

Nursing Home Administrator-in-Training

What is a Nursing Home Administrator-in-Training (AIT) program?

To become a licensed Nursing Home Administrator (NHA) in Virginia, you may be required to complete a Nursing Home 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 NHA.

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).

If applying for a modified training program, you may be required to provide additional verification of work experience.

The program lasts no longer than 24 months, during which time you complete up to 2,000 hours of training, including hours during weekday, evening, night, and weekend shifts. AITs may not receive credit for more than 40 hours of training a week. You may be approved to complete less training hours if you meet specific criteria listed in [18VAC95-20-310](#).

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 will submit the Documentation of Completion form, and once approved, you can apply for full licensure!

What is a Preceptor?

A Preceptor is a Nursing Home Administrator who is 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 professional 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.

Additional Resources

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