
Call to Order – Derrick Kendall, NHA

- Welcome and Introductions
- Mission of the Board

Public Comment

Discussion and Recommendations

- Draft Proposed Amendments to the Administrator-In-Training Regulations for Consideration by the Full Board (18 VAC 95-20-10 et seq. and 18 VAC 95-30-10 et seq.)

Meeting Adjournment

This information is in **DRAFT** form and is subject to change. The official agenda and packet will be approved by the public body at the meeting and will be available to the public pursuant to Virginia Code Section 2.2-3707 (F).

Included in the agenda packet:

- Current Regulations Governing the Practice of Nursing Home Administrators (pages 3-16)
- Current Regulations Governing the Practice of Assisted Living Facility Administrators (pages 17-28)
- Notice of Intended Regulatory Action (NOIRA) – AIT Program Requirements (pages 29-35)
- Regulatory Advisory Panel Administrator-in-Training (AIT) Considerations for the Board of Long-Term Care Administrators (pages 36-37)
- Nursing Home Administrators – AIT Program – Initial Qualifications, Training Hours, and Requirements (pages 38-39)
- Assisted Living Facility Administrators – AIT Program – Initial Qualifications, Training Hours, and Requirements (pages 40-42)
- Continuing Education for Preceptors – State Comparison of Language (pages 43-45)
- Prior Experience – State Comparison of Language (pages 46-49)
- Working Draft – Revisions to AIT Regulations – Nursing Home Administrators and Assisted Living Facility Administrators (pages 50-58)

Virginia Board of Long-Term Care Administrators
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and Providing Public Comment

- **Access:** Perimeter Center building access remains restricted to the public due to the COVID-19 pandemic. To observe this virtual meeting, use one of the options below. Participation capacity is limited and is on a first come, first serve basis due to the capacity of CISCO WebEx technology.
- **Written Public Comment:** Written comments are **strongly preferred** due to the limits of the electronic meeting platform and should be received by email to Corie.Wolf@dhp.virginia.gov no later than 12:00 noon on May 28, 2021. The written comments will be made available to the Board members for review prior to the meeting.
- **Oral Public Comment:** Oral comments will be received during the full board meeting from persons who have submitted an email to Corie.Wolf@dhp.virginia.gov no later than 12:00 noon on May 28, 2021 indicating that they wish to offer oral comment. Comment may be offered by these individuals when their name is announced by the Board President.
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Commonwealth of Virginia



REGULATIONS

GOVERNING THE PRACTICE OF NURSING HOME ADMINISTRATORS

**Virginia Board of Long-Term Care
Administrators**

Title of Regulations: 18VAC95-20-10 et seq.

**Statutory Authority: § 54.1-2400 and Chapter 31 of Title 54.1
of the *Code of Virginia***

Effective Date: February 6, 2020

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Part I. General Provisions.

18VAC95-20-10. Definitions.

A. The following words and terms when used in this chapter shall have the definitions ascribed to them in §54.1-3100 of the Code of Virginia:

“Board”

“Nursing home”

“Nursing home administrator”

B. The following words and terms when used in this chapter shall have the following meanings unless the context indicates otherwise:

"Accredited institution" means any degree-granting college or university accredited by an accrediting body approved by the U. S. Department of Education.

"Active practice" means a minimum of 1,000 hours of practice as a licensed nursing home administrator within the preceding 24 months.

"AIT" means a person enrolled in the administrator-in-training program in nursing home administration in a licensed nursing home.

"Administrator-of-record" means the licensed nursing home administrator designated in charge of the general administration of the facility and identified as such to the facility's licensing agency.

"Approved sponsor" means an individual, business or organization approved by NAB or by an accredited institution to offer continuing education programs in accordance with this chapter.

"Continuing education" means the educational activities that serve to maintain, develop, or increase the knowledge, skills, performance and competence recognized as relevant to the nursing home administrator's professional responsibilities.

"Domains of Practice" means the content areas of tasks, knowledge, and skills necessary for administration of a nursing home as approved by NAB.

"Full time" means employment of at least 35 hours per week.

"Hour" means 50 minutes of participation in a program for obtaining continuing education.

"Internship" means a practicum or course of study as part of a degree or post-degree program designed especially for the preparation of candidates for licensure as nursing home administrators that involves supervision by an accredited college or university of the practical application of previously studied theory.

"National examination" means a test used by the board to determine the competence of candidates for licensure as administered by the NAB or any other examination approved by the board.

"Preceptor" means a nursing home administrator currently licensed and registered or recognized by a nursing home administrator licensing board to conduct an administrator-in-training (AIT) program.

18VAC95-20-20 to 18VAC95-20-50. (Repealed.)

18VAC95-20-60. Posting of license.

Each licensee shall post his license in a main entrance or place conspicuous to the public in the facility in which the licensee is administrator-of-record.

18VAC95-20-70. Accuracy of information.

A. All changes in the address of record or the public address, if different from the address of record, or the name of a licensee, trainee, or preceptor shall be furnished to the board within 30 days after the change occurs.

B. All notices required by law and by this chapter to be mailed by the board to any registrant or licensee shall be validly given when mailed to the latest address of record on file with the board and shall not relieve the licensee, trainee, or preceptor of the obligation to comply

18VAC95-20-80. Required fees.

The applicant or licensee shall submit all fees in this section that apply:

1. A.I.T. program application	\$215
2. Preceptor application	\$65
3. Licensure application	\$315
4. Verification of licensure requests from other states	\$35
5. Nursing home administrator license renewal	\$315
6. Preceptor renewal	\$65
7. Penalty for nursing home administrator late renewal	\$110
8. Penalty for preceptor late renewal	\$25
9. Nursing home administrator reinstatement	\$435
10. Preceptor reinstatement	\$105
11. Duplicate license	\$25
12. Duplicate wall certificates	\$40
13. Reinstatement after disciplinary action	\$1,000

18VAC95-20-90 to 18VAC95-20-120. (Repealed.)

18VAC95-20-130. Additional fee information.

- A. There shall be a fee of \$50 for a returned check or a dishonored credit card or debit card.
- B. Fees shall not be refunded once submitted.
- C. Examination fees are to be paid directly to the service or services contracted by the board to administer the examinations.

Part II. Renewals and Reinstatements.

18VAC95-20-140 to 18VAC95-20-160. (Repealed.)

18VAC95-20-170. Renewal requirements.

- A. A person who desires to renew his license or preceptor registration for the next year shall, not later than the expiration date of March 31 of each year, submit a completed renewal form and fee.
- B. The renewal form and fee shall be received no later than the expiration date. Postmarks shall not be considered.
- C. A nursing home administrator license or preceptor registration not renewed by the expiration date shall be invalid.

18VAC95-20-175. Continuing education requirements.

- A. In order to renew a nursing home administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.
 - 1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.
 - 2. A licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.
- B. In order for continuing education to be approved by the board, it shall be related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency.
- C. Documentation of continuing education.
 - 1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.
 - 2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date the course was taken;
- b. Hours of attendance or participation;
- c. Participant's name; and
- d. Signature of an authorized representative of the approved sponsor.

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters. The request for an extension shall be received in writing and granted by the board prior to the renewal date.

18VAC95-20-180. Late renewal.

A. A person who fails to renew his license or preceptor registration by the expiration date shall, within one year of the initial expiration date:

1. Return the renewal notice or request renewal in writing to the board; and
2. Submit the applicable renewal fee and late fee.

B. The documents required in subsection A of this section shall be received in the board office within one year of the initial expiration date. Postmarks shall not be considered.

18VAC95-20-190. (Repealed.)

18VAC95-20-200. Reinstatement for nursing home administrator license or preceptor registration.

A. The board may reinstate a nursing home administrator license or preceptor registration that was not renewed within one year of the initial expiration date.

B. An applicant for nursing home administrator license reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and provide one of the following:

1. Evidence of the equivalent of 20 hours of continuing education for each year since the last renewal, not to exceed a total of 60 hours.
2. Evidence of active practice in another state or U.S. jurisdiction or in the U.S. armed services during the period licensure in Virginia was lapsed.

3. Evidence of requalifying for licensure by meeting the requirements prescribed in 18VAC95-20-220 or 18VAC95-20-225.

C. An applicant for preceptor reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and meet the current requirements for a preceptor in effect at the time of application for reinstatement.

D. Any person whose license or registration has been suspended, revoked, or denied renewal by the board under the provisions of 18VAC95-20-470 shall, in order to be eligible for reinstatement, (i) submit a reinstatement application to the board for a license, (ii) pay the appropriate reinstatement fee, and (iii) submit any other credentials as prescribed by the board. After a hearing, the board may, at its discretion, grant the reinstatement.

18VAC95-20-210. (Repealed.)

Part III. Requirements for Licensure.

18VAC95-20-220. Qualifications for initial licensure.

One of the following sets of qualifications is required for licensure as a nursing home administrator:

1. Degree and practical experience. The applicant shall (i) hold a baccalaureate or higher degree in a health care -related field that meets the requirements of 18VAC95-20-221 from an accredited institution; (ii) have completed not less than a 320-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 in a licensed nursing home as part of the degree program under the supervision of a preceptor; and (iii) have received a passing grade on the national examination;

2. Certificate program. The applicant shall (i) hold a baccalaureate or higher degree from an accredited institution; (ii) successfully complete a program with a minimum of 21 semester hours study in a health care-related field that meets the requirements of 18VAC95-20-221 from an accredited college or university; (iii) successfully complete not less than a 400-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 in a licensed nursing home as part of the certificate program under the supervision of a preceptor; and (iv) have received a passing grade on the national examination;

3. Administrator-in-training program. The applicant shall have (i) successfully completed an A.I.T. program that meets the requirements of Part IV (18VAC95-20-300 et seq.) of this chapter and (ii) received a passing grade on the national examination, and (iii) completed the Domains of Practice form required by the board; or

4. Health Services Executive (HSE) credential. The applicant shall provide evidence that he has met the minimum education, experience, and examination standards established by NAB for qualification as a Health Services Executive.

18VAC95-20-221. Required content for coursework.

To meet the educational requirements for a degree in a health care-related field, an applicant must provide an official 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 to include a minimum of three semester hours in each of the content areas in subdivisions 1 through 4 of this section, six semester hours in the content area set out in subdivision 5 of this section, and three semester hours for an internship.

1. Customer care, supports, services: Course content shall address program and service planning, supervision and evaluation to meet the needs of patients, such as (i) nursing, medical and pharmaceutical care; (ii) rehabilitative, social, psycho-social and recreational services; (iii) nutritional services; (iv) safety and rights protections; (v) quality assurance; and (vi) infection control.
2. Human resources: Course content shall focus on personnel leadership in a health care management role and must address organizational behavior and personnel management skills such as (i) staff organization, supervision, communication and evaluation; (ii) staff recruitment, retention, and training; (iii) personnel policy development and implementation; and (iv) employee health and safety.
3. Finance: Course content shall address financial management of health care programs and facilities such as (i) an overview of financial practices and problems in the delivery of health care services; (ii) financial planning, accounting, analysis and auditing; (iii) budgeting; (iv) health care cost issues; and (v) reimbursement systems and structures.
4. Environment: Course content shall address facility and equipment management such as (i) maintenance; (ii) housekeeping; (iii) safety; (iv) inspections and compliance with laws and regulations; and (v) emergency preparedness.
5. Leadership and management: Course content shall address the leadership roles in health delivery systems such as (i) government oversight and interaction; (ii) organizational policies and procedures; (iii) principles of ethics and law; (iv) community coordination and cooperation; (v) risk management; and (vi) governance and decision making.

