



CHECKLIST AND INSTRUCTIONS FOR ASSISTED LIVING FACILITY ADMINISTRATOR-IN-TRAINING

SUBMIT THE FOLLOWING:

- ☐ PROOF OF PROFESSIONAL EDUCATION – OFFICIAL transcripts must be received from your school to include the school seal, date of graduation, and coursework and/or program completed before licensure will be issued.
- ☐ TRAINING PLAN/DOMAINS OF PRACTICE – Prior to the beginning of the Administrator-in-Training (AIT) program, the preceptor shall develop and submit for board approval a training plan that shall include and be designed around the specific training needs of the administrator-in-training. An AIT program shall include training in each of the learning areas in the Domains of Practice.
- ☐ VERIFICATION OF WORK EXPERIENCE – Provide original third-party documentation of required work experience to include dates of employment, location of work experience, and specific duties assigned (e.g., an originally signed letter from the employer on company letterhead mailed to the Board by your employer). A resume may not be used as a substitute for proof of employment.
- ☐ PRECEPTORS NOT ON SITE (if applicable): For Preceptors not on site, please provide original third-party documentation on company letterhead verifying that the Preceptor listed is authorized to provide on-site supervision at the facility in which the AIT will be counting hours.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice as an Assisted Living Family Administrator-in-Training (ALF AIT) in Virginia until you have been issued a Virginia registration.
2. You may only receive credit for hours working in an AIT program after you have been registered as an AIT and received notification of such from the Board.
3. Applications received without the required processing fee will be returned to the sender.
4. Faxed documents will not be accepted; only original documents will be accepted.
5. Once all documentation has been received, the licensing process takes approximately 10 **business** days. Board staff will contact you at the email address provided on your application with a status update.
6. Applications will remain on file with the board for one year from the date of receipt. If, at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.