

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Idaho Division of Occupational and Professional Licenses
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ADMINISTRATOR-IN-TRAINING REPORT

Reports for those trainees employed in a nursing home must be submitted to the Board after completion of each five hundred (500) hour increment and reflect that the preceptor of the trainee has instructed, assisted, and given assignments as deemed necessary to fulfill the requirements of Rule 400.03. For more information on Administrator in Training Programs and Materials, see the National Association of Long-Term Care Administrator Boards (NAB) website at: <https://www.nabweb.org/new-ait-program-manual>

ADMINISTRATOR-IN-TRAINING

PRECEPTOR

ADMINISTRATOR-IN-TRAINING FACILITY

PRECEPTOR FACILITY

FACILITY ADDRESS

FACILITY ADDRESS

1st Report 2nd and Final Report (choose one)

This report covers 500 hours starting on ____/____/____ and ending on ____/____/____.
Date Date

NOTE: This report should cover all five (5) domains within the 1,000 hours. It must be submitted within 30 days after completion of each five hundred (500) hour increment for which it is being submitted.

- (a) 10. CUSTOMER CARE, SUPPORT AND SERVICES
- (b) 20. HUMAN RESOURCES
- (c) 30. FINANCE
- (d) 40. ENVIRONMENT
- (e) 50. MANAGEMENT AND LEADERSHIP

Is the Administrator in Training assuming any other responsibility in the nursing home during the in-training work period?
 Yes No

If yes, please list your job title, number of hours scheduled per week, and describe all routine duties of your job:

By signing and dating on the lines provided below, I certify that I have carefully read this report and that, to the best of my knowledge, the report is accurate and complete. I also certify that the Preceptor and AIT have spent no less than **32 hours per month with the preceptor in a training and/or observational situation.**

Signature of Administrator-in-training

Signature of Preceptor

Date

Date

AIT 500 Hour Report

1) Record the number of hours spent in each Domain and Area which should total 500 hours. 2) Record the number of hours spent each month on preceptor assigned training or observation which should total no less than 32 hours each month (may be included in the 500 hours).

Domains and Areas	Total Hours Report	Preceptor assigned hours (no less than 32 hrs./month)						
		Month	Month	Month	Month	Month	Month	Month
A(10) Customer Care, Support & Services								
Nursing Department								
Rehabilitation Department								
Social Services/ Admissions								
Dietary Department								
Medical/Patient Records								
Activities Department								
B(20) Human Resources								
Personnel								
C(30) Finance								
Business Office								
D(40) Environment								
Housekeeping/Laundry								
Maintenance/Environmental								
E(50) Management and Leadership								
Administration								
Total Hours This Report								
Required Hours	500	32	32	32	32	32	32	32

Please thoroughly address all five training domains when providing your answer to each of the questions listed below.

- 1) List assignments and departments for the 32 hours spent in training or observation with the preceptor:
(You may use additional paper if needed.)

- 2) Discuss how you will apply what you have learned in your role as a Nursing Home Administrator:

- 3) Brief analysis of any problems observed, new experiences, insights gained and your role in the problem resolution: