**Notice of Changes to Board Regulations for Administrators-in-Training (AITs) and Preceptors**

Amendments to the Board’s Regulations Governing the Practice of Nursing Home Administrators (Ch. 20) and Assisted Living Facility Administrators (Ch. 30) are set to become **effective on** **December 21, 2022**.

**Updates to AIT Program Requirements (NHA)**

Effective December 21, 2022, NHA AIT Program regulations will be updated to include the following requirements and clarifications, which will be reflected on the templates for training plans and for monthly/final AIT reports:

* An AIT shall receive credit for no more than 40 hours of training per week. (\*Note: NHA AITs are still required to serve weekday, evening, night and weekend shifts.)
* An AIT shall complete training on the care of residents with cognitive or mental impairments, including Alzheimer's disease and dementia.
* A preceptor shall be routinely present with the trainee for on-site supervision in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility.
* An AIT program shall include training in each of the learning areas (Domains of Practice) as outlined in the [NAB AIT Manual](https://www.nabweb.org/new-ait-program-manual).

([18VAC95-20-310](https://law.lis.virginia.gov/admincode/title18/agency95/chapter20/section310/), [-340](https://law.lis.virginia.gov/admincode/title18/agency95/chapter20/section340/), [-390](https://law.lis.virginia.gov/admincode/title18/agency95/chapter20/section390/), [-400](https://law.lis.virginia.gov/admincode/title18/agency95/chapter20/section400/))

**Updates to AIT Program and Facility Requirements (ALFA)**

Effective December 21, 2022, ALF AIT Program regulations will be updated to include the following training and facility requirements. These changes will be reflected on the templates for monthly reports of completion:

* An AIT program shall include training in each of the learning areas (Domains of Practice) as outlined in the [NAB AIT Manual](https://www.nabweb.org/new-ait-program-manual).
* An AIT shall receive credit for no more than 40 hours of training per week. (\*Note: ALF AITs are still required to serve weekday, evening, night and weekend shifts)
* An AIT shall complete training on the care of residents with cognitive or mental impairments, including Alzheimer's disease and dementia.
* A preceptor shall be routinely present with the trainee for on-site supervision in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility.
* Training in an ALF AIT program or for an internship **shall not** be conducted in:

1. An assisted living facility with a provisional license as determined by the Department of Social Services in which the AIT program is a new ALF AIT program;
2. An assisted living facility with a conditional license as determined by the Department of Social Services in which the AIT applicant is the owner of the facility;
3. A facility that is licensed as residential only and does not require an administrator licensed by the Board of Long-Term Care Administrators; or
4. An assisted living facility with a licensed resident capacity of fewer than 20 residents.

([18VAC95-20-160](https://law.lis.virginia.gov/admincode/title18/agency95/chapter30/section160/), [-170](https://law.lis.virginia.gov/admincode/title18/agency95/chapter30/section170/), [-180](https://law.lis.virginia.gov/admincode/title18/agency95/chapter30/section180/), [-190](https://law.lis.virginia.gov/admincode/title18/agency95/chapter30/section190/))

**FAQ’s – Updates to Regulations for AITs and Preceptors**

**What regulations were amended or updated?**

The regulatory amendments impact a number of regulations related to AIT training (NHA and ALFA), as well as provisions related to continuing education for both NHAs and ALFAs.

To see the interlined changes to the text of the Board’s previous regulations, please [click here](https://townhall.virginia.gov/L/ViewXML.cfm?textid=17216).

**When do the regulatory changes become effective?**

The amendments to the regulations become effective on December 21, 2022.

**Has the Board updated its reporting forms for AITs and preceptors?**

Yes, updated AIT reporting forms and training plan (Domains of Practice) forms will be available on the Board’s website on the [Applications & Forms](https://www.dhp.virginia.gov/nha/nha_forms.htm) page.

**Should I start using the updated AIT reporting forms?**

You may begin using the updated AIT reporting and training forms as of December 21, 2022. The Board will continue to accept older forms that document AIT training for current AITs through the completion of their current AIT training. For any questions regarding forms, please contact Board staff at [ltc@dhp.virginia.gov](mailto:ltc@dhp.virginia.gov).

Preceptors and AITs are encouraged to use the [NAB AIT Manual](https://www.nabweb.org/new-ait-program-manual) as a resource and tool to assist in the completion of AIT training plan documents.