



CHECKLIST AND INSTRUCTIONS FOR ASSISTED LIVING FACILITY ADMINISTRATOR PRECEPTOR APPLICATION

SUBMIT THE FOLLOWING:

- ☐ NATIONAL PRACTITIONER DATA BANK (NPDB) – You will need to request a current self-query report from the NPDB. There are processing fee for each entity for this service. You may request the report through their website at www.npdb.hrsa.gov. You must submit your completed NPDB report to the Board by fax, email, or mail.
- ☐ VERIFICATION OF LICENSURE – You must provide written verification directly from the issuing regulatory authority, in all United States, its territories, the District of Columbia, or Canadian jurisdictions, in which you have ever held a license, including expired, inactive, and current licenses.
- ☐ VERIFICATION OF WORK EXPERIENCE – Provide written verification of full-time employment as an administrator in a training facility or facilities for a minimum of two of the past four years immediately prior to registration or be a regional administrator with on-site supervisory responsibility for a training facility or facilities. Provide original third party documentation of work experience from employer on company letterhead to include dates of employment, location of work experience, and specific duties assigned which should be mailed to the board by your employer. A resume may not be used as a substitute for proof of employment.
- ☐ PRECEPTOR TRAINING COURSE COMPLETION – Provide evidence that you have completed the [online preceptor training course](#) for all training modules offered by the National Association of Long Term Care Administrator Boards.

GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice as an Assisted Living Facility (ALF) Preceptor in Virginia until you have been issued a Virginia registration.
2. Applications received without the required processing fee will be returned to the sender.
3. Documentation may be submitted electronically to lrc@dhp.virginia.gov; however, certain information must be submitted from the primary source for items such as verifications of licensure from other jurisdictions and work experience from employers. Documentation related to affirmative answers to the licensure questions must be submitted to the Board in their original format by mail if requested by the Board.
4. Once all documentation has been received, the registration process can take up to 30 days. Board staff will contact you at the email address provided on your application with a status update.
5. 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.