18VAC95-20-225. Qualifications for licensure by endorsement.

The board may issue a license to any person who:

1. Holds a current, unrestricted license from any state or the District of Columbia; and
2. Meets one of the following conditions:
 - a. Has been engaged in active practice as a licensed nursing home administrator; or
 - b. Has education and experience equivalent to qualifications required by this chapter and has provided written evidence of those qualifications at the time of application for licensure.

18VAC95-20-230. Application package.

A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.

B. An individual seeking licensure as a nursing home administrator or registration as a preceptor shall submit:

1. A completed application as provided by the board;
2. Additional documentation as may be required by the board to determine eligibility of the applicant;
3. The applicable fee;
4. An attestation that he has read and understands and will remain current with the applicable Virginia laws and regulations relating to the administration of nursing homes; and
5. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).

C. With the exception of school transcripts, examination scores, the NPDB report, employer verifications, and verifications from other state boards, all parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year, after which time the application shall be destroyed and a new application and fee shall be required.

18VAC95-20-240 to 18VAC95-20-290. (Repealed.)

Part IV. Administrator-In-Training Program.

18VAC95-20-300. Administrator-in-training qualifications.

A. To be approved as an administrator-in-training, a person shall:

1. Have received a passing grade on a total of 60 semester hours of education from an accredited college or university;
2. Obtain a registered preceptor to provide training;
3. Submit the fee prescribed in 18VAC95-20-80;
4. Submit the application and Domains of Practice form provided by the board; and
5. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the A.I.T. program.

B. With the exception of school transcripts, all required parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.

18VAC95-20-310. Required hours of training.

A. The A.I.T. program shall consist of 2,000 hours of continuous training in a facility as prescribed in 18VAC95-20-330 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B and C of this section.

B. An A.I.T. applicant with prior health care work experience may request approval to receive a maximum 1,000 hours of credit toward the total 2,000 hours as follows:

1. Applicant shall have been employed full time for four of the past five consecutive years immediately prior to application as an assistant administrator or director of nursing in a training facility as prescribed in 18VAC95-20-330, or as the licensed administrator of an assisted living facility;

2. Applicants with experience as a hospital administrator shall have been employed full time for three of the past five years immediately prior to application as a hospital administrator-of-record or an assistant hospital administrator in a hospital setting having responsibilities in all of the following areas:

a. Regulatory;

b. Fiscal;

c. Supervisory;

d. Personnel; and

e. Management; or

3. Applicants who hold a license as a registered nurse shall have held an administrative level supervisory position for at least four of the past five consecutive years, in a training facility as prescribed in 18VAC95-20-330.

C. An A.I.T. applicant with the following educational qualifications shall meet these requirements:

1. An applicant with a master's or a baccalaureate degree in health care administration or a comparable field with no internship shall complete 320 hours in an A.I.T. program;

2. An applicant with a master's degree in an unrelated field shall complete 1,000 hours in an A.I.T. program;

3. An applicant with a baccalaureate degree in an unrelated field shall complete 1,500 hours in an A.I.T. program; or

4. An applicant with 60 semester hours of education in an accredited college or university shall complete 2,000 hours in an A.I.T. program.

D. An A.I.T. shall be required to serve weekday, evening, night and weekend shifts to receive training in all areas of nursing home operation.

18VAC95-20-320. (Repealed.)

18VAC95-20-330. Training facilities.

Training in an A.I.T. program shall be conducted only in:

1. A nursing home licensed by the Virginia Board of Health or by a similar licensing body in another jurisdiction;
2. An institution operated by the Virginia Department of Behavioral Health and Developmental Services in which long-term care is provided;
3. A certified nursing home owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
4. A certified nursing home unit that is located in and operated by a licensed hospital as defined in § [32.1-123](#) of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

18VAC95-20-340. Supervision of trainees.

A. Training shall be under the supervision of a preceptor who is registered or recognized by a licensing board.

B. A preceptor may supervise no more than two A.I.T.'s at any one time.

C. A preceptor shall:

1. Provide direct instruction, planning and evaluation;
2. Shall be routinely present with the trainee in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility; and
3. Shall continually evaluate the development and experience of the A.I.T. to determine specific areas in the Domains of Practice that need to be addressed.

18VAC95-20-350 to 18VAC95-20-370. (Repealed.)

18VAC95-20-380. Qualifications of preceptors.

A. To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia nursing home administrator license and be employed full time as an administrator of record in a training facility for a minimum of two of the past three years immediately prior to registration; and
2. Provide evidence that he has completed the online preceptor training course offered by NAB; and

3. Meet the application requirements in 18VAC95-20-230.

B. To renew registration as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia nursing home administrator license and be employed by or have an agreement with a training facility for a preceptorship; and

2. Meet the renewal requirements of 18VAC95-20-170.

18VAC95-20-390. Training plan.

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. The training plan shall address the Domains of Practice approved by NAB that is in effect at the time the training program is submitted for approval. An AIT program shall include training in each of the learning areas in the Domains of Practice.

18VAC95-20-400. Reporting requirements.

A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training.

B. The AIT's certificate of completion plus the accumulated original monthly reports shall be submitted by the preceptor to the board within 30 days following the completion of the AIT program.

18VAC95-20-410 to 18VAC95-20-420. (Repealed.)

18VAC95-20-430. Termination of program.

A. If the AIT program is terminated prior to completion, the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within 10 business days.

B. The preceptor shall also submit all required monthly progress reports completed prior to termination.

18VAC95-20-440. Interruption of program.

A. If the program is interrupted because the registered preceptor is unable to serve, the AIT shall notify the board within five working days and shall obtain a new preceptor who is registered with the board within 60 days.

B. Credit for training shall resume when a new preceptor is obtained and approved by the board.

C. If an alternate training plan is developed, it shall be submitted to the board for approval before the AIT resumes training.

18VAC95-20-450 to 18VAC95-20-460. (Repealed.)

Part V. Refusal, Suspension, Revocation, and Disciplinary Action.

18VAC95-20-470. Unprofessional conduct.

The board may refuse to admit a candidate to an examination, refuse to issue or renew a license or registration or approval to any applicant, suspend a license for a stated period of time or indefinitely, reprimand a licensee or registrant, place his license or registration on probation with such terms and conditions and for such time as it may designate, impose a monetary penalty, or revoke a license or registration for any of the following causes:

1. Conducting the practice of nursing home administration in such a manner as to constitute a danger to the health, safety, and well-being of the residents, staff, or public;
2. Failure to comply with federal, state, or local laws and regulations governing the operation of a nursing home;
3. Conviction of a felony or any misdemeanor involving abuse, neglect or moral turpitude;
4. Violating or cooperating with others in violating any of the provisions of Chapters 1 (§ 54.1-100 et seq.), 24 (§ 54.1-2400 et seq.) and 31 (§ 54.1-3100 et seq.) of the Code of Virginia or regulations of the board;
5. Inability to practice with reasonable skill or safety by reason of illness or substance abuse or as a result of any mental or physical condition;
6. Abuse, negligent practice, or misappropriation of a resident's property;
7. Entering into a relationship with a resident that constitutes a professional boundary violation in which the administrator uses his professional position to take advantage of the vulnerability of a resident or his family, to include actions that result in personal gain at the expense of the resident, an inappropriate personal involvement with a resident, or sexual conduct with a resident;
8. The denial, revocation, suspension, or restriction of a license to practice in another state, the District of Columbia, or a United States possession or territory;
9. Assuming duties and responsibilities within the practice of nursing home administration without adequate training or when competency has not been maintained;
10. Obtaining supplies, equipment, or drugs for personal or other unauthorized use;
11. Falsifying or otherwise altering resident or employer records, including falsely representing facts on a job application or other employment-related documents;
12. Fraud or deceit in procuring or attempting to procure a license or registration or seeking reinstatement of a license or registration; or
13. Employing or assigning unqualified persons to perform functions that require a license, certificate, or registration.

18VAC95-20-480 to 18VAC95-20-740. (Repealed.)

Commonwealth of Virginia



REGULATIONS

GOVERNING THE PRACTICE OF ASSISTED LIVING FACILITY ADMINISTRATORS

Virginia Board of Long-Term Care Administrators

Title of Regulations: 18VAC95-30-10 et seq.

**Statutory Authority: § 54.1-2400 and Chapter 31 of Title 54.1
of the *Code of Virginia***

Effective Date: February 6, 2020

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Part I. General Provisions.

18VAC95-30-10. Definitions.

A. The following words and terms when used in this chapter shall have the definitions ascribed to them in §54.1-3100 of the Code of Virginia:

“Assisted living facility”

“Assisted living facility administrator”

“Board”

B. The following words and terms when used in this chapter shall have the following meanings unless the context indicates otherwise:

"Accredited institution" means any degree-granting college or university accredited by an accrediting body approved by the U.S. Department of Education.

"Active practice" means a minimum of 1,000 hours of practice as an assisted living facility administrator within the preceding 24 months.

"Administrator-of-record" means the licensed assisted living facility administrator designated in charge of the general administration and management of an assisted living facility, including compliance with applicable regulations, and identified as such to the facility's licensing agency.

"ALF AIT" means a person enrolled in an administrator-in-training program in a licensed assisted living facility.

"Approved sponsor" means an individual, business, or organization approved by NAB or by an accredited institution to offer continuing education programs in accordance with this chapter.

"Continuing education" means the educational activities that serve to maintain, develop, or increase the knowledge, skills, performance, and competence recognized as relevant to the assisted living facility administrator's professional responsibilities.

"Domains of Practice" means the content areas of tasks, knowledge and skills necessary for administration of a residential care or assisted living facility as approved by NAB.

"Full time" means employment of at least 35 hours per week.

"Hour" means 50 minutes of participation in a program for obtaining continuing education.

"Internship" means a practicum or course of study as part of a degree or post-degree program designed especially for the preparation of candidates for licensure as assisted living facility administrators that involves supervision by an accredited college or university of the practical application of previously studied theory.

"NAB" means the National Association of Long Term Care Administrator Boards.

"National examination" means a test used by the board to determine the competence of candidates for licensure as administered by NAB or any other examination approved by the board.

"Preceptor" means an assisted living facility administrator or nursing home administrator currently licensed and registered to conduct an ALF AIT program.

18VAC95-30-20. Posting of license.

Each licensee shall post his license in a main entrance or place conspicuous to the public in each facility in which the licensee is administrator-of-record.

18VAC95-30-30. Accuracy of information.

A. All changes in the address of record or the public address, if different from the address of record, or the name of a licensee, trainee, or preceptor shall be furnished to the board within 30 days after the change occurs.

B. All notices required by law and by this chapter to be mailed by the board to any licensee shall be validly given when mailed to the latest address of record on file with the board and shall not relieve the licensee, trainee, or preceptor of the obligation to comply.

18VAC95-30-40. Required fees.

A. The applicant or licensee shall submit all fees in this subsection that apply:

1. ALF AIT program application	\$215
2. Preceptor application	\$65
3. Licensure application	\$315
4. Verification of licensure requests from other states	\$35
5. Assisted living facility administrator license renewal	\$315
6. Preceptor renewal	\$65
7. Penalty for assisted living facility administrator late renewal	\$110
8. Penalty for preceptor late renewal	\$25
9. Assisted living facility administrator reinstatement	\$435
10. Preceptor reinstatement	\$105
11. Duplicate license	\$25
12. Duplicate wall certificates	\$40
13. Returned check or dishonored credit card or debit card	\$50
14. Reinstatement after disciplinary action	\$1,000

B. Fees shall not be refunded once submitted.

C. Examination fees are to be paid directly to the service contracted by the board to administer the examination.

18VAC95-30-50. Practice by a licensed nursing home administrator.

