

# AIT PRECEPTOR TRAINING and ORIENTATION

Learn how to be a top-notch preceptor and develop an effective AIT program

## WHEN & WHERE

**JUNE 6-7, 2024 — BRENTWOOD**

## WHAT'S IT ALL ABOUT?

Participants will be able to:

- Understand the core competencies of a new administrator, including how to perform administrator duties under the new rules and regulations;
- Develop an AIT program with phases and a competency checklist for each phase;
- Teach effective leadership skills that encompass the domains of practice (customer focus, clinical care, human resources, finance, environment and management);
- Prepare AITs for the NHA examination by resource training and mentoring techniques;
- Realize the role of an effective preceptor and how to best teach, mentor and support the AIT.



## PRECEPTOR QUALIFICATIONS

Preceptors must be approved by the Board of Examiners for Nursing Home Administrators (BENHA) and should:

- Hold a Tennessee nursing home administrator license;
- Have served a minimum of three of the past five years (with the last year being served in Tennessee) as a nursing home administrator or have served as an assistant administrator with at least six of the past 10 years of full-time experience in a nursing home;
- Have completed 72 hours of college credit or be able to substantiate three years of administrator experience beyond the minimum requirements listed above;
- Have completed a 12-hour preceptor training and orientation program;
- Have no formal disciplinary actions against his/her license for the past 10 years that the board deems are of such a nature as to prevent the applicant from providing services as a preceptor; and
- After becoming a preceptor, obtain 27 hours of continuing education annually, which is nine hours more than the requirement for administrators. (Credit for six hours of continuing education per year shall be given to a preceptor upon the AIT successfully completing the AIT program.)

## SEMINAR PRESENTER

**Dr. Allison Pierce** is a faculty member at Lee University in Cleveland, Tennessee. Prior to this, she was a division president for Sava Senior Care and the senior vice president for people development with Life Care Centers of America.

## WHO SHOULD ATTEND?

All administrators and assistant administrators who are interested in becoming preceptors.

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## REGISTRATION INFORMATION

### DATE AND TIME:

#### June 6-7, 2024 – Brentwood

THCA Meeting Center, 5120 Virginia Way, Lower Level  
Brentwood, TN 37027 • (615) 834-6520

**Lodging:** A nearby option is Simply Sonesta Suites, 5129 Virginia Way, Brentwood, (615) 309-0600. You are strongly encouraged to make reservations as soon as possible. If Sonesta Suites is full, there are several other hotels nearby.

- Registration:** 8-8:30 a.m. both days
- Seminar:** 8:30 a.m.-4:30 p.m. both days
- Early fees:** \$850 per member/\$1,050 per prospective member
- Walk-in fees:** NO WALK-IN REGISTRATIONS ACCEPTED
- Early registration deadline/late fees:** May 30, 2024 (add \$50 per person for registrations postmarked or fax-dated after this date)
- Credit:** 12 hours NAB credit
- To register:** Register online at [www.thca.org](http://www.thca.org) or complete the form below, detach and mail with payment to:  
THCA  
P.O. Box 440548  
Nashville, TN 37244-0548  
Or fax to: (615) 834-2502

## CANCELLATIONS AND REFUNDS

THCA reserves the right to cancel any seminar and will make a full refund to registrants in the event of a cancellation. THCA understands that registrants cannot always attend seminars as planned. Therefore, substitutions may be made at any time. If a registration cancellation is necessary and is received by THCA at least 48 hours before the seminar, a full refund will be made; less than 48 hours, a 50 percent refund will be made. Those who cancel less than 48 hours prior to the seminar and have not paid will be invoiced for 50 percent of the fee. All cancellations must be in writing and may be faxed to THCA at (615) 834-2502. Registrants who do not attend and do not cancel will be invoiced for the full fee.

## CONTINUING EDUCATION POLICY

THCA education program participants must attend the entire scheduled seminar to receive credit. No partial credit can be given for late arrivals or early departures. Any participant with knowledge of abuse or misuse of the attendance policy should contact THCA or the staff member present and request a form to report the incident. THCA will only accept attendance certificates that are completed and collected onsite at the conclusion of the seminar.

## NOTE TO ATTENDEES

Business casual attire is recommended. Room temperature in meeting spaces is often difficult to control. Please dress appropriately by carrying a light jacket or sweater. If you have special needs (disabilities or dietary restrictions) that require attention to attend this event, please notify THCA at least seven days before the seminar. Visit [www.thca.org](http://www.thca.org) for travel directions.



Look for the Tennessee Health Care Association/Tennessee Center for Assisted Living on Facebook and YouTube.



## REGISTRATION FORM | AIT Preceptor Training and Orientation

### JUNE 6-7, BRENTWOOD

Facility \_\_\_\_\_ Person completing form \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Email \_\_\_\_\_

## CHOOSE YOUR METHOD OF PAYMENT

- VALUE+PLUS EDUCATION check must be received before the seminar.
- Check. If check does not accompany registration, please indicate the date of payment. This should be before the seminar date.
- MasterCard     Visa     American Express    *Note: Credit card transactions totaling \$500 or more will include a 3% service charge.*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

Exp. date			

Cardholder's name \_\_\_\_\_ Signature \_\_\_\_\_

Cardholder's mailing address (where credit card bill is received) \_\_\_\_\_

**MAIL REGISTRATION TO:** THCA, P.O. Box 440548, Nashville, TN, 37244-0548; fax to (615) 834-2502; or email to [jtalbert@thca.org](mailto:jtalbert@thca.org).