

**Administrator-in-Training Course Application
(please print legibly)**

Full Name: _____

Email: _____

Mailing Address: _____

City _____

State _____ Zip _____

Phone: _____

Fax: _____

Have you worked or are working in the Assisted Living Industry? **YES** **NO**

If yes, what was or is your title? _____

Have you identified a Preceptor?

YES **NO**

If yes, indicate:

Preceptor: _____

Facility: _____

PAYMENT METHOD*

NAME ON CARD _____

CREDIT CARD # _____

EXP DATE MM/YY _____

3-DIGIT CODE (back of card) _____

BILLING ADDRESS (if different than above)

City _____ State _____

Zip _____

**Checks are also accepted*

TO REGISTER, RETURN THIS FORM VIA MAIL to beth@ncaltcf.com
OR FAX
(Fax) 919-783-5415



Administrator-In-Training Course
offered by the
NCALTCF Educational Foundation, Inc.

**Register
today!**

Check out the AIT course schedules
posted on the NCALTCF website:
www.ncaltcf.com.

The 2-day course is held every other
month from 9:00 am—5:00pm at the
NCALTCF office in Raleigh, NC.



**Administrator
Certification**

120-Hour Program

This program is approved by the State
of North Carolina Division of Health
Service Regulation and not only meets
statutory requirements, but offers
Administrator-in-Training students the
tools needed to be successful.

NCALTCF Administrator Certification Program

The Administrator in Training (AIT) program is designed to give the serious candidate an overall knowledge of the Assisted Living Industry and a unique, practical understanding of how to be a successful Administrator. The program is designed to promote independence in learning and self-discipline.



Cost	NCALTCF members	\$795.00
	Potential members	\$995.00

Dates Available at www.ncaltdcf.com
Time 9:00 am-5:00 pm
Location/Mailing Address
NCALTCF
4010 Barrett Drive, Suite 102
Raleigh, NC 27609

For further information, please contact:
(P) 919-787-3560
(F) 919-783-5415
beth@ncaltdcf.com

Send your application early to ensure class availability!

Step-by-Step on How the 120-hour Program Works

- Visit the website of the NC Division of Health Service Regulation (DHSR) for details of the certification requirements: www2.ncdhhs.gov/dhsr/acls/.html.
- Register for the NCALTCF AIT two-day course in a classroom setting, which offers an overview of laws, rules, policies and procedures taught by Assisted Living professionals.
- In the course, you will receive instruction and course materials which include physical plant, human resources, organizational management and regulatory management. Also, a review of business, financial management and resident care is included.
- Course payment is due in full in advance of the course date and is **non-refundable**.
- A minimum of 100 hours will be spent working with an approved Preceptor at a licensed facility. There is a self-study portion with work assignments to be completed. Additional hours can be required if determined by the AIT provider and Preceptor. It is highly encouraged that the AIT identify a Preceptor of choice prior to attending the classroom training.

The AIT course should be completed within 12 months.

Overview on How to Get Started

Submit to: NC Division of Health Service Regulation (DHSR)

- Assisted Living Certification Application
- Proof of Age—21 years or older (i.e., driver's license)
- Copy of college transcript (Adult Care Home Certification) **OR**
- High School Diploma or GED (Family Care Home Approval)
- NC state fingerprint criminal background check
- FBI criminal background check, if applicable
- Completion of the 120-hour AIT course and preceptorship
- Administrator Rules Exam

The certification application, education documentation and fingerprint checks should be submitted directly to DHSR.

Upon completion of the course and preceptorship, a certificate of AIT completion will be issued by NCALTCF.

