

Nursing Home Preceptor

What is a Nursing Home

Administrator-in-Training (AIT) program?

To become a licensed Nursing Home Administrator (NHA) in Virginia, an applicant may first be required to complete a Nursing Home Administrator-in-Training program. In this program, AITs, under the guidance of a preceptor, will complete on-the-job training that will prepare them to eventually apply for full licensure as an NHA.

The program requires up to 2,000 hours of training over the course of two years, with total hours based upon the AIT's education or prior experience. AITs may not receive credit for more than 40 hours of training a week and are required to work weekday, evening, night, and weekend shifts to receive training in all areas of nursing home operations.

To Apply

The applications to register as a Preceptor can be found on the [Board's website](#). The components of a completed application include:

- Online application form and fee,
- National Practitioner Data Bank (NPDB) Self Query,
- Certificates of completion of the online NAB Preceptor Training Modules,
- Verification of licensure, and
- Verification of work experience.

What is a Preceptor?

A Preceptor is a Nursing Home Administrator currently licensed and registered to oversee an 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 three 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 NHA who becomes registered as an NHA 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 NHA licensee who serves as the registered Preceptor in an approved Nursing Home 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