



**State of Alabama Board of Examiners of  
Nursing Home Administrators  
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On November 11, 2016, The National Association of Long Term Care Administrator Boards (NAB) and the American College of Health Care Administrators introduced two new training programs – the Administrator-in-Training (AIT) and Preceptor Programs.

Essentially, the Administrator-in-Training (AIT) and Preceptor Programs go hand-in-hand: the AIT Program is a supervised internship, during which the AIT works and trains under a Preceptor's guidance.

Goals of the AIT Program

Working together, the AIT and Preceptor develop their particular program based on education, experience, knowledge, skills and abilities. The National AIT program has three goals:

1. Spur and enhance the AIT's professional development in the field of long-term care (LTC) administration
2. Equip the AIT with the tools and knowledge they will need as an administrator
3. Engage the AIT in observing and participating in activities associated with administration or resident/patient care

Goals of On-Line Preceptor Training Program

The Preceptor Training Program focuses on four goals:

1. Show the basics of how AIT experiences work
2. Recognize that the preceptor's relationship with the AIT is more critical to their success than any factual information the preceptor could impart
3. Prepare the preceptor to lead in building a relationship that embodies mutual respect, trust, honesty and acceptance of risk
4. Ensure the preceptor will be both a guide and a role model as s/he facilitates the orientation, development, and professional growth of their AIT

At its regularly scheduled Board meeting on December 8, 2016, the Alabama Board of Examiners of Nursing Home Administrators unanimously approved these two programs.

All licensees will now have 24/7 access to preceptor training! The Board will no longer conduct training in conjunction with the Alabama Nursing Home Association on an annual basis.

Individuals who wish to become Alabama certified preceptors meet the criteria specified in the Board's rules and regulations at 620-X-5-.07. A copy of the regulations can be found on the Board's website at [www.alboenha.alabama.gov](http://www.alboenha.alabama.gov) and go to the "Rules and Reg" link.

Although AIT Manual is designed for a 1,000 hour program, the information is beneficial for all AITs.

Those individuals who wish to become preceptors must do the following:

1. Complete the NAB Preceptor Training (All Modules) – approximately 5 hours. Administrators will receive CEUs for completing the entire training program.
2. Print proof of course completion.
3. Send the following to the Board:
  - a. Copy of preceptor course completion
  - b. Preceptor Certification or Preceptor Recertification form
  - c. Fee of \$100 – check or money order
  - d. Current copy of resume
  - e. Completed Board's Rules and Regulations Attestation Form

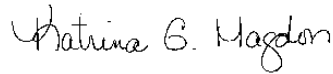
Once this information is received, the Board may approve you as a preceptor for a period of up to 3 years. All preceptors must re-certify every three years.

To access these training programs, visit [Preceptor Information - NAB \(nabweb.org\)](http://nabweb.org).

Preceptor forms and rules can be found on our website at [www.alboenha.alabama.gov](http://www.alboenha.alabama.gov).

If you have any questions or if I can be of further assistance, please do not hesitate to call.

Sincerely,



Katrina G. Magdon  
Executive Secretary