Pursuant to §54.1-3102 B of the Code of Virginia, a person who holds a license as a nursing home administrator issued by the board may engage in the general administration of an assisted living facility.

Part II. Renewals and Reinstatements.

18VAC95-30-60. Renewal requirements.

A. A person who desires to renew his license or preceptor registration for the next year shall, not later than the expiration date of March 31 of each year, submit a completed renewal form and fee.

B. The renewal form and fee shall be received no later than the expiration date. Postmarks shall not be considered.

C. An assisted living facility administrator license or preceptor registration not renewed by the expiration date shall be invalid, and continued practice may constitute grounds for disciplinary action.

18VAC95-30-70. Continuing education requirements.

A. In order to renew an assisted living administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

2. A licensee is exempt from completing continuing education requirements for the first renewal following initial licensure in Virginia.

B. In order for continuing education to be approved by the board, it shall be related to the Domains of Practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution or a governmental agency.

C. Documentation of continuing education.

1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.

2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

a. Date the course was taken;

b. Hours of attendance or participation;

c. Participant's name; and

d. Signature of an authorized representative of the approved sponsor.

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters. The request for an extension shall be submitted in writing and granted by the board prior to the renewal date.

18VAC95-30-80. Late renewal.

A. A person who fails to renew his license or preceptor registration by the expiration date shall, within one year of the initial expiration date:

1. Submit the renewal notice or request renewal by mail to the board;
2. Submit the applicable renewal fee and penalty fee;
3. Provide evidence as may be necessary to establish eligibility for renewal.

B. The documents required in subsection A of this section shall be received in the board office within one year of the initial expiration date. Postmarks shall not be considered.

18VAC95-30-90. Reinstatement for an assisted living facility administrator license or preceptor registration.

A. The board may reinstate an assisted living facility administrator license or preceptor registration that was not renewed within one year of the initial expiration date.

B. An applicant for assisted living facility administrator license reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and provide one of the following:

1. Evidence of the equivalent of 20 hours of continuing education for each year since the last renewal, not to exceed a total of 60 hours.
2. Evidence of active practice in another state or United States jurisdiction or in the United States armed services during the period licensure in Virginia was lapsed.
3. Evidence of requalifying for licensure by meeting the requirements prescribed in 18VAC95-30-100 and 18VAC95-30-110.

C. An applicant for preceptor reinstatement shall apply on a reinstatement form provided by the board, submit the reinstatement fee, and meet the current requirements for a preceptor in effect at the time of application for reinstatement.

D. Any person whose license or registration has been suspended, revoked, or denied renewal by the board under the provisions of 18VAC95-30-210 shall, in order to be eligible for reinstatement, (i) submit a reinstatement application to the board for a license, (ii) pay the appropriate reinstatement fee, and (iii) submit any other credentials as prescribed by the board. After a hearing, the board may, at its discretion, grant the reinstatement.

Part III. Requirements for Licensure.

18VAC95-30-95. (Repealed).

18VAC95-30-100. Educational and training requirements for initial licensure.

A. To be qualified for initial licensure as an assisted living facility administrator, an applicant shall hold a high school diploma or general education diploma (GED) and hold one of the following qualifications:

1. Administrator-in-training program.
 - a. Complete at least 30 semester hours in an accredited college or university in any subject and 640 hours in an ALF AIT program as specified in 18VAC95-30-150;

- b. Complete an educational program as a licensed practical nurse and hold a current, unrestricted license or multistate licensure privilege and 640 hours in an ALF AIT;
- c. Complete an educational program as a registered nurse and hold a current, unrestricted license or multistate licensure privilege and 480 hours in an ALF AIT program;
- d. Complete at least 30 semester hours in an accredited college or university with courses in the content areas of (i) client/resident care, (ii) human resources management, (iii) financial management, (iv) physical environment, and (v) leadership and governance, and 480 hours in an ALF AIT program;
- e. Hold a master's or a baccalaureate degree in health care related field or a comparable field that meets the requirements of subsection B of 18VAC95-30-100 with no internship or practicum and 320 hours in an ALF AIT program; or
- f. Hold a master's or baccalaureate degree in an unrelated field and 480 hours in an ALF AIT program;

2. Certificate program.

Hold a baccalaureate or higher degree in a field unrelated to health care from an accredited college or university and successfully complete a certificate program with a minimum of 21 semester hours study in a health care related field that meets course content requirements of subsection B of this section from an accredited college or university and successfully complete not less than a 320-hour internship or practicum that addresses the domains of practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the certificate program under the supervision of a preceptor; or

3. Degree and practical experience.

Hold a baccalaureate or higher degree in a health care related field that meets the course content requirements of subsection B of this section from an accredited college or university and have completed not less than a 320-hour internship or practicum that addresses the Domains of Practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the degree program under the supervision of a preceptor.

B. To meet the educational requirements for a degree in a health care related field, an applicant must provide an official 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 to include a minimum of six semester hours in the content area set out in subdivision 1 of this subsection, three semester hours in each of the content areas in subdivisions 2 through 5 of this subsection, and three semester hours for an internship or practicum.

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

18VAC95-30-110. Examination requirement for initial licensure.

To be licensed under 18VAC95-30-95 or 18VAC95-30-100, an applicant shall provide evidence of a passing grade on the national credentialing examination for administrators of assisted living facilities approved by the board.

18VAC95-30-120. Qualifications for licensure by endorsement or credentials.

A. If applying from any state or the District of Columbia in which a license, certificate or registration is required to be the administrator of an assisted living facility, an applicant for licensure by endorsement shall hold a current, unrestricted license, certificate or registration from that state or the District of Columbia. If applying from a jurisdiction that does not have such a requirement, an applicant may apply for licensure by credentials, and no evidence of licensure, certification or registration is required.

B. The board may issue a license to any person who:

1. Meets the provisions of subsection A;
2. Has not been the subject of a disciplinary action taken by any jurisdiction in which he was found to be in violation of law or regulation governing practice and which, in the judgment of the board, has not remediated;
3. Meets one of the following conditions:
 - a. Has been engaged in active practice as an assisted living facility administrator in an assisted living facility that provides assisted living care as defined in § 63.2-100 of the Code of Virginia; or
 - b. Has education and experience substantially equivalent to qualifications required by this chapter and has provided written evidence of those qualifications at the time of application for licensure; and
4. Has successfully passed a national credentialing examination for administrators of assisted living facilities approved by the board.

18VAC95-30-130. Application package.

A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.

B. An individual seeking licensure as an assisted living facility administrator or registration as a preceptor shall submit:

1. A completed application as provided by the board;
2. Additional documentation as may be required by the board to determine eligibility of the applicant, to include the most recent survey report if the applicant has been serving as an acting administrator of a facility;
3. The applicable fee;
4. An attestation that he has read and understands and will remain current with the applicable Virginia laws and the regulations relating to assisted living facilities; and
5. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).

C. With the exception of school transcripts, examination scores, the NPDB report, employer verifications, and verifications from other state boards, all parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year, after which time the application shall be destroyed and a new application and fee shall be required.

Part IV. Administrator-in-Training Program.

18VAC95-30-140. Training qualifications.

A. To be approved as an ALF administrator-in-training, a person shall:

1. Meet the requirements of 18VAC95-30-100 A 1;
2. Obtain a registered preceptor to provide training;
3. Submit the application and Domains of Practice form provided by the board and the fee prescribed in 18VAC95-30-40; and
4. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the ALF AIT program.

B. With the exception of school transcripts, all required parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.

18VAC95-30-150. Required hours of training.

A. The ALF AIT program shall consist of hours of continuous training as specified in 18VAC95-30-100 A 1 in a facility as prescribed in 18VAC95-30-170 to be completed within 24 months, except a person in an ALF AIT program who has been approved by the board and is serving as an acting administrator shall complete the program within 150 days. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B of this section.

B. An ALF AIT applicant with prior health care work experience may request approval to receive hours of credit toward the total hours as follows:

1. An applicant who has been employed full time for one of the past four years immediately prior to application as an assistant administrator in a licensed assisted living facility or nursing home or as a hospital administrator shall complete 320 hours in an ALF AIT program;
2. An applicant who holds a license or a multistate licensure privilege as a registered nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years, in a licensed assisted living facility or nursing home shall complete 320 hours in an ALF AIT program; or
3. An applicant who holds a license or a multistate licensure privilege as a licensed practical nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years, in a licensed assisted living facility or nursing home shall complete 480 hours in an ALF AIT program.

18VAC95-30-160. Required content of an ALF administrator-in-training program.

A. Prior to the beginning of the training program, the preceptor shall develop and submit for board approval a training plan which shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall include the tasks and the knowledge and skills required to complete those tasks as approved by NAB as the domains of practice for residential care/assisted living in effect at the time the training is being provided. An ALF AIT program shall include training in each of the learning areas in the domains of practice.

B. An ALF AIT shall be required to serve weekday, evening, night and weekend shifts and to receive training in all areas of an assisted living facility operation.

18VAC95-30-170. Training facilities.

A. Training in an ALF AIT program or for an internship shall be conducted only in:

1. An assisted living facility or unit licensed by the Virginia Board of Social Services or by a similar licensing body in another jurisdiction;
2. An assisted living facility owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
3. An assisted living unit located in and operated by a licensed hospital as defined in §32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

B. A new ALF AIT program or internship shall not be conducted in a facility with a provisional license as determined by the Department of Social Services.

18VAC95-30-180. Preceptors.

A. Training in an ALF AIT program shall be under the supervision of a preceptor who is registered or recognized by Virginia or a similar licensing board in another jurisdiction.

B. To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia assisted living facility administrator or nursing home administrator license;
2. Be employed full-time 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 responsibilities for a training facility or facilities;
3. Provide evidence that he has completed the online preceptor training course offered by NAB; and
4. Submit an application and fee as prescribed in 18VAC95-30-40. The board may waive such application and fee for a person who is already approved as a preceptor for nursing home licensure.

C. A preceptor shall:

1. Provide direct instruction, planning and evaluation;
2. Be routinely present with the trainee in the training facility as appropriate to the experience and training of the ALF AIT and the needs of the residents in the facility; and
3. Continually evaluate the development and experience of the trainee to determine specific areas needed for concentration.

D. A preceptor may supervise no more than two trainees at any one time.

E. A preceptor for a person who is serving as an acting administrator while in an ALF AIT program shall be present in the training facility for face-to-face instruction and review of the trainee's performance for a minimum of four hours per week.

F. To renew registration as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia assisted living facility or nursing home license and be employed by or have an agreement with a training facility for a preceptorship; and

2. Meet the renewal requirements of 18VAC95-30-60.

18VAC95-30-190. Reporting requirements.

A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training. For a person who is serving as an acting administrator while in an ALF AIT program, the preceptor shall include in the progress report evidence of face-to-face instruction and review for a minimum of two hours per week.

B. The trainee's certificate of completion plus the accumulated original monthly reports shall be submitted by the preceptor to the board within 30 days following the completion of the program. For a trainee who is serving as an acting administrator while in an ALF AIT program, the certificate of completion and reports shall be submitted to the board within five business days of completion of the program.

18VAC95-30-200. Interruption or termination of program.

A. If the program is interrupted because the registered preceptor is unable to serve, the trainee shall notify the board within 10 working days and shall obtain a new preceptor who is registered with the board within 60 days.

