

Assisted Living Facility Administrator-in-Training

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

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

You can find the application to become an [AIT online](#). The components of a completed application include:

- Confirmation of Preceptor and training facility,
- Application form and fee,
- Proof of education (i.e., transcripts), and
- Training plan (Domains of Practice).

Verification of work experience may be required, if applying for a modified training program.

The program lasts no longer than 24 months, during which time you will complete up to 640 hours of training, based upon education and experience. AITs may not receive credit for more than 40 hours of training a week and must serve weekday, evening, night, and weekend shifts. To find out if you qualify for a reduction in hours, refer to the [ALFA Education and Experience Matrix](#) on the Board's website.

Each month, you will have to complete a Monthly Report that will be submitted to the Board of Long-Term Care Administrators. At the end of your program, you submit the Documentation of Completion form, and once approved, you can apply for full licensure!

What is a Preceptor?

A Preceptor is an Assisted Living Facility Administrator currently licensed and registered to oversee an AIT program. Essentially, they are your mentor for the duration of your training for licensure.

How do you find a preceptor?

The Board offers a [list of licensed Preceptors](#) who have volunteered to list their information in a public directory and may be available to provide training. You can also use the [DHP License Lookup](#) feature online to search by occupation or area. Additionally, the long-term care provider associations listed on the "[Affiliated Associations](#)" page of the Board's website may be able to provide more information to assist you in locating a Preceptor.

Note: Preceptors may have reasons, such as scheduling conflicts, for not being able to precept during the time you are requesting.

What is an Acting ALF AIT? How is it different?

An Acting ALF AIT is someone who has also assumed the responsibility as the acting administrator in an Assisted Living Facility while simultaneously completing their AIT program with approval from the Department of Social Services (DSS) and the Board. When the acting administrator intends to become the licensed administrator, an AIT program is required before applying for licensure.

Resources

Board FAQ Page: https://www.dhp.virginia.gov/nha/alfa_ait_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