

Assisted Living Facility Preceptor

What is an Assisted Living Facility Administrator-in-Training (AIT) program?

To become a licensed Assisted Living Facility Administrator (ALFA) in Virginia, an applicant first must complete an Assisted Living Facility Administrator-in-Training program. In this program, AITs, under the guidance of a Preceptor, will complete training that will prepare them to eventually apply for full licensure as an ALFA.

The program requires up to 640 hours of training over the course of two years, unless the AIT has specific prior experience that allows for a reduction in the number of hours required. AITs may not complete more than 40 hours of training a week and are required to serve weekday, evening, night, and weekend shifts to receive training in all areas of assisted living facility operation.

To Apply

The application to register as a Preceptor can be found on the [Board's website](#). The components of a completed application include the online application form and fee, certificates of completion of the online NAB Preceptor Training Modules, a National Practitioner Data Bank (NPDB) Self Query, verification of licensure, and verification of work experience.

What is a Preceptor?

A Preceptor is an Assisted Living Facility Administrator or Nursing Home Administrator (NHA) currently licensed and registered to oversee an ALF AIT program. Essentially, you are the mentor for the duration of an AIT's training for licensure. To be a Preceptor, you must hold a current, unrestricted license and be employed full time as an administrator in a training facility for a minimum of two of the past four years immediately prior to registration.

AITs establish an agreement with an available, registered Preceptor who can supervise their AIT training program, or with a licensed ALFA or NHA who becomes registered as an ALFA Preceptor. Preceptors must be routinely present with the trainee for on-site supervision. Additionally, a Preceptor may not supervise more than two AITs at one time.

Being a Preceptor can fulfill continuing education requirements!

An ALFA or NHA licensee who serves as the registered Preceptor in an approved AIT program may receive one hour of continuing education credit for each week of training up to a maximum of 10 hours of self-study course credit for each renewal year.

Resources

Board FAQ Page: www.dhp.virginia.gov/nha/preceptor_faq.htm

NAB Resources: www.nabweb.org/seeking-licensure/preceptor-information

LeadingAge Virginia: www.leadingageva.org/page/student_hub

ACHCA Resources: www.achca.org/ait-preceptor-resources