



## CHECKLIST AND INSTRUCTIONS FOR **ACTING** ASSISTED LIVING FACILITY ADMINISTRATOR-IN-TRAINING

**Important:** An Acting Assisted Living Facility Administrator-In-Training registration is only valid for 150 days. The applicant's status as acting administrator must be **validated** by the Department of Social Services and the Board of Long-Term Care Administrators.

### SUBMIT THE FOLLOWING:

- APPLICATION – This application will not be considered until all sections have been completed. You may need to submit supporting documentation regarding your responses to the licensure questions. Please refer to the application for more information.
- FEE – All fees are non-refundable. The application fee is \$215.00. Make check or money order payable to the Treasurer of Virginia.
- PROOF OF PROFESSIONAL EDUCATION – OFFICIAL transcripts must be received from your school to include the school seal, date of graduation, and coursework and/or program completed before licensure will be issued.
- VERIFICATION OF WORK EXPERIENCE – Provide original third-party documentation of required work experience to include dates of employment, location of work experience, and specific duties assigned (e.g., an originally signed letter from the employer on company letterhead mailed to the Board by your employer). A resume may not be used as a substitute for proof of employment.
- DOMAINS OF PRACTICE/PROPOSED TRAINING PLAN – Before beginning the Administrator-in-Training (AIT) program, the preceptor shall develop and submit for board approval a training plan that shall include and be designed around the specific training needs of the administrator-in-training. An AIT program shall include training in each learning area in the Domains of Practice.

### GENERAL INFORMATION ABOUT THE APPLICATION PROCESS

1. It is unlawful to practice as an Assisted Living Family Administrator (ALFA) or Assisted Living Facility Administrator-in-Training in Virginia until you have been issued a Virginia license or registration.
2. You may only receive credit for hours working in an AIT program after you have been registered as an AIT and received notification from the Board.
3. Applications received without the required processing fee will be returned to the sender.
4. Faxed documents will not be accepted; only original documents will be accepted.
5. Once all documentation has been received, the licensing process takes approximately ten **business** days. Board staff will contact you at the email address provided on your application with a status update.
6. Applications will remain on file with the board for one year from the date of receipt. If at the end of one (1) year, licensure/certification/registration is not issued, the applicant shall reapply in accordance with the requirements of the Regulations.



## **ACTING ASSISTED LIVING FACILITY ADMINISTRATOR-IN-TRAINING APPLICATION**

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**(PLEASE PRINT IN BLUE OR BLACK INK)**

FIRST NAME	MIDDLE NAME	LAST NAME AND SUFFIX	
DATE OF BIRTH MM DD YY	SOCIAL SECURITY NO. OR VA CONTROL NO.*		
ADDRESS OF RECORD**: STREET	CITY	STATE	ZIP CODE
ALTERNATE PUBLIC ADDRESS***: STREET	CITY	STATE	ZIP CODE
HOME PHONE:	WORK PHONE:	MOBILE PHONE:	
PRIVATE E-MAIL ADDRESS		PUBLIC E-MAIL ADDRESS	

**EDUCATION**

			<b>YES NO</b>
University/College; City; State	Dates Attended	Degree Received	Area of Coursework

\*In accordance with §54.1-116 Code of Virginia, you are required to submit your Social Security Number or your control number issued by the Virginia Department of Motor Vehicles. If you fail to do so, the process of your application will be suspended and fees will not be refunded. This number will be used by the Department of Health Professions for identification and will not be disclosed for other purposes except as provided by law. Federal and state law requires that this number be shared with other state agencies for child support enforcement activities. **NO LICENSE WILL BE ISSUED TO ANY INDIVIDUAL WHO HAS FAILED TO DISCLOSE ONE OF THESE NUMBERS.**

\*\*The address information you provide is your address of record with the Board. Please be advised that all notices from the board, to include renewal notices, licenses, and other legal documents, will be sent to the address of record provided. If you provided a different public address, this information is not subject to public disclosure under the Freedom of Information Act and will not be sold or distributed for any other purpose.

