



Virginia Department of
Health Professions
 Board of Long-Term Care Administrators

9960 Mayland Drive, Suite 300
 Henrico, Virginia 23233
www.dhp.virginia.gov/nha

(804) 367-4595 (Tel)
 (804) 939-5973 (Fax)
 Email:
ltc@dhp.virginia.gov

ASSISTED LIVING FACILITY ADMINISTRATORS EDUCATION AND EXPERIENCE MATRIX

EDUCATION	EXPERIENCE	ALF AIT REQUIREMENTS
Complete at least 30 semester hours of postsecondary education in an accredited college or university with at least 15 of the 30 semester hours in business or human services or a combination thereof		640 hours in AIT program in 24 months
Complete at least 30 semester hours of postsecondary education in an accredited college or university with at least 15 of the 30 semester hours in business or human services or a combination thereof	Full-time employment for 1 out of the past 4 years as an assistant administrator in a licensed ALF or nursing home or full-time employment for 1 out of the past 4 years as a hospital administrator	480 hours in AIT program in 24 months
Baccalaureate or Masters degree in an unrelated field		480 hours in AIT program in 24 months
Baccalaureate or Masters degree in health care-related or comparable field that meets specific coursework requirements with no internship		320 hours in AIT program in 24 months
30 semester hours from college or university with courses in specific long-term care related content areas (See 18VAC95-30-100(B))		480 hours in AIT program in 24 months
Graduate of LPN program	Holds current unrestricted LPN license	640 hours in AIT program in 24 months
Graduate of LPN program	Holds current unrestricted LPN license with administrative level supervisory position in nursing for at least 1 out of the past 4 years in a licensed ALF or nursing home	480 hours in AIT program in 24 months
Graduate of RN program	Holds current unrestricted RN license	480 hours in AIT program in 24 months
Graduate of RN program	Holds current unrestricted RN license with administrative level supervisory position in nursing for at least 1 out of the past 4 years in licensed ALF or nursing home	320 hours in AIT program in 24 months

EDUCATION	EXPERIENCE	ALF AIT REQUIREMENTS
High school diploma or general education diploma (GED)	Have at least three years of health care experience, to include at least one consecutive year in a managerial or supervisory role, in a health care setting within the five years prior to application. For purposes of this qualification, these definitions shall apply: (i) "health care experience" means full-time equivalency experience in providing care to residents or patients in a health care setting; (ii) "health care setting" means a licensed home health organization, licensed hospice program, licensed hospital or nursing home, licensed assisted living facility, licensed adult day program, or licensed mental health or developmental services facility; and (iii) "managerial or supervisory role" means an employment role that includes management responsibility and supervision of two or more staff.	640 hours in AIT program in 24 months
CERTIFICATE PROGRAM: Hold a baccalaureate or higher degree in a field unrelated to health care <u>and</u> complete certificate program w/ 21 semester hours in health-care related field that meets specific coursework requirements (See regulation 18VAC95-30-100(B))	As part of the certificate program, completed not less than 320-hour internship/practicum in an assisted living facility under the supervision of a preceptor that addresses the Domains of Practice content areas	No additional AIT required
HEALTH CARE DEGREE: Hold a baccalaureate or higher in health care-related field that meets specific coursework requirements (See regulation 18VAC95-30-100(B))	As part of the degree program, completed not less than 320-hour internship/practicum in an assisted living facility under the supervision of a preceptor that addresses the Domains of Practice content areas	No additional AIT required