



CHECKLIST AND INSTRUCTIONS FOR NURSING HOME ADMINISTRATOR-IN-TRAINING

SUBMIT THE FOLLOWING:

- ☐ PROOF OF PROFESSIONAL EDUCATION – OFFICIAL transcripts must be received from your school to include school seal, date of graduation, and coursework and/or program completed before licensure will be issued. Proof of Education is not required if you completed an AIT program in Virginia within the past year.
- ☐ TRAINING PLAN/DOMAINS OF PRACTICE – Prior to the beginning of the 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.
- ☐ MODIFIED PROGRAM VERIFICATION OF WORK EXPERIENCE – If requesting a modified program based on work experience, provide original third-party documentation of full-time work experience (e.g. letter from employer on company letterhead).
- ☐ 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 a Nursing Home Administrator-In-Training (AIT) in Virginia until you have been registered by the Board.
2. Applications received without the required processing fee will be returned to the sender.
3. Faxed documents will not be accepted; only original documents will be accepted.
4. 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.
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.