\*\*\*This address is subject to public disclosure under the Freedom of Information Act. You may provide an address other than a residence, such as a Post Office Box or a practice location if you wish.

**ADMINISTRATOR-IN-TRAINING SUPERVISION**

PRECEPTOR FULL NAME		PRECEPTOR LICENSE NUMBER	
PRECEPTOR TELEPHONE NUMBER		PRECEPTOR EMAIL ADDRESS	
FACILITY NAME			
FACILITY ADDRESS	CITY	STATE	ZIP CODE
FACILITY PHONE NUMBER			

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Date

**TRAINING PROGRAM HOURS** – You must meet one of the following criteria for AIT registration and determination of training hours. Please mark the appropriate criteria that apply to you.

	YES	NO
1. Completed at least 30 semester hours of postsecondary education in an accredited college or university with at least 15 of the 30 semester hours in business or human services or a combination thereof. This requires a 640-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed an educational program as a licensed practical nurse and holds a current, unrestricted license or multistate license privilege. This requires a 640-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed an educational program as a registered nurse and holds a current, unrestricted license or multistate licensure privilege as prescribed in 18 VAC95-30-100. This requires a 480-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
4. Completed an educational program as a licensed practical nurse and holds a current, unrestricted license with an administrative level supervisory position for one (1) out of the last four (4) years in a long-term care facility. This requires a 480-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
5. Hold a master’s or baccalaureate degree in a field unrelated to healthcare administration. This requires a 480-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
6. Completed at least 30 semester hours in an accredited college or university with courses in the specific content areas of (i) client or resident care; (ii) human resources management; (iii) financial management; (iv) physical environment; and (v) leadership and governance. This requires a 480-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
7. Completed an educational program as a registered nurse and holds a current, unrestricted license with an administrative level supervisory position for one (1) out of the last four (4) years in a long-term care facility. This requires a 320-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
8. Baccalaureate or higher degree unrelated to healthcare and a completed certificate program with 21 semester hours in a health care related field. This requires a 320-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
9. Completed 30 semester hours in an accredited college or university in any subject and full-time employment for one out of the last four years as an assistant administrator in a long-term care facility or as a hospital administrator. This requires a 320-hour program.	<input type="checkbox"/>	<input type="checkbox"/>
10. Hold a master’s or baccalaureate degree in health care administration or a comparable field with no internship. This requires a 320-hour program.	<input type="checkbox"/>	<input type="checkbox"/>

11. Have at least three years of health care experience, to include at least one consecutive year in a managerial or supervisory role, in a health care setting within the five years prior to application. For purposes of this qualification, these definitions shall apply: (i) "health care experience" means full-time equivalency experience in providing care to residents or patients in a health care setting; (ii) "health care setting" means a licensed home health organization, licensed hospice program, licensed hospital or nursing home, licensed assisted living facility, licensed adult day program, or licensed mental health or developmental services facility; and (iii) "managerial or supervisory role" means an employment role that includes management responsibility and supervision of two or more staff. This requires a 640-hour program.

**LICENSURE QUESTIONS – To be completed by AIT Applicant**

Any supporting documentation related to the questions below should be submitted to:

Virginia Board of Long-Term Care Administrators  
 Perimeter Center  
 9960 Mayland Drive, Suite 300  
 Henrico, VA 23233

1. Have you ever been denied issuance of, refused renewal of a license, or the privilege of taking an examination by any state licensing/regulatory board?

If yes, provide notices, orders, etc., from the regulatory authority authorized to take such actions.

2. Have you ever been convicted of a violation of /or pled Nolo Contendere to any federal, state or local statute, regulation, or ordinance, or entered into any plea bargaining relating to a felony or misdemeanor? Including convictions for driving under the influence; excluding traffic violations. Additionally, any information concerning an arrest, charge, or conviction that has been sealed, including arrests, charges, or convictions for possession of marijuana, does not have to be disclosed. Attach your original criminal history record, a certified copy of any final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision, and any other information you wish to be considered with your application (i.e. information on the status of incarceration, parole, or probation, reference letters documentation of rehabilitation, etc.).

