

Virginia Board of Long-Term Care Administrators

Qualifying for Licensure: Required Content for College Coursework and Approval of NHA AIT Training Hours

Required Content for College Coursework

The requirements for licensure as a nursing home administrator are addressed in the Regulations Governing the Practice of Nursing Home Administrators at [18 VAC 95-20-220](#). The educational requirement for licensure by degree and practical experience or by certificate program through a “baccalaureate or higher degree in a health-care related field” is for college coursework in nursing home administration or a health care administration field that meets the requirements set forth in [18 VAC 95-20-221](#). The Board notes that the coursework requirements are intended to focus on coursework relevant to administration in a nursing home setting that generally tracks the Domains of Practice.

To meet the educational requirements for licensure an applicant must provide a transcript from an accredited college or university that documents successful completion of a minimum of 21 semester hours of coursework concentrated on the administration and management of health care services. This coursework must include a minimum of 3 semester hours in each of the Content Areas 1, 2, 3, and 4 below. A minimum of 6 semester hours is required in Content Area 5. Further description of each of the specific content areas can be found in [18VAC95-20-221](#).

5 Required Content Areas:

1. Customer care, supports, services.
2. Human resources.
3. Finance.
4. Environment.
5. Leadership and management.

Approval of NHA AIT Training Hours

The required training hours for qualification for licensure for a Nursing Home Administrator-in-Training (AIT) are set forth in the Board’s Regulations Governing the Practice of Nursing Home Administrators at [18VAC95-20-310](#).

The Board recognizes that there may be instances where an applicant is concurrently enrolled in a degree program and desires to or is required to meet licensure requirements by completing training in an AIT program.

Where an individual applicant is in the process of completing a degree program, Board staff may approve registration for an Administrator-in-Training program for the number of hours based upon the anticipated degree to be conferred. In the event the applicant does not complete the anticipated degree requirements, the applicant still may be required to complete additional AIT training hours in order to qualify for licensure.