



## **Administrator In Training Program for Nursing Care Institution Administrators FAQ's**

### **1. What is an Administrator-in-training program?**

The Administrator-in-Training (AIT) Program was developed for persons who would like to become long-term care administrators. It is an opportunity for on-site training to study and understand the operations of long-term care facilities. A person who does not meet the licensure criteria established, by the Arizona State Board of Examiners for Nursing Care Institution Administrators and Assisted Living Facility Managers (NCIA) must complete an approved AIT program.

### **2. Who Administers the AIT Program?**

The NCIA and the Arizona Chapter of the American College of Health Care Administrators (AzACHCA) administer the AIT program. The AIT Program of the Arizona Chapter is approved by the NCIA.

### **3. What is the Administrator-in-training Program Advisory Committee (AIT PAC)?**

The AIT program is the specific responsibility of the Administrator-in-Training Program Advisory Committee (AIT PAC) of Arizona Chapter of the American College of Health Care Administrators (AzACHCA). Questions concerning the AIT training program and application process should be directed to the current AIT PAC Chair.

### **4. How long is an AIT Program?**

In Arizona, the AIT program must be 1,000 hours, a minimum of 6 months or a maximum of 12 months.

### **5. Where can I find an AIT Program?**

To become an AIT, a person must first identify a licensed nursing home administrator who is certified to be an AIT Preceptor by AzACHCA, and who is willing to sponsor and manage the AIT within his or her institution.

### **6. Is there a list of Certified Preceptors?**

Currently, we do not publish a list of certified preceptors. However, we are here to help with any questions you may have. Feel free to contact the AIT PAC Chair for more information.

### **7. Where do you get an AIT Application?**

You can receive an AIT Application directly from a Certified Preceptor/Administrator. AIT applications once completed should be returned to the AIT PAC Chair.

### **8. What qualifications do you need to apply for an AIT Program?**

Please refer to Article 2. Nursing Care Institution Administrator Licensing, R4-33-201  
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### **9. Certified Preceptor Requirements**

- The Preceptor must maintain a current nursing home administrator's license for the state of Arizona during the AIT program.
- The Preceptor must have been licensed administrator in Arizona by the NCIA for two (2) years.

- No disciplinary actions have been taken against his/her license in the last three (3) years. This does not include a letter of concern.
- The Preceptor must be the administrator of record of the licensed facility (facilities) approved as training site(s), and available to give the AIT direct supervision.
- A Preceptor must have satisfactorily completed a six-hour Preceptor Certification Training Program conducted by the Arizona Chapter of the American College of Health Care Administrators, or other such program approved by the NCIA Board, prior to serving as a Preceptor. This is required for all licensed administrators seeking to be certified as Preceptors in Arizona, including those who are certified as Preceptors in other states. A three (3) hour refresher course will be required every three (3) years to renew certification. If certification has expired by more than six months, the Preceptor will be required to take the full six-hour training program in order to be certified.

**10. How often are NCIA Board approved Preceptor Trainings provided?**

NCIA Board-approved Preceptor Trainings are provided twice a year, once in the spring and once in the fall. Registration forms can be obtained once a date has been set through the AIT PAC Chair. They are also distributed via the Arizona Healthcare Association and Leading Age of Arizona.

**11. Can you maintain other employment while going through an AIT Program?**

If you are enrolled in a full-time program, it is not recommended to maintain other employment due to the demanding nature of an AIT Program.

**12. Are AIT Programs paid?**

While many Administrator in Training (AIT) programs do offer compensation, there are some that do not. If you are considering an AIT program, it is a good idea to check with the specific institution or employer for detailed information about compensation. If you are considering an AIT Program, make sure to inquire whether it is a paid or unpaid opportunity.

**13. How often are AIT Programs Approved?**

The AIT PAC Committee meets on the third Friday of every month to review and approve new AIT Programs. Applications must be received prior to the meeting and considered Administratively complete to be reviewed.