1. Credit for training shall resume when a new preceptor is obtained and approved by the board.
2. If an alternate training plan is developed, it shall be submitted to the board for approval before the trainee resumes training.

B. If the training program is terminated prior to completion, the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within 10 business days. The preceptor shall also submit all required monthly progress reports completed prior to termination within 10 business days.

18VAC95-30-201. Administrator-in-training program for acting administrators.

A. A person who is in an ALF AIT program while serving as an acting administrator, pursuant to § 54.1-3103.1 of the Code of Virginia, shall be identified on his nametag as an acting administrator-in-training.

B. The facility shall post the certificate issued by the board for the acting administrator and a copy of the license of the preceptor in a place conspicuous to the public.

Part V. Refusal, Suspension, Revocation and Disciplinary Action.

18VAC95-30-210. Unprofessional conduct.

The board may refuse to admit a candidate to an examination, refuse to issue or renew a license or registration or grant approval to any applicant, suspend a license or registration for a stated period of time or indefinitely, reprimand a licensee or registrant, place his license or registration on probation with such terms and conditions and for such time as it may designate, impose a monetary penalty, or revoke a license or registration for any of the following causes:

1. Conducting the practice of assisted living administration in such a manner as to constitute a danger to the health, safety, and well-being of the residents, staff, or public;
2. Failure to comply with federal, state, or local laws and regulations governing the operation of an assisted living facility;
3. Conviction of a felony or any misdemeanor involving abuse, neglect, or moral turpitude;
4. Violating or cooperating with others in violating any of the provisions of Chapters 1 (§ 54.1-100 et seq.), 24 (§ 54.1-2400 et seq.), and 31 (§ 54.1-3100 et seq.) of the Code of Virginia or regulations of the board;
5. Inability to practice with reasonable skill or safety by reason of illness or substance abuse or as a result of any mental or physical condition;
6. Abuse, negligent practice, or misappropriation of a resident's property;
7. Entering into a relationship with a resident that constitutes a professional boundary violation in which the administrator uses his professional position to take advantage of the vulnerability of a resident or his family, to include actions that result in personal gain at the expense of the resident, an inappropriate personal involvement with a resident, or sexual conduct with a resident;
8. The denial, revocation, suspension, or restriction of a license to practice in another state, the District of Columbia or a United States possession or territory;
9. Assuming duties and responsibilities within the practice of assisted living facility administration without adequate training or when competency has not been maintained;
10. Obtaining supplies, equipment, or drugs for personal or other unauthorized use;
11. Falsifying or otherwise altering resident or employer records, including falsely representing facts on a job application or other employment-related documents;
12. Fraud or deceit in procuring or attempting to procure a license or registration or seeking reinstatement of a license or registration; or
13. Employing or assigning unqualified persons to perform functions that require a license, certificate, or registration.



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Notice of Intended Regulatory Action (NOIRA) Agency Background Document

Agency name	Board of Long-Term Care Administrators; Department of Health Professions
Virginia Administrative Code (VAC) Chapter citation(s)	18VAC95-20-10 et seq.; 18VAC95-30-10 et seq.
VAC Chapter title(s)	Regulations Governing the Practice of Nursing Home Administrators; Regulations Governing the Practice of Assisted Living Facility Administrators
Action title	Administrator-in-Training (AIT) Program Requirements
Date this document prepared	01/06/2020

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Order 14 (as amended, July 16, 2018), the Regulations for Filing and Publishing Agency Regulations (1VAC7-10), and the *Form and Style Requirements for the Virginia Register of Regulations and Virginia Administrative Code*.

Brief Summary

Provide a brief summary (preferably no more than 2 or 3 paragraphs) of the subject matter, intent, and goals of this regulatory change (i.e., new regulation, amendments to an existing regulation, or repeal of an existing regulation).

The Board intends to amend its regulations to clarify and enhance training and supervision requirements for prospective nursing home and assisted living facility administrators receiving pre-licensure training in an Administrator-in-Training (AIT) program. The Board intends to establish an additional pathway for individuals to qualify for AIT training in the assisted living setting and to strengthen the current requirement for college or university coursework to include coursework in business and/or human services. The Board will consider requiring an 80-hour training course that is based upon curriculum standards established by NAB for both nursing home and assisted living AITs, with those training hours to count toward total AIT hours.

The Board intends to offer continuing education credit for preceptors who supervise AITs and to enhance the training and continuing education received by both AITs and administrators related to mental impairments, including, but not limited to dementia and Alzheimer's.

Acronyms and Definitions

Define all acronyms or technical definitions used in this form.

"AIT" means a person enrolled in the administrator-in-training program in nursing home administration in a licensed nursing home. (18VAC95-20-10)

"ALF AIT" means a person enrolled in an administrator-in-training program in a licensed assisted living facility. (18VAC95-30-10)

"NAB" means the National Association of Long Term Care Administrator Boards. (18VAC95-20-10, 18VAC95-30-10)

"RAP" means regulatory advisory panel as defined by 18VAC95-11-70.

Mandate and Impetus

Identify the mandate for this regulatory change and any other impetus that specifically prompted its initiation (e.g., new or modified mandate, petition for rulemaking, periodic review, or board decision). For purposes of executive branch review, "mandate" has the same meaning as defined in Executive Order 14 (as amended, July 16, 2018), "a directive from the General Assembly, the federal government, or a court that requires that a regulation be promulgated, amended, or repealed in whole or part."

The impetus for this action is a set of recommendations for action from a Regulatory Advisory Panel (RAP) on Administrators-in-Training convened by the Board in April and July 2019. On September 27, 2019, the Chair of the RAP presented to the Board a series of collaborative and regulatory recommendations to improve the AIT program for prospective nursing home and assisted living facility administrator licensees. Members of the Board requested additional time for discussion of and research and information related to the regulatory recommendations of the RAP. Additional research and information was presented to the Board at its December 17, 2019 meeting, which led to the Board's decision to initiate rulemaking.

Legal Basis

Identify (1) the promulgating agency, and (2) the state and/or federal legal authority for the regulatory change, including the most relevant citations to the Code of Virginia and Acts of Assembly chapter number(s), if applicable. Your citation must include a specific provision, if any, authorizing the promulgating agency to regulate this specific subject or program, as well as a reference to the agency's overall regulatory authority.

Regulations are promulgated under the general authority of Chapter 24 of Title 54.1 of the Code of Virginia, Section 54.1-2400, which provides the Board of Long-Term Care Administrators the authority to promulgate regulations to administer the regulatory system:

§ 54.1-2400. General powers and duties of health regulatory boards.

The general powers and duties of health regulatory boards shall be:

6. To promulgate regulations in accordance with the Administrative Process Act (§ 2.2-4000 et seq.) that are reasonable and necessary to administer effectively the regulatory system, ... Such regulations shall not conflict with the purposes and intent of this chapter or of Chapter 1 (§ 54.1-100 et seq.) and Chapter 25 (§ 54.1-2500 et seq.)....

The specific mandate for the Board of Long-Term Care Administrators to license nursing home and assisted living facility administrators is found in:

§ 54.1-3102. License required.

A. In order to engage in the general administration of a nursing home, it shall be necessary to hold a nursing home administrator's license issued by the Board.

B. In order to engage in the general administration of an assisted living facility, it shall be necessary to hold an assisted living facility administrator's license or a nursing home administrator's license issued by the Board. However, an administrator of an assisted living facility licensed only to provide residential living care, as defined in § 63.2-100, shall not be required to be licensed.

Purpose

Describe the specific reasons why the agency has determined that this regulation is essential to protect the health, safety, or welfare of citizens. In addition, explain any potential issues that may need to be addressed as the regulation is developed.

The purpose of this regulatory action is to strengthen current training and supervision requirements for prospective administrator licensees in the nursing home and assisted living settings. Training is essential for prospective administrators not only as preparation for examination and licensure, but also as a means of ensuring safety and competency for practice within the long-term care setting, which in turn enhances public health and safety.

The Board also intends to strengthen training for current and prospective administrators in the area of mental impairments, including dementia and Alzheimer's, to ensure that administrators are adequately equipped to handle the needs of residents in their care who are facing these challenges.

Substance

Briefly identify and explain the new substantive provisions that are being considered, the substantive changes to existing sections that are being considered, or both.

In addition to edits for clarity and consistency, the following changes will be considered:

18VAC95-20-10 et seq. Regulations Governing the Practice of Nursing Home Administrators

18VAC95-20-175. Continuing Education Requirements.

- Include language to permit preceptors who supervise administrators-in-training to obtain continuing education hours.
- Include requirement that administrators obtain a specified number of continuing education hours on a periodic basis on the care of residents with mental impairments, including but not limited to, Alzheimer's disease and dementia.

18VAC95-20-310. Required Hours of Training.

- Consider whether to require NHA AITs to complete 80-hour course in nursing home administration based upon curriculum that meets NAB-approved standards, with course hours to count toward total AIT hours.
- Include limitation on the number of hours per week that an AIT may count toward total training hours to be consistent with existing Board policy.

18VAC95-20-330. Training Facilities.

- Consider minimum bed size of facility for AIT training.

18VAC95-20-340. Supervision of Trainees.

- Include a minimum hour requirement for face-to-face instruction of AITs.
- Consider whether other on-site supervision requirements are necessary to ensure adequate oversight and training of AITs.

18VAC95-20-390. Training Plan.

- Consider whether to require preceptor use of NAB's AIT Manual for development of AIT training plan.
- Consider whether to require all AITs to complete 80-hour course in nursing home administration based upon curriculum that meets NAB-approved standards, as part of AIT training plan and with course hours to count toward total AIT hours.
- Consider whether to include requirement that administrators-in-training obtain a specified number of training hours on the care of residents with mental impairments, including but not limited to, Alzheimer's disease and dementia.

18VAC95-20-400. Reporting Requirements.

- Include reporting requirement related to completion of 80-hour course in nursing home administration based upon curriculum that meets NAB-approved standards.

18VAC95-30-10 et seq. Regulations Governing the Practice of Assisted Living Facility Administrators

18VAC95-30-70. Continuing Education Requirements.

- Include language to permit preceptors who supervise administrators-in-training to obtain continuing education hours.
- Include requirement that administrators obtain a specified number of continuing education hours on a periodic basis on the care of residents with mental impairments, including but not limited to, Alzheimer’s disease and dementia.

18VAC95-30-100. Educational and Training Requirements for Initial Licensure.

- Subsection (A)(1) - Include additional qualification for licensure through an assisted living AIT program for an individual with (1) defined previous experience in a managerial or supervisory role in a healthcare setting and (2) completion of an 80-hour course in assisted living administration based upon curriculum that meets NAB-approved standards, and who completes Board-specified hours in an AIT program.
- Subsection (A)(1)(a) – Amend current requirement for 30 semester hours in an accredited college or university in any subject to mirror language in regulations of the Department of Social Services for residential-only facility administrators in 22VAC40-73-140 related to successful completion of “*at least 30 credit hours of postsecondary education from a college or university accredited...and at least 15 of the 30 credit hours shall be in business or human services or a combination thereof.*”
- Consider whether to require all AITs to complete 80-hour course in assisted living administration based upon curriculum that meets NAB-approved standards, with course hours to count toward total AIT hours.

18VAC95-30-160. Required Content of an ALF Administrator-In-Training Program.