3. Have you ever had any of the following disciplinary actions taken against any license to practice a health profession or any such actions pending? For example: (a) suspension/revocation (b) probation (c) reprimand/cease and desist (d) had your practice monitored (e) monetary penalty?

If yes, submit notices, orders, etc., from the regulatory authority authorized to take such actions.

**MILITARY SERVICE**

1. Are you active-duty military?

2. Are you relocating to Virginia or an adjoining state or the District of Columbia with a spouse who is 1) on federal active duty orders, or 2) a veteran who has left active duty service within one year of submission of this application?

**ADDITIONAL LICENSURE QUESTIONS**

A. Within the past five years, have you exhibited any conduct or behavior that could call into question your ability to practice in a competent and professional manner?

Please provide a full explanation on a separate page.

(A.2) Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior?

B. Within the past five years, have you been disciplined by any entity?

Please provide a full explanation and any associated orders or letters from the entity.

(B.2) Within the past five years, have you sought or been directed to seek treatment for your conduct or behavior?

	YES	NO
<p>C. Do you currently have any physical condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing administrator or trainee. If yes, please provide a full explanation. (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>D. Do you currently have any mental health condition or impairment that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing administrator or trainee. If yes, please provide a full explanation. (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application, or have your provider send this documentation directly to the Board.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>E. Do you currently have any condition or impairment related to alcohol or other substance use that affects or limits your ability to perform any of the obligations and responsibilities of professional practice in a safe and competent manner? “Currently” means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing administrator or trainee. If yes, please provide a full explanation. (NOTE: The Board may request a letter from your current treatment provider addressing your current condition and ability to safely practice. You may consider providing this documentation with your application or have your provider send this documentation directly to the Board.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>F. Within the past 5 years, have any conditions or restrictions been imposed upon you or your practice to avoid disciplinary action by any entity? If yes, please provide a full explanation and any associated orders or letters from the entity. (NOTE: The Board may request a copy of a current participation contract and summary of compliance and/or documentation of successful completion. You may consider providing this documentation with your application or have the program send this documentation directly to the Board.)</p>	<input type="checkbox"/>	<input type="checkbox"/>

#### **ACTING ADMINISTRATOR-IN-TRAINING QUESTIONS**

<p>A. Will you be serving as the Acting Administrator in the licensed facility listed in this application during the course of your training? An Acting Administrator temporarily assumes the position of administrator of record in a facility following the death, resignation, discharge, or inability to perform the duties of a licensed assisted living facility administrator in accordance with Va. Code § 54.1-3103.1. An Acting Administrator who is training as an Administrator-in-Training is referred to as an “Acting Administrator-in-Training.” Please be aware that as an Acting Administrator-in-Training, you shall complete the Administrator-in-Training program within 150 days in accordance with 18 VAC 95-30-150 and comply with the identification and posting requirements of 18 VAC 95-30-201.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>B. Have you been approved by the Virginia Department of Social Services to serve as an acting administrator of record of an assisted living facility?</p>	<input type="checkbox"/>	<input type="checkbox"/>

#### **AFFIDAVIT OF APPLICANT**

I certify that I have carefully read the laws and regulations related to the practice of Assisted Living Facility Administrators, which are available at [https://www.dhp.virginia.gov/nha/nha\\_laws\\_regs.htm](https://www.dhp.virginia.gov/nha/nha_laws_regs.htm) and I fully understand that funds submitted as part of the application process shall not be refunded.

I certify by my signature below: I am the person applying for licensure/certification/registration and meet the qualifications

required by Virginia law and regulations. Further, I certify the information provided on this application has been personally provided and reviewed by me, and that statements made on the application are true and complete. I understand that providing false or misleading information, as well as omitting information, in response to information required in this application or as part of the application process is considered falsification of the application and may be grounds for denial of or taking disciplinary action against an existing license/certificate/registration.

I agree to the above certification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date