For this fee you will receive and experience:

- KHCA Staff will be there to guide you through the program with weekly check-ins
- AIT Tuesday's (an on call experienced administrator/mentor to help guide you through the program)
- Quarterly Examination Preparedness Seminar (Two-Day Prep Course which includes meeting with State agencies that you will be working closely with)
- Books/study guides that you will be provided to help you study for the NAB Exam:
  - ***Nursing Home Administrators Examination Online Study Guide***; *NAB*
  - ***Effective Management of Long-Term Care Facilities****; Douglas A. Singh*
  - ***The Principles of Health Care Administration***; *Joseph E. Townsend*
  - ***Long Term Care Survey Manual;*** AHCA
- Four online practice tests through NAB (two Core and two NHA)
- Personalized consultation on your completion path
- KHCA AITs may attend the Proactive Webinar series Deep Dive into Federal Regulations it's a year long series (It's the second Tuesday of each month and you can attend as one of our AITs)
- KHCA AITs may attend KHCA Conferences free of charge during their AIT program. This includes the KHCA Convention, KHCA Nurse Leadership Conference and KHCA Joint Provider. (While enrolled in the program for up to one year.)

Questions

If you have any questions or need additional information, please contact Teresa Keating at tkeating@khca.org, or (785) 267-6003.

KHCA kcal
Caring for Seniors in the Heartland

KANSAS HEALTH CARE ASSOCIATION
Est 2022 AIT PROGRAM

Administrator In Training Program

KHCA kcal
Caring for Seniors in the Heartland

We are excited you're interested in the Administrator-In-Training (AIT) Program. We will be here to guide you through the program step by step.

More Information About Our Program:

Hours: The KHCA AIT Program consists of 480 clock hours. These hours are time spent in an adult care setting learning all facets of the Administrator's role. The KHCA AIT program is based on the National Association of Boards (NAB) of Adult Care Home Administrators training materials. NAB is the association that develops the national examination.

Education Requirement: The education requirement for Kansas licensure is a minimum of a baccalaureate degree. This degree can be in any field, it does not have to be in healthcare.

Preceptor: In KHCA's program you will be under the supervision of an experienced Administrator (Preceptor), and he/she will help guide you through the process of working within each department in the facility to understand the tasks and responsibilities in each area. You must complete your practicum at the preceptor's facility.

Weekly Check-In's: KHCA Staff will check in with you weekly to make sure that everything's going well. This service will be provided while you're enrolled in the program.

AIT Tuesday's: In addition to receiving help from your Preceptor, we will provide you with an experienced administrator that's on call every Tuesday. They will be there for you to ask them any questions that may come up during your practicum. This service will be provided while you're enrolled in the program for up to a year from your enrollment date.

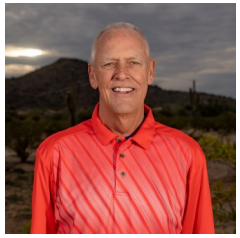
Quarterly Examination Preparedness Seminar in Topeka: Steve Hatlestad will be there to guide you through any questions you might have about the State or the National Association of Long-Term Care Administrators Boards (NAB) exams. This course is there to prepare you for those exams and to prepare you to become the best Administrator you can be. At the end of your day you will get the opportunity to meet and learn from the state agencies that you will be working closely with as an Administrator, like KDADS, Kansas Long-Term Care Ombudsman, Office of the Fire Marshal, KHCA Consultants and KHCA Members and Team members from KDADS Health Occupations Credentialing.

Time Frame: The applicant can start the program at any time throughout the year. You will need to submit your application to us, along with payment, we will then submit it to KDADS for their approval (this process can take up to three weeks). Once we have approval then you may start your practicum. **The 480 practicum hours must be completed within 12 months of the AIT's start date.**

KDADS: Review the training requirements from KDADS (Kansas Department for Aging and Disability Services) Revised regulations 10.20.pdf.

Cost: $2000 which includes multiple benefits listed on page 4.

Application: Go to www.khca.org to register today.



Experienced Administrator to help guide you through the Program Steve Hatlestad

Steve has over 46 years experience in operating long term care and assisted living communities with a continued passion of delivering innovative care to our frail elders.

For 20 years he worked for Americare Systems, Inc. a privately held provider of Long Term Care and assisted living communities operating in 4 states with over 3,000 residents and 2800 employees. He was the Vice President of the Skilled Division directly responsible for 25 skilled nursing facilities covering Missouri and Kansas with an operating budget over 5.7 million. He was also responsible for overseeing two regional managers and four nurse consultants. Steve retired from Americare in December 2021 and serves as KHCA's AIT Program Consultant.

Before that he worked for Life Care Centers of Americare for four years as the Regional Director of Operations. He was responsible for 19 Skilled Nursing Communities in Nebraska, Kansas and Missouri with over 2800 residents and 2400 employees. He also worked for Horizon Health Care and Manor Health Care. Steve will bring to you the experience and the knowledge to guide you through our AIT program.