- Consider whether to require preceptor use of NAB’s AIT Manual for development of AIT training plan.
- Consider whether to require all AITs to complete 80-hour course in assisted living administration based upon curriculum that meets NAB-approved standards, as part of AIT training plan and with course hours to count toward total AIT hours.
- Include limitation on the number of hours per week that an AIT and an Acting AIT may count toward total training hours to be consistent with Board policy.
- Consider whether to include requirement that administrators-in-training obtain a specified number of training hours on the care of residents with mental impairments, including but not limited to, Alzheimer’s disease and dementia.

18VAC95-30-170. Training facilities.

- Consider minimum bed-size of facility for AIT training, or in the alternative, whether a percentage of training hours should be conducted at a comprehensive care facility.
- Clarify that an ALF AIT cannot be conducted in an assisted living facility that is designated by DSS as residential only (or that does not require licensed administrator).
- Clarify that an ALF AIT cannot be conducted in facility with conditional license if the prospective AIT is the owner of that facility.

18VAC95-30-180. Preceptors.

- Include a minimum hour requirement for face-to-face instruction of AITs in the assisted living setting (not just acting AITs)
- Consider whether other on-site supervision requirements are necessary to ensure adequate oversight and training of AITs.

18VAC95-30-190. Reporting Requirements.

- Clarify that Acting AITs are required to report evidence of face-to-face instruction and review for a minimum of four hours per week to be consistent with the current four-hour requirement set forth in 18VAC95-30-180.
- Include reporting requirement related to completion of 80-hour course in assisted living administration based upon curriculum that meets NAB-approved standards.

Alternatives to Regulation

Describe any viable alternatives to the regulatory change that were considered, and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the regulatory change. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulatory change.

Since the requirements for licensure and practice are set forth in regulation, amendments are necessary to make any changes. There are no alternatives that meet the essential purpose of protection of the public.

Periodic Review and Small Business Impact Review Announcement

If you wish to use this regulatory action to conduct, and this NOIRA to announce, a periodic review (pursuant to § 2.2-4017 of the Code of Virginia and Executive Order 14 (as amended, July 16, 2018)), and a small business impact review (§ 2.2-4007.1 of the Code of Virginia) of this regulation, keep the following text. Modify as necessary for your agency. Otherwise, delete the paragraph below and insert "This NOIRA is not being used to announce a periodic review or a small business impact review."

This NOIRA is not being used to announce a periodic review or a small business impact review.

Public Participation

Indicate how the public should contact the agency to submit comments on this regulation, and whether a public hearing will be held, by completing the text below. In addition, as required by § 2.2-4007.02 of the Code of Virginia describe any other means that will be used to identify and notify interested parties and seek their input, such as regulatory advisory panels or general notices.

The Board of Long-Term Care Administrators is providing an opportunity for comments on this regulatory proposal, including but not limited to (i) the costs and benefits of the regulatory proposal, (ii) any alternative approaches, and (iii) the potential impacts of the regulation.

Anyone wishing to submit written comments for the public comment file may do so through the Public Comment Forums feature of the Virginia Regulatory Town Hall web site at: <https://townhall.virginia.gov>. Comments may also be submitted by mail or email to Elaine Yeatts, 9960 Mayland Drive, Suite 300, Henrico, VA 23233 or elaine.yeatts@dhp.virginia.gov or by FAX to (804) 527-4434. In order to be considered, comments must be received by 11:59 pm on the last day of the public comment period.

A public hearing will be held following the publication of this stage, and notice of the hearing will be posted on the Virginia Regulatory Town Hall website (<https://townhall.virginia.gov>) and on the Commonwealth Calendar website (<https://commonwealthcalendar.virginia.gov/>). Both oral and written comments may be submitted at that time.

**Regulatory Advisory Panel – Administrators-in-Training
Considerations for the Board of Long-Term Care Administrators**

Area	Concern	Proposed Action Items for Consideration
Workforce Development	How to interest individuals in administration as a career	<input type="checkbox"/> DHP’s Healthcare Workforce Data Center to continue to disseminate Occupational Roadmap to community colleges, schools, and will reach out to the Virginia Healthcare Workforce Authority to share resources <input type="checkbox"/> Provider associations to share Occupational Roadmap on their websites <input type="checkbox"/> Provider associations to build relationships with schools to increase exposure to administration as a career
	Development of academic programs as pipeline for building career administrators	<input type="checkbox"/> NAB and National provider associations to continue to collaborate with academic programs to implement recommendations of Vision 2025 Summit, including recommendations to encourage investment in administration as a profession and career path; to encourage investment in/funding for/support of AIT training programs; to develop a common branding, terminology, and messaging for the profession; to study the supply/demand of administrators through NAB foundation and academic program; to establish a comprehensive core curriculum of study in long-term care administration
	Building leadership talent through education and investment, including investment in AIT training	<input type="checkbox"/> NAB and National provider associations to collaborate to promote leadership training, as well as financial support of/investment in AIT programs and internships
Preceptor Development and Engagement	Preceptor Directory – updates and utilization	<input type="checkbox"/> Board to encourage currently-listed preceptors to (1) update current information and (2) encourage additional preceptors to include information together with any restrictions they may have on their ability to oversee training (e.g. internal only) <input type="checkbox"/> Board to collaborate with provider associations to continue to “get the word out” about the availability of voluntary resource <input type="checkbox"/> Board to collaborate with provider associations to look at resources for matching preceptors and AITs
	Increasing engagement of/availability of preceptors in the AIT training process	<input type="checkbox"/> Board to consider change to regulations to permit preceptors to earn CE credit for supervising an AIT program <input type="checkbox"/> Board to collaborate with provider organizations and stakeholders to provide resources and additional training to preceptors <input type="checkbox"/> Board and provider associations to encourage use of NAB preceptor training modules beyond requirements related to initial registration/reinstatement
	Ensuring active involvement of preceptors in the training process	<input type="checkbox"/> Board to consider adequate training and oversight of AIT by preceptors when preceptor may not be on-site by reviewing minimum amount of face-to-face time for all AITs (not just Acting AITs) <input type="checkbox"/> Board to consider on-site requirements for preceptors

Area	Concern	Proposed Action Items for Consideration
AIT – Pathways to Registration – Education and Experience	Additional pathway for ALFA AIT based upon experience and/or other relevant educational requirements	<input type="checkbox"/> Board to consider change to regulations to add another pathway to registration for AIT training based upon experience in the long-term care setting (example of at least 2-3 years in managerial or supervisory role within long-term care setting), combined with 80-hour training requirement as prerequisite (NAB provides third party certification of 80 hour program based upon NAB curriculum standards and Domains of Practice); 80 hour program through provider association (not-for-profit) or academic program for implementation of 80-hour training program
	Current requirement for 30 hours of education “in any subject” as basis for approval of applicant to begin ALFA AIT	<input type="checkbox"/> Board to consider change to regulations to strengthen current minimum educational pathway to create link between 30 hours of coursework with coursework related to business and/or health services similar to requirement for residential-only administrators of record per DSS regulations (22VAC40-73-140)
Acting AITs	Review provisions related to Acting AITs for consistency with DSS regulations	<input type="checkbox"/> Board and DSS to collaborate to ensure consistency of regulations and processes related to acting AITs serving as Acting Administrators of record
AIT Training Facility Requirements	Clarifications regarding training facility where AIT conducted to promote comprehensive training and public safety	<input type="checkbox"/> Board to consider changes to regulations related to training facility requirements <ul style="list-style-type: none"> <input type="checkbox"/> Consider whether there should be a minimum size or bed capacity at the training facility, or in the alternative, consider whether a percentage of training hours must be conducted at a comprehensive care facility <input type="checkbox"/> Clarify that training for AL must occur at assisted living facility licensed by DSS that is not a residential-only AL facility <input type="checkbox"/> Consider provision that Acting AIT cannot be conducted at applicant’s own new/conditionally licensed facility
AIT Reporting Requirements	Improve reporting process for AITs	<input type="checkbox"/> Board to conduct ongoing review of reports for content to ensure reports accurately capture training experience and learning of AIT <input type="checkbox"/> Board to consider adoption of guidance document to use NAB training manual as basis for training <input type="checkbox"/> Board to increase awareness among AITs and preceptors of expectations related to reporting process
AIT Preparation and Training	Preparation for AITs for the examinations required for licensure	<input type="checkbox"/> Board to collaborate with provider associations and stakeholders regarding review course based upon NAB standard for 80-hour course; consider course hours to count as credit toward AIT training hours
	Improve/Increase mental health and dementia/Alzheimer’s training for AITs and Administrators	<input type="checkbox"/> Board to consider incorporation of additional training related to mental health and dementia/Alzheimer’s related needs of residents <input type="checkbox"/> Board to collaborate with provider organizations, DSS, and other stakeholders related to implementing additional mental health training for administrators

Nursing Home Administrator – AIT Program – Initial Qualifications, Training Hours and Requirements

Administrator in Training Qualifications	18VAC95-20-300(A)	<p>Application Requirements:</p> <p>To be approved as an administrator-in-training, a person shall:</p> <ol style="list-style-type: none"> 1. Have received a passing grade on a total of 60 semester hours of education from an accredited institution; 2. Obtain a registered preceptor to provide training; 3. Submit the fee prescribed in <u>18VAC95-20-80</u>; 4. Submit the application and Domains of Practice form provided by the board; and 5. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the AIT program. 	
Preceptor Qualifications	18VAC95-20-380(A)	<p>To be registered by the board as a preceptor, a person shall:</p> <ol style="list-style-type: none"> 1. Hold a current, unrestricted Virginia nursing home administrator license and be employed full time as an administrator of record in a training facility for a minimum of two of the past three years immediately prior to registration; 2. Provide evidence that he has completed the NAB online preceptor training course; and 3. Meet the application requirements in 18VAC95-20-230 (application, fee, attestation, NPDB report, other documents to determine eligibility). 	
	18VAC95-20-380(B)	<p>To renew registration as a preceptor, a person shall:</p> <ol style="list-style-type: none"> 1. Hold a current, unrestricted Virginia NHA license and be employed by or have an agreement with a training facility for a preceptorship; and 2. Meet the renewal requirements of 18VAC95-20-170 (renewal form and fee by 3/31) 	
Training Facility Qualifications	18VAC95-20-330	<p>Training in an AIT program shall be conducted only in:</p> <ol style="list-style-type: none"> 1. A nursing home licensed by the Virginia Board of Health or by a similar licensing body in another jurisdiction; 2. An institution operated by the Virginia Department of Behavioral Health and Developmental Services in which long-term care is provided; 3. A certified nursing home owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or 4. A certified nursing home unit that is located in and operated by a licensed hospital as defined in § 32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction. 	
Required Length of Training	18VAC95-20-310(B)(1), (2), (3)	<p>Credit for prior healthcare work experience</p> <ol style="list-style-type: none"> 1. The applicant shall have been employed full time for four of the past five consecutive years immediately prior to application as an assistant administrator or director of nursing in a training facility as prescribed in <u>18VAC95-20-330</u>, or as the licensed administrator of an assisted living facility; 2. The applicant with experience as a hospital administrator shall have been employed full time for three of the past five years immediately prior to application as a hospital administrator-of-record or an assistant hospital administrator in a hospital setting having 	1,000 total hours

