality
- Leadership and Strategy



NAB CORE Exam Scoring

Domain	#Questions
Care, Services and Supports	39
Operations	37
Environment & Quality	13
Leadership & Strategy	11
TOTAL	100
passing point	72



NAB NHA Exam Scoring

Domain	# Questions
Care, Services and Supports	27
Operations	17
Environment & Quality	16
TOTAL	60
passing point	42



How to Register for the NAB Exam

Your AIT will need to go to the NAB website www.nabweb.org to create an account. If they have purchased the NAB Study Guide, they may have an account already. If not, they will go to “Sign In” at the top Right of the website. Then they will see at the bottom a place to click as a New Customer to set up an account. Once they have an account, they will go to Customer Center and there they will be able to find under My Actions a place for Candidate – Exam Applications.

Your AIT will want to register for the NAB Combo Exam (CORE & NHA). To complete the exam process they must complete the application as well as pay for the exams.

Once they have paid and completed the process, the NAB will notify the Board that the candidate has applied. The board must approve the candidate’s application prior to the candidate being eligible to schedule a time to take the exam.

The Board must receive the \$50 NAB Exam Fee prior to approving the candidate to sit for the exam.



Total NAB Exams Given

2024 NAB Exam Results

	Total	Passing	Percentage
NAB CORE	40	34	85%
NAB NHA	38	34	89%
NAB CORE & NHA	78	68	87%

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Criminal Background Check

Your AIT needs to start this process 3 to 4 weeks prior to the end of their AIT Program. Information is on our website

<http://ncbenha.org/forms/CriminalBackgroundCheckLiveScan.pdf>

AITs must submit the forms to the Board Office along with the \$38 Criminal Background Check Fee.

The Results are taking around 4 weeks to get back to our office.



Preceptor Final Responsibility for the AIT

At the end of all this training, please make sure you complete the Preceptor Evaluation of the AIT.

<http://ncbenha.org/forms/PreceptorFinal.pdf>

This will help the AIT complete their requirements for Licensure.

The relationship between Preceptor and AIT is never final. Hopefully, the AIT will stay in touch and feel comfortable reaching out to ask questions or let you know how they are doing.



We hope being a Preceptor is a rewarding experience and you will continue to train new AITs.

NAB CE REGISTRY

Make sure you have signed up for an account on the NAB website www.nabweb.org look for CE Registry.

We no longer log any NAB approved courses on our database. You can access the NAB Continuing Education Database through this link <https://www.nabweb.org/licensed-professional/ce-database>

We take all NAB approved courses.

If a course is Distance Learning but is Live Streamed (on a specific day at a specific time we will count it as an in-person class).

You can only have up to 10 hours of Distance Learning/Self-Study (prerecorded, book courses or computer self guided courses completed on your own time) every renewal period.



Thank you for being a Preceptor

- **The Board appreciates
you giving back to our
industry**