



Oregon

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Nursing Home Administrators Board

Gaining Licensure in Oregon through Administrator-in-Training (AIT)

The first step is to find a nursing home with a **preceptor** (administrator in a nursing home who has completed a preceptor-training course among other requirements) who is willing to train you. Find facility and preceptor lists on the *AIT Program/Training* page at www.oregon.gov/OHLA/NHAB, or you may contact the Oregon Health Licensing Agency (OHLA) 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
- Application 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 obtained in all areas of administration. The 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 NHAB determines that you lack knowledge in some area(s), you may be asked to complete additional training in the area(s) in which you are considered deficient by the NHAB.

3. Approximately every two months, you are expected to submit a training report completed by you and signed by your preceptor. Please forward your report to OHLA by the date stated on the form. Please remember to notify OHLA 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 at www.oregon.gov/OHLA/NHAB.

4. You will be invited to meet with the NHAB to discuss your training program at the mid-way point and again toward the end of your program. The NHAB will review your program and identify and recommend any changes that may be needed.

5. When your AIT application is approved, OHLA will provide you with reporting information and study materials related to the state and national NHA examination.