		responsibilities in all of the following areas: a. Regulatory; b. Fiscal; c. Supervisory; d. Personnel; and e. Management; or 3. The applicant who holds a license as a registered nurse shall have held an administrative level supervisory position for at least four of the past five consecutive years, in a training facility as prescribed in <u>18VAC95-20-330</u> .	
	18VAC95-20-310(C)(1)	An applicant with a master's or a baccalaureate degree in a health care-related field that meets the requirements of <u>18VAC95-20-221</u> with no internship	320 total hours
	18VAC95-20-310(C)(2)	An applicant with a master's degree in a field other than health care	1,000 total hours
	18VAC95-20-310(C)(3)	An applicant with a baccalaureate degree in a field other than health care	1,500 total hours
	18VAC95-20-310(C)(4)	An applicant with 60 semester hours of education in an accredited college or university	2,000 total hours
Training and Supervision Requirements	18VAC95-20-390	Prior to beginning an AIT program, the preceptor shall develop and submit a training plan for the AIT that addresses the Domains of Practice	
	December 1, 2009 Board Meeting	Restriction of the number of hours credited toward completion of the AIT program to 40 hours per week at a maximum	
	18VAC95-30-310(D)	An AIT shall be required to serve weekday, evening, night and weekend shifts to receive training in all areas of nursing home operation	
	18VAC95-20-340(A)	Training shall be under the supervision of a preceptor who is registered or recognized by a licensing board.	
	18VAC95-20-340(B)	A preceptor may supervise no more than two AIT's at any one time.	
	18VAC95-20-340(C)	A preceptor shall: 1. Provide direct instruction, planning, and evaluation in the training facility; 2. Shall be routinely present with the trainee in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility; and 3. Shall continually evaluate the development and experience of the AIT to determine specific areas in the Domains of Practice that need to be addressed.	
Reporting Requirements	18VAC95-20-400	Monthly progress reports; accumulated reports submitted by preceptor within 30 days following completion of AIT	
	18VAC95-20-430	Termination of Program – written explanation of causes from both AIT and preceptor within 10 business days; submission of monthly reports completed prior to termination	
	18VAC95-20-440	Interruption of Program A. If the program is interrupted because the registered preceptor is unable to serve, the AIT shall notify the board within five working days and shall obtain a new preceptor who is registered with the board within 60 days. B. Credit for training shall resume when a new preceptor is obtained and approved by the board. C. If an alternate training plan is developed, it shall be submitted to the board for approval before the AIT resumes training.	

**To access the full text of the regulations cited, please visit: https://www.dhp.virginia.gov/nha/nha_laws_regs.htm.

Assisted Living Facility Administrator – AIT Program – Initial Qualifications, Training Hours and Requirements

Administrator in Training Qualifications	18VAC95-30-140	<p>Application Requirements:</p> <p>To be approved as an ALF administrator-in-training, a person shall:</p> <ol style="list-style-type: none"> 1. Meet the requirements of 18VAC95-30-100 A 1; (Educational requirements) 2. Obtain a registered preceptor to provide training; 3. Submit the application and Domains of Practice form provided by the board and the fee prescribed in 18VAC95-30-40; and 4. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the ALF AIT program.
	18VAC95-30-100(A)	<p>Educational and Training Requirements</p> <p>To be qualified for initial licensure as an assisted living facility administrator, an applicant shall hold a high school diploma or general education diploma (GED) and hold one of the following qualifications:</p> <ol style="list-style-type: none"> 1. Administrator-in-training program (*See hours calculation below, with baseline education as completion of at least 30 semester hours in an accredited college or university in any subject) 2. Certificate Program (with 320 hour practicum/internship) 3. Degree and Practical Experience (with 320 hour practicum/internship)
Preceptor Qualifications	18VAC95-30-180(B)	<p>To be registered by the board as a preceptor, a person shall:</p> <ol style="list-style-type: none"> 1. Hold a current, unrestricted Virginia assisted living facility administrator or nursing home administrator license; 2. Be employed full time as an administrator in a training facility for a minimum of two of the past four years immediately prior to registration or be a regional administrator with on-site supervisory responsibilities for a training facility; 3. Provide evidence that he has completed the online preceptor training course offered by NAB; and 4. Submit an application and fee as prescribed in 18VAC95-30-40. The board may waive such application and fee for a person who is already approved as a preceptor for nursing home licensure.
	18VAC95-30-180(F)	<p>To renew registration as a preceptor, a person shall:</p> <ol style="list-style-type: none"> 1. Hold a current, unrestricted Virginia assisted living facility or nursing home license and be employed by or have an agreement with a training facility for a preceptorship; and 2. Meet the renewal requirements of 18VAC95-30-60 (renewal fee and form by 3/31)
Training Facility Qualifications	18VAC95-30-170(A)	<p>Training in an ALF AIT program or for an internship shall be conducted only in:</p> <ol style="list-style-type: none"> 1. An assisted living facility or unit licensed by the Virginia Board of Social Services or by a similar licensing body in another jurisdiction; 2. An assisted living facility owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or

		3. An assisted living unit located in and operated by a licensed hospital as defined in § 32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.	
	18VAC95-30-170(B)	A new ALF AIT program or internship shall not be conducted in a facility with a provisional license as determined by DSS	
Required Length of Training	18VAC95-30-100(A)(1)(a)	Education - Complete at least 30 semester hours in an accredited college or university in any subject	640 total hours
	18VAC95-30-100(A)(1)(b)	Education - Complete an educational program as a licensed practical nurse and hold a current, unrestricted license or multistate licensure privilege	640 total hours
	18VAC95-30-100(A)(1)(c)	Education- Complete an educational program as a registered nurse and hold a current, unrestricted license or multistate licensure privilege	480 total hours
	18VAC95-30-100(A)(1)(d)	Education - Complete at least 30 semester hours in an accredited college or university with courses in the content areas of (i) client/resident care, (ii) human resources management, (iii) financial management, (iv) physical environment, and (v) leadership and governance	480 total hours
	18VAC95-30-100(A)(1)(e)	Education - Hold a master's or a baccalaureate degree in health care-related field or a comparable field that meets the requirements of subsection B of this section with no internship or practicum	320 total hours
	18VAC95-30-100(A)(1)(f)	Education - Hold a master's or baccalaureate degree in an unrelated field	480 total hours
	18VAC95-30-150(B)(1), (2)	Prior work experience - An applicant who has been employed full time for one of the past four years immediately prior to application as an assistant administrator in a licensed assisted living facility or nursing home or as a hospital administrator	320 total hours
	18VAC95-30-150(B)(2)	Prior work experience - An applicant who holds a license or a multistate licensure privilege as a registered nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years in a licensed assisted living facility or nursing home	320 total hours
	18VAC95-30-150(B)(3)	Prior work experience - An applicant who holds a license or a multistate licensure privilege as a licensed practical nurse and who has held an administrative level supervisory position in nursing for at least one of the past four consecutive years in a licensed assisted living facility or nursing home	480 total hours
Training and Supervision Requirements	18VAC95-30-150(A)	The ALF AIT program shall consist of hours of continuous training...to be completed within 24 months.... An extension may be granted by the board on an individual case basis	
	18VAC95-30-160(A)	Prior to beginning an AIT program, the preceptor shall develop and submit a training plan for the AIT that addresses the Domains of Practice	
	December 1, 2009 Board Meeting	Restriction of the number of hours credited toward completion of the AIT program to 40 hours per week at a maximum	

	18VAC95-30-160(B)	An AIT shall be required to serve weekday, evening, night and weekend shifts to receive training in all areas of assisted living facility operation
	18VAC95-30-180(A)	Training shall be under the supervision of a preceptor who is registered or recognized by Virginia or a similar licensing board in another jurisdiction
	18VAC95-30-180(D)	A preceptor may supervise no more than two AIT's at any one time.
	18VAC95-30-180(C)	A preceptor shall: <ol style="list-style-type: none"> 1. Provide direct instruction, planning, and evaluation; 2. Be routinely present with the trainee in the training facility as appropriate to the experience and training of the ALF AIT and the needs of the residents in the facility; and 3. Continually evaluate the development and experience of the trainee to determine specific areas needed for concentration.
Acting AIT Requirements	18VAC95-30-150(A)	A person in an ALF AIT program who has been approved by the board and is serving as an acting administrator shall complete the program within 150 days. An extension may be granted by the board on an individual case basis.
	18VAC95-30-190 (A)	For a person who is serving as an acting administrator while in an ALF AIT program, the preceptor shall include in the progress report evidence of face-to-face instruction and review for a minimum of two hours per week.
	18VAC95-30-201(A)	A person who is in an ALF AIT program while serving as an acting administrator pursuant to § 54.1-3103.1 of the Code of Virginia shall be identified on his nametag as an acting administrator-in-training.
	18VAC95-30-201(B)	The facility shall post the certificate issued by the board for the acting administrator and a copy of the license of the preceptor in a place conspicuous to the public.
Reporting Requirements	18VAC95-30-190	Monthly progress reports; accumulated reports submitted by preceptor within 30 days following completion of AIT
	18VAC95-30-200(A)	Program interruption – notify board within 10 working days and obtain a new preceptor who is registered with the board within 60 days; <ol style="list-style-type: none"> 1. Credit for training shall resume when a new preceptor is obtained and approved by the board. 2. If an alternate training plan is developed, it shall be submitted to the board for approval before the trainee resumes training.
	18VAC95-30-200(B)	Program termination - the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within 10 business days. The preceptor shall also submit all required monthly progress reports completed prior to termination within 10 business days.

**For the full text of the regulations referenced, please visit: https://www.dhp.virginia.gov/nha/nha_laws_regs.htm

CONTINUING EDUCATION FOR PRECEPTORS – STATE COMPARISON OF LANGUAGE

State	CE Hour Requirement	CE Credit for Preceptors	How CE credit calculated?*	Notes/Language
Arizona	50 hours/ biennial renewal - NHA	Yes	2 CEU hours for each month they serve as an AIT preceptor	“The Board shall award credit hours in an approved continuing education as follows: 5. Serving as a preceptor. Two credit hours of continuing education for each month that an administrator serves as an AIT preceptor...(C)(2) No more than 50 percent of the required hours may be obtained from serving as an AIT preceptor” (NHA AIT) R4-33-501(B), (C)
Arkansas	20 hours/year - NHA	Yes	Preceptors earn 10 CE hours per year is active as a preceptor	
California	40 CEUs/biennial renewal, with 10 units in the area of patient aging	Yes	1 CE credit per week training AIT. If they are training multiple AITs at the same time, they still only receive 1 CE credit per week training	“One (1) hour of credit shall be awarded for each week in which a licensee serves as the preceptor in an approved Administrator-in-Training (AIT) program, regardless of the number of AITs concurrently in training. No more than twenty (20) classroom hours may be acquired pursuant to this subsection during a two-year licensing period.” (NHA)
Kansas	50 hours/biennial renewal	Yes	15 clock hours for each trainee who successfully completes a practicum training program (adult care home administrator = NHA or AL > 60 residents)	“(e) Any preceptor may claim 15 clock-hours for each trainee.” 26-38-8 Kansas Administrative Regulations
Massachusetts	40 hours/biennial renewal	Yes	Up to 12 CEUs based on duration of program as the preceptor	Board Policy 04-01 - The Board may grant CE units as follows: <ul style="list-style-type: none"> • up to ten (10) hours of CE units to a nursing home administrator who has acted as a qualified preceptor in a three-month AIT program; and, • up to twenty (20) hours of CE units to a nursing home administrator who has acted as a qualified preceptor in a six-month AIT program. ... the Board may prorate the amount of CE hours according to the following formula: <ul style="list-style-type: none"> • AIT programs of one month will be eligible to earn up to three (3) hours of CE

