

Nursing Home Administrator Instructions for Addendum A

Administrator-In-Training Program (AIT) Internship Checklist

An AIT program is a full-time internship completed in a qualifying nursing facility under the supervision of a qualified preceptor within the last 10 years. Pre-approval is required. There is no "approved" listing of training sites or preceptors currently available. Applicants are responsible for contacting prospective facilities and preceptors to secure an internship and may be paid or unpaid. Any financial arrangement entered by the preceptor and intern are the sole responsibility of those individuals and not the responsibility of the Department of Health.

Addendum A- Administrator-In-Training Program (AIT) Requirements:

- Program plan** - The training sites, preceptors and interns must meet specific criteria to be approved by submitting a description of the learning activities for each module (including goals and objectives) at least eight weeks prior to the desired start date of the internship.
- Organization chart** - A current organization chart for the training site identifying the incumbents in all positions at the department head level and above.
- All required sections of your application are complete and legible.** Failure to submit a complete application will delay the processing of your application. Keep a copy of your submission and all supporting documentation.
- Satisfaction of either the 6-month or 12-month requirement.** Part-time internships may be considered. All internship hours must be completed within two years. (52 weeks/ 1820 hours OR 26 weeks/ 910 hours if reduction based on experience and/or education is pre-approved by the Department of Health)

Training Site Criteria:

To be approved for an internship, the training site:

- Must be a skilled nursing facility which holds an Operating Certificate.
- Must have an overall rating of at least 3 stars through the Centers for Medicare and Medicaid Services (CMS) Five-Star Quality Rating System OR an overall rating of at least 2 stars with a quality measures rating of at least 4 stars.
- May not have formal enforcement actions pending or in progress against the facility. Facilities that are in Receivership are ineligible to serve as training sites.
- May accommodate a maximum of two interns at one time.

Intern Criteria:

Prior to participating in an internship, the intern must:

- Have an active nursing home administrator application on file (form DOH-641).
- Be at least 21 years of age.
- Be of good moral character and suitability.
- Have completed the Nursing Home Administration, Health Care Financial Management and Legal Issues in Health Care course work required as part of Qualification 3 and submitted the official transcripts to the Department of Health.
- Not have a financial interest in the training site and may not be a relative of an individual who has a financial interest in the training site.

During the AIT internship, the intern must:

- Not accept an appointment as Acting Administrator of any residential health care facility pursuant to 10 NYCRR 415.6(a)(3) during the internship. The acceptance of such an appointment will result in disqualification of the internship.
- Not be involved in any activity at the training site which is not included in the pre-determined blocks of time outlined in the Internship Plan

Preceptor Criteria:

Prior to participating in an internship, the preceptor must:

- Be the Administrator-of-Record of the training site.
- Hold a New York State nursing home administrator license for at least two years and be currently registered.
- Have had at least three years of full-time service as the Administrator-of-Record of a skilled nursing facility during the last five years, including at least one year in a New York State nursing home eligible for approval as a training site OR hold a current Nursing Home Administrator certification from the American College of Health Care Administrators (ACHCA).
- Not be related to the intern.

During the AIT internship, the preceptor must:

- Not have had his/her nursing home administrator license annulled, revoked, suspended, surrendered, or forfeited or otherwise been disciplined by the Board, or have any formal disciplinary action pending or in progress against him/her. Approval of the internship will be withdrawn if the preceptor relinquishes his/her Administrator-of-Record responsibilities at the facility.
- Accommodate a maximum of two interns at one time.

The Board acknowledges those licensed nursing home administrators who contribute to the Nursing Home Administrator Licensure Program by serving as preceptors. There is no limit on the number of clock hours that licensees who serve as preceptors can claim toward satisfying the continuing education requirement for renewal. Preceptors will earn one clock hour for each full-time equivalent week served as a preceptor

Administrator-In-Training Program (AIT) Internship Instructions

1. Find an eligible Training Site and Preceptor

Given the variables in training site and preceptor criteria, there is no "approved" listing of training sites or preceptors available to applicants. Applicants are responsible for contacting prospective facilities and preceptors to secure an internship. To begin this process, a listing of skilled nursing facilities in New York State may be found at: https://profiles.health.ny.gov/nursing_home/. This information is provided as a resource to applicants, but in no way guarantees the availability or acceptability of any internship.

2. Internship Approval

To obtain Board approval of the internship, Nursing Home Administrator Licensure Application Addendum A must be completed and submitted by the preceptor at least eight weeks prior to the desired start date of the internship.

Return the completed Addendum A with original signatures (page one only) to:

**NEW YORK STATE DEPARTMENT OF HEALTH
Board of Examiners of Nursing Home Administrators
Bureau of Professional Credentialing
875 Central Avenue
Albany, New York 12206**

Upon receipt, Addendum A will be reviewed. The preceptor will be contacted if any revisions are required. Upon approval, a start date will be identified.

3. During the Internship - Supervision and Record Keeping

Addendum A (with original signatures) must be maintained by the preceptor throughout the duration of the internship, as it will serve to document the milestones and completion of the internship.

Upon completion of each module, the respective trainer must complete a Module Training Summary and provide it to the preceptor. The preceptor should meet with the intern to assure that the goals and objectives have been satisfactorily met and the intern is ready to begin the next module. If the goals and objectives have not been met, the preceptor should postpone movement into the next module and work with the intern (and trainer) to resolve any weaknesses sufficient to proceed. The preceptor should obtain the signature of the trainer on Addendum A once the goals and objectives for the module have been met.

The preceptor must maintain all Module Training Summaries throughout the duration of the internship. These reports may be requested by the Board on a random basis and must be made available immediately upon request. The Module Training Summaries should be in the "module training summary" format (see next page).

4. Internship Completion

Upon completion of the internship, the preceptor should obtain the signature of the intern on Addendum A. The preceptor should then sign the certification and submit to the Board the fully completed Addendum A (with original signatures), along with all Module Training Summaries completed throughout the duration of the internship.

For additional details, please refer to the following website:

https://www.health.ny.gov/professionals/nursing_home_administrator/licensure_program/administrator-in-training_program_guidelines.htm

(ON FACILITY LETTERHEAD)

Nursing Home Administrator Licensure Application

Addendum A

MODULE TRAINING SUMMARY

Intern Name:

Preceptor Name:

Trainer Name:

Module:

Trainer Report

Provide a concise narrative on the learning activities completed by the intern and the intern's progress, experiences, and accomplishments throughout the Module.

Intern Report

Provide a concise narrative on the intern's learning experience throughout the Module.

Preceptor Report

Provide a concise narrative regarding the intern's progress in meeting established goals and objectives for the Module and identifying any additional professional development opportunities.

**►► In preparing Module Training Summaries, do not modify this format.
Attach additional pages, as necessary. ◀◀**

**If you have questions, please contact:
profcred@health.ny.gov**
