



Oregon

Board of Examiners of Nursing Home Administrators

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SO YOU WANT TO BE A NURSING HOME ADMINISTRATOR

The first step is to find a nursing home with a preceptor (administrator in a nursing home who has completed a preceptor-training course) who is willing to train you. The board posts facility and preceptor lists on the *AIT Program/Training* page on its website located at www.oregon.gov/nhabd, or you may contact the board office for a list of nursing homes in Oregon that have preceptors.

1. After locating a facility in which to train, you will need to remit the following within two weeks of commencing your program:
 - Administrator-In-Training application
 - \$100 fee
 - Updated resume'
 - Short narrative detailing your interest in becoming a nursing home administrator
 - The training plan that you and your preceptor have developed. Your plan should identify the areas that you will cover during your training and the amount of hours you plan to spend in each area.
2. It is both you and your preceptor's responsibility to ensure that sufficient training is given and received in all areas of administration. The board's publication *Domains of Practice* is an excellent guideline for the areas to be covered in each domain. Additionally, the *AIT Inventory of Knowledge* tool will assist you in identifying areas for training and in developing your Training Plan. If during your final interview, the Board decides that you lack knowledge in some area(s), you may be asked to complete additional training in the area(s) in which you are deficient.
3. Approximately every two months, you are expected to remit a Training Report completed by you and signed by your preceptor. You will need to forward your report to the board office by the date stated on the form. Please remember to notify the board office of any changes in facility, preceptor, and duration of your training program. A *Program Change Report Form* is posted on the *AIT Program/Training* page of the board's website.
4. You will be invited to meet with the Board to discuss your training program at the mid-way point and again toward the end of your program. The Board will review your program and identify and recommend any changes that may be needed.
5. When your AIT application is approved, the board office will provide you with reporting information and study materials related to the state and national NHA examination.

If you have questions, contact the board office at 971-673-0196.

AN EQUAL OPPORTUNITY EMPLOYER