State	CE Hour Requirement	CE Credit for Preceptors	How CE credit calculated?*	Notes/Language
				<ul style="list-style-type: none"> • AIT programs of two months will be eligible to earn up to six (6) hours of CE • AIT programs of four months will be eligible to earn up to thirteen (13) hours of CE • AIT programs of five months will be eligible to earn up to sixteen (16) hours of CE. <p>NHAs who receive CE units from the Board for acting as a qualified preceptor shall not earn more than twenty (20) continuing education hours for any two-year period through this method.</p>
Missouri	40 hours/biennial renewal	Yes	1 clock hour per full month with 10 hours as the max in an internship	“(C) Serving as a registered preceptor for an applicant who has been required by the board to complete an internship as described in 19 CSR 73-2.031. One (1) clock hour per full month as a preceptor shall be granted with a maximum of ten (10) clock hours per internship. During the two (2)-year licensure period, a maximum of twenty (20) clock hours shall be granted.” 19 CRS 73-2.050
New Jersey	60 hours/triennial renewal	Yes	16 credits per triennial licensure period serving as a preceptor to an individual completing 1750 hours toward an initial license	“2. Serving as the preceptor to an individual who is completing 1,750 hours applying for an initial license as a nursing home administrator, at the rate of 16 CEU hours per triennial licensure period;” NJAC 8.34-7.3 (NHA)
Oklahoma	24 hours/year NHA; 18 hours/year RC/AL	Yes	3 hours for each AIT completed (560 hours... 4 for a 700 hour candidate). Up to credit for 3 AITs per year	490:10-8-8: “(c) Preceptors for nursing home and CAA_AIT candidates shall be awarded 3 CEUs per each 560 hour trainee completed or 4 CEUs per each 700 hour trainee completed (awarded in the year the training was completed) and may earn up to 12 CEUs in this manner per calendar year (credited for a maximum of 3 students in any one calendar year). (d) CEU credit is awarded for the year the training was completed.” (NHA)
Texas	40 hours/biennial renewal with 6 hours in ethics	Yes	Preceptors who precept an AIT within the renewal period credited for 20 hours of CEs	TAC Title 26, Rule 555.35: “(e) DADS waives 20 of the required 40 clock hours of continuing education for preceptors who sponsor an AIT.” (NHA)

State	CE Hour Requirement	CE Credit for Preceptors	How CE credit calculated?*	Notes/Language
Washington	36 hours/biennial renewal	Yes	2 hours per month. Board members have begun handing the preceptor a certificate of completion for the hours when they perform the site visit at the end of the AIT program	WAC 246-843-130 (4) Continuing education credit of two hours per month may be granted to a preceptor of an administrator-in-training program. (NHA)

*Data from State Executives Survey for Mid-Year Meeting, October 2019

PRIOR EXPERIENCE – STATE COMPARISON OF LANGUAGE

State	Licensure Type	Experience Language/Definitions
Missouri	RC/AL Administrator	<p>(From RC/AL Licensure Application)</p> <p>Experience and/or education from an accredited educational institution in one of the following areas:</p> <ol style="list-style-type: none"> 1. Experience: A minimum of two years of health care or aging-related experience*, including management responsibility and supervision of two staff or more; or 2. Associate degree and one year of health care or aging-related experience*, including six months of management responsibilities and supervision of two staff or more; or 3. Bachelor degree or beyond and six months of health care or aging-related experience*, including six months of management responsibilities and supervision of two staff or more. <p>*Health care or aging-related experience shall mean full-time equivalency experience in a licensed home health agency, licensed hospice agency, licensed acute-care or long-term care facility, licensed adult day care program, or licensed mental health facility, pursuant to 19 CSR 73-2.010(8).</p>
Oklahoma	RC/AL Administrator	<p>490:10-1-3.1. Requirements for initial licensure for residential care/assisted living (RC/AL) administrators</p> <p>High school diploma or GED plus:</p> <p>(c) Each applicant for initial licensure as a RC/AL administrator shall provide, or shall cause to be provided, written evidence satisfactory to the Board of the following:</p> <p>(1) Current training certification, where "current" is defined as being completed within the twenty-four (24) months preceding the month in which the Board will be taking action to license the individual: ...</p> <p>(D) Applicants for training shall provide or cause to be provided to the approved training entity evidence that they have met at least one of the following pre-requisites to enter training:</p> <ol style="list-style-type: none"> (i) At least one (1) consecutive year of health care experience, OR (ii) At least thirty (30) college semester hours in a healthcare related field of study, OR (iii) A Bachelor’s degree in any field of study.

Nevada	Residential Facility Administrator	<p>NAC 654.1505</p> <p>10. Provide proof that he or she:</p> <p>(a) Has:</p> <p>(1) At least 2 years of experience in health care, including management and supervision, within the 6-year period immediately preceding the date on which he or she submits his or her application;</p> <p>(2) An associate’s degree and at least 1 year of experience in health care, including 6 months of management and supervision, within the 6-year period immediately preceding the date on which he or she submits his or her application; or</p> <p>(3) A bachelor’s degree, master’s degree or doctoral degree and at least 6 months of experience in health care, including management and supervision, within the 6-year period immediately preceding the date on which he or she submits his or her application;</p> <p>(b) Completed 100 hours of study or training approved by the Board in the domains of practice in the field of operating a residential facility for groups; and</p> <p>(c) Completed 40 hours of study under the supervision of a mentor who has been approved by the Board pursuant to NAC 654.156.</p> <p>➔ As used in this subsection, “experience in health care” means full-time, or equivalent hourly experience, working in a licensed residential facility for groups, licensed facility for skilled nursing or licensed facility for intermediate care or providing home or community-based services related to health care.</p>
Oregon	Residential Care Facility Administrator Note: Mandatory Licensure as of January 1, 2022	<p>853-035-0000</p> <p>Residential Care Facility Administrator Application Requirements</p> <p>An individual applying for a license as a residential care facility administrator must:</p> <p>...</p> <p>(2) Submit proof of being at least 21 years old;</p> <p>(3) Submit documentation of a high school diploma or its equivalent;</p> <p>(4) Submit proof of:</p> <p>(a) Being employed in a professional or managerial capacity in a field related to health or social service for at least two of the last five years; or</p> <p>(b) Having earned at least a bachelor’s degree in a health or social-service-related field; or</p> <p>(c) Having a combination of experience and education deemed sufficient by the Office.</p> <p>...</p>
Minnesota	Assisted Living Director Note: New AL facility and indiv. licensure requirements eff. June 1, 2021; New regs not yet available	<p>Legacy pathway for initial licensure via education and experience (until June 30, 2021):</p> <ul style="list-style-type: none"> • Diploma/GED - two years in LTC and a minimum of one year in management/supervision • Associates Degree - one year in LTC and a minimum of six months in management/supervision • Bachelor’s Degree or higher - six months in management/supervision in LTC

Maryland	<p>Assisted Living Manager</p> <p>**Note Maryland does not currently license individual AL administrators</p>	<p>Proposed Regulations for Assisted Living (9/30/2016)</p> <p><u>.16 Manager and Alternate Manager.</u></p> <p><u>A. In addition to the requirements in Regulation .15 of this chapter, the manager and alternate manager shall at a minimum:</u></p> <p><u>(1) Be 21 years old or older;</u></p> <p><u>(2) Possess a high school diploma, a high school equivalency diploma, or other appropriate education and have experience to conduct the responsibilities specified in §C of this regulation;</u></p> <p><u>(3) For level 3 licensed programs, have:</u></p> <p><u>(a) A 4-year, college-level degree;</u></p> <p><u>(b) 2 years experience in a health care related field and 1 year of experience as an assisted living program manager or alternate assisted living manager; or</u></p> <p><u>(c) 2 years experience in a health care related field and successful completion of the 80-hour assisted living manager training program;</u></p> <p><u>(4) For assisted living programs licensed for 5 beds or more, have:</u></p> <p><u>(a) Completed an initial 80-hour manager training course, from an institute approved by the Maryland Higher Education Commission; and</u></p> <p><u>(b) Completed 20 hours of continuing education every 2 years, from an institute approved by the Maryland Higher Education Commission, in addition to the required annual trainings described in Regulation .15D(10) of this chapter; or</u></p> <p><u>(c) Completed 10 hours of continuing education every 2 years, from an institute approved by the Maryland Higher Education Commission, in addition to the required annual trainings described in Regulation .15D(10) of this chapter;</u></p> <p><u>(5) Have sufficient skills, training, and experience to serve the residents in a manner that is consistent with the philosophy of assisted living;</u></p> <p><u>(6) Have verifiable knowledge in:</u></p> <p><u>(a) The health and psychosocial needs of the population being served;</u></p> <p><u>(b) The resident assessment process;</u></p> <p><u>(c) Use of service plans;</u></p> <p><u>(d) Cuing, coaching, and monitoring residents who self-administer medications, with or without assistance;</u></p> <p><u>(e) Providing assistance with ambulation, personal hygiene, dressing, toileting, and feeding; and</u></p> <p><u>(f) Resident rights....</u></p> <p><u>C. The completed manager's training course shall:</u></p> <p><u>(1) Consist of at least 80 hours of course work and include an examination;</u></p> <p><u>(2) Consist of training courses that include direct participation between faculty and participants; and</u></p> <p><u>(3) Include not more than 25 hours of training through Internet courses, correspondence courses, tapes, or other training methods that do not require direct interaction between faculty and participants.</u></p> <p>Level 3 = High Level of Care (see 10.07.14.05); Maryland AL Dashboard</p>
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MISCELLANEOUS INFORMATION

New Jersey NHA Applicants:

100-hour Course Information

First time applicants must successfully complete 100 course hours relevant to nursing home administration. Some potential sponsors for this course are shown below.

[Longtree & Associates, LLC](#)
[NAB Academic Accreditation Program](#)
[Healthcare Association of New Jersey](#)

Nevada Board of Examiners for Long Term Care Administrators:

The Board of Administrators for Long Term Care Administrators (BELTCA) requires Residential Facility Administrator Applicants to complete a comprehensive program for licensure which includes the following:

- * 100 hour Introductory Course that includes:
 - (1) 60 hours on the 5 Domains of Practice as prescribed by the National Association of Long Term Care Administrator Boards (NAB) which can be purchased from Senior Living University
 - (2) 40 hours on Best Practices for Nevada Residential Care which is provided by the Board
- * 40 hours of Administrator-In-Training (AIT) or study under the supervision of a mentor who has been assigned by the Board, and
- * 8 hours of training on Nevada State Regulations covering Long Term Care Administrators.

18VAC95-20-10 et seq. Regulations Governing the Practice of Nursing Home Administrators

18VAC95-20-175. Continuing education requirements.

A. In order to renew a nursing home administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

2. A licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.

3. At least [two hours] of continuing education [for each renewal year/for each even numbered renewal year] shall relate to the care of residents with mental or cognitive impairments, including Alzheimer's disease and dementia.

4. A licensee who serves as the registered preceptor in an approved AIT or Assisted Living Facility AIT program may receive [one hour of continuing education credit for each week of training] up to a maximum of 10 hours for each renewal year.

B. In order for continuing education to be approved by the board, it shall be related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency.

C. Documentation of continuing education.

1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.

2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

a. Date the course was taken;

b. Hours of attendance or participation;

c. Participant's name; and

d. Signature of an authorized representative of the approved sponsor.

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.

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D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters. The request for an extension shall be received in writing and granted by the board prior to the renewal date.

18VAC95-20-310. Required hours of training.

A. The AIT program shall consist of 2,000 hours of continuous training in a facility as prescribed in 18VAC95-20-330 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B and C of this section.

B. An AIT applicant with prior health care work experience may request approval to receive a maximum 1,000 hours of credit toward the total 2,000 hours as follows:

1. Applicant shall have been employed full time for four of the past five consecutive years immediately prior to application as an assistant administrator or director of nursing in a training facility as prescribed in 18VAC95-20-330, or as the licensed administrator of an assisted living facility;

2. Applicants with experience as a hospital administrator shall have been employed full time for three of the past five years immediately prior to application as a hospital administrator-of-record or an assistant hospital administrator in a hospital setting having responsibilities in all of the following areas:

- a. Regulatory;
- b. Fiscal;
- c. Supervisory;
- d. Personnel; and
- e. Management; or

3. Applicants who hold a license as a registered nurse shall have held an administrative level supervisory position for at least four of the past five consecutive years, in a training facility as prescribed in 18VAC95-20-330.

C. An AIT applicant with the following educational qualifications shall meet these requirements:

1. An applicant with a master's or a baccalaureate degree in health care administration or a comparable field with no internship shall complete 320 hours in an AIT program;

2. An applicant with a master's degree in an unrelated field shall complete 1,000 hours in an AIT program;

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3. An applicant with a baccalaureate degree in an unrelated field shall complete 1,500 hours in an AIT program; or

4. An applicant with 60 semester hours of education in an accredited college or university shall complete 2,000 hours in an AIT program.

D. An AIT shall be required to serve weekday, evening, night and weekend shifts to receive training in all areas of nursing home operation. An AIT shall be assigned a work schedule of [not less than 20 hours nor more than [x] hours per week] in order to receive credit for such training. For good cause shown, the board may waive the limitation on an AIT's work schedule.

E. An AIT shall be required to complete [an 80-hour course/a board-approved course] in nursing home administration based upon a curriculum that meets NAB-approved standards as part of the total required AIT program hours as set forth by this section.

F. An AIT shall complete at least [number] hours of training on the care of residents with cognitive or mental impairments, including Alzheimer's disease and dementia.

18VAC95-20-330. Training facilities.

Training in an A.I.T. program shall be conducted only in [a facility with _____ or more resident beds and that is]:

1. A nursing home licensed by the Virginia Board of Health or by a similar licensing body in another jurisdiction;
2. An institution operated by the Virginia Department of Behavioral Health and Developmental Services in which long-term care is provided;
3. A certified nursing home owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
4. A certified nursing home unit that is located in and operated by a licensed hospital as defined in § [32.1-123](#) of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

18VAC95-20-340. Supervision of trainees.

A. Training shall be under the supervision of a preceptor who is registered or recognized by a licensing board.

B. A preceptor may supervise no more than two AIT's at any one time.

C. A preceptor shall:

1. Provide direct instruction, planning and evaluation;
2. Shall be routinely present with the trainee for on-site supervision in the training facility as appropriate to the experience and training of the AIT and the needs of the residents in the facility; and

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3. Shall continually evaluate the development and experience of the AIT to determine specific areas in the Domains of Practice that need to be addressed.

18VAC95-20-390. Training plan.

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. The training plan shall address the Domains of Practice approved by NAB that is in effect at the time the training program is submitted for approval and outlined in the NAB AIT Manual. An AIT program shall include training in each of the learning areas in the Domains of Practice.

18VAC95-20-400. Reporting requirements.

A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training. The preceptor shall include in the progress report evidence of on-site supervision of the AIT training.

B. The AIT's certificate final report of completion, ~~plus the~~ accumulated original monthly reports, and certificate of completion of the [80-hour or board-approved] nursing home administration course shall be submitted by the preceptor to the board within 30 days following the completion of the AIT program.

18VAC95-30-10 et seq. Regulations Governing the Practice of Assisted Living Facility Administrators

18VAC95-30-70. Continuing education requirements.

A. In order to renew an assisted living administrator license, an applicant shall attest on his renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

2. A licensee is exempt from completing continuing education requirements for the first renewal following initial licensure in Virginia.

3. At least [two hours] of continuing education [for each renewal year/for each even numbered renewal year] shall relate to the care of residents with mental or cognitive impairments, including Alzheimer's disease and dementia.

4. A licensee who serves as the registered preceptor in an approved ALF AIT program may receive [one hour of continuing education credit for each week of training] up to a maximum of 10 hours for each renewal year.

B. In order for continuing education to be approved by the board, it shall be related to the Domains of Practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution or a governmental agency.

C. Documentation of continuing education.

1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.

2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date the course was taken;
- b. Hours of attendance or participation;
- c. Participant's name; and
- d. Signature of an authorized representative of the approved sponsor.

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters. The request for an extension shall be submitted in writing and granted by the board prior to the renewal date.

18VAC95-30-100. Educational and training requirements for initial licensure.

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A. To be qualified for initial licensure as an assisted living facility administrator, an applicant shall hold a high school diploma or general education diploma (GED) and hold one of the following qualifications:

1. Administrator-in-training program.

a. Complete at least 30 semester hours of postsecondary education in an accredited college or university ~~in any subject~~ and at least 15 of the 30 semester hours shall be in business or human services or a combination thereof and 640 hours in an ALF AIT program as specified in 18VAC95-30-150;

b. Complete an educational program as a licensed practical nurse and hold a current, unrestricted license or multistate licensure privilege and 640 hours in an ALF AIT program;

c. Complete an educational program as a registered nurse and hold a current, unrestricted license or multistate licensure privilege and 480 hours in an ALF AIT program;

d. Complete at least 30 semester hours in an accredited college or university with courses in the content areas of (i) client/resident care, (ii) human resources management, (iii) financial management, (iv) physical environment, and (v) leadership and governance, and 480 hours in an ALF AIT program;

e. Hold a master's or a baccalaureate degree in health care related field or a comparable field that meets the requirements of subsection B of 18VAC95-30-100 with no internship or practicum and 320 hours in an ALF AIT program; ~~or~~

f. Hold a master's or baccalaureate degree in an unrelated field and 480 hours in an ALF AIT program; or

g. Have at least [number of years] of experience in providing care to residents or patients to include at least [# year] in a managerial or supervisory role in a health care setting within the five years prior to application [and complete an [80-hour or board-approved course] in assisted living administration based upon a curriculum that meets NAB-approved standards] and [640] hours in an ALF AIT program.

h. For purposes of this section, the following definitions apply:

i. "Health care experience" means full-time equivalency experience in a health care setting.

ii. "Health care setting" means a licensed home health organization, licensed hospice program, licensed hospital or nursing home, licensed assisted living facility, [licensed adult day care program], or licensed mental health or developmental services facility.

iii. "Managerial or supervisory role" means an employment role that includes management responsibility and supervision of two or more staff.

2. Certificate program.

Hold a baccalaureate or higher degree in a field unrelated to health care from an accredited college or university and successfully complete a certificate program with a minimum of 21 semester hours study in a health care related field that meets course content requirements of subsection B of this section from an accredited college or university and successfully complete not less than a 320-hour internship or practicum that addresses the

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domains of practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the certificate program under the supervision of a preceptor; or

3. Degree and practical experience.

Hold a baccalaureate or higher degree in a health care related field that meets the course content requirements of subsection B of this section from an accredited college or university and have completed not less than a 320-hour internship or practicum that addresses the Domains of Practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the degree program under the supervision of a preceptor.

B. To meet the educational requirements for a degree in a health care related field, an applicant must provide an official 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 to include a minimum of six semester hours in the content area set out in subdivision 1 of this subsection, three semester hours in each of the content areas in subdivisions 2 through 5 of this subsection, and three semester hours for an internship or practicum.

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

18VAC95-30-160. Required content of an ALF administrator-in-training program.

A. Prior to the beginning of the training program, the preceptor shall develop and submit for board approval a training plan which shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall include the tasks and the knowledge and skills required to complete those tasks as approved by NAB as the domains of practice for residential care/assisted living in effect at the time the training is being provided and outlined in the NAB AIT Manual. An ALF AIT program shall include training in each of the learning areas in the domains of practice.

B. An ALF AIT shall be required to serve weekday, evening, night and weekend shifts and to receive training in all areas of an assisted living facility operation.

C. An ALF AIT shall be assigned a work schedule of [not less than 20 hours nor more than [x] hours per week] in order to receive credit for such training. For good cause shown, the board may waive the limitation on an AIT's work schedule.

D. An ALF AIT shall be required to complete [an 80-hour course/a board-approved] in assisted living administration based upon a curriculum that meets NAB-approved standards as part of the total required AIT program hours as set forth by 18VAC95-30-100.

E. An ALF AIT shall complete at least [number] hours of training on the care of residents with cognitive or mental impairments, including Alzheimer's disease and dementia.

18VAC95-30-170. Training facilities.

A. Training in an ALF AIT program or ~~for an~~ internship shall be conducted only in:

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1. An assisted living facility or unit licensed by the Virginia Board of Social Services or by a similar licensing body in another jurisdiction;
2. An assisted living facility owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or
3. An assisted living unit located in and operated by a licensed hospital as defined in §32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.

B. Training in an ALF AIT program or internship shall not be conducted in:

1. A new ALF AIT program or internship shall not be conducted in a An assisted living facility with a provisional license as determined by the Department of Social Services in which the AIT program is a new ALF AIT program;
2. An assisted living facility with a conditional license as determined by the Department of Social Services where the AIT applicant is the owner of the facility;
3. A facility that is licensed as residential only and does not require an administrator licensed by the Board of Long-Term Care Administrators; or
4. An assisted living facility with less than [number] resident beds.

18VAC95-30-180. Preceptors.

A. Training in an ALF AIT program shall be under the supervision of a preceptor who is registered or recognized by Virginia or a similar licensing board in another jurisdiction.

B. To be registered by the board as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia assisted living facility administrator or nursing home administrator license;
2. Be employed full-time 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 responsibilities for a training facility or facilities;
3. Provide evidence that he has completed the online preceptor training course offered by NAB; and
4. Submit an application and fee as prescribed in 18VAC95-30-40. The board may waive such application and fee for a person who is already approved as a preceptor for nursing home licensure.

C. A preceptor shall:

1. Provide direct instruction, planning and evaluation;
2. Be routinely present for on-site supervision of ~~with~~ the trainee in the training facility as appropriate to the experience and training of the ALF AIT and the needs of the residents in the facility; and
3. Continually evaluate the development and experience of the trainee to determine specific areas needed for concentration.

D. A preceptor may supervise no more than two trainees at any one time.

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E. A preceptor for a person who is serving as an acting administrator while in an ALF AIT program shall be present in the training facility for face-to-face instruction and review of the trainee’s performance for a minimum of four hours per week.

F. To renew registration as a preceptor, a person shall:

1. Hold a current, unrestricted Virginia assisted living facility or nursing home license and be employed ~~by~~ [full-time as an administrator in a training facility, be a regional administrator with on-site supervisory responsibilities for a training facility,] or have ~~an~~ written agreement with a training facility for a preceptorship; and
2. Meet the renewal requirements of 18VAC95-30-60.

18VAC95-30-190. Reporting requirements.

A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training. The preceptor shall include in the progress report evidence of face-to-face instruction and review for a minimum of two hours per week. For a person who is serving as an acting administrator while in an ALF AIT program, the preceptor shall include in the progress report evidence of face-to-face instruction and review for a minimum of ~~two~~ four hours per week.

B. The trainee's ~~certifieate~~ final report of completion, ~~plus the~~ accumulated original monthly reports, and certificate of completion of the 80-hour assisted living administration course shall be submitted by the preceptor to the board within 30 days following the completion of the program. For a trainee who is serving as an acting administrator while in an ALF AIT program, the certificate of completion, ~~and~~ reports, and certificate of completion shall be submitted to the board within five business days of completion of the program.