

California Nursing Home Administrator Program Fact Sheet for AIT Applicants

Basic Requirements

California Nursing Home Administrators are required to meet each of the following requirements (per California Health and Safety Code, Chapter 2.35, Sections 1416-1416.86):

1. Education or Background

Applicants must meet at least one of the following education/background requirements:

- Hold a Masters Degree in Nursing Home Administration or a related health administration field, or;
- Hold a Bachelor's Degree, or;
- Have 10 years full-time work experience, within the immediate preceding 15 years, as a registered nurse in a nursing home, with at least 5 of those years in a supervisory position, or;
- Have 10 years full-time work experience, within the immediate preceding 15 years in any department of a nursing home and have 60 semester units or 90 quarter units of college or university classes, or;
- Have a doctorate degree in medicine and a current valid license as a physician or surgeon with 10 years of recent work experience.

Applicants may not have any felony or serious misdemeanor criminal convictions. They must undergo a criminal background screening to verify this fact, which is initiated by submitting fingerprints for review by the California Department of Justice and the FBI.

2. Administrator-In-Training Requirement

Applicants must complete a 1,000 hour Administrator-In-Training program which provides basic skills necessary to serve as an administrator. These programs are tailored to meet the needs of individual candidates. Training is conducted under the supervision of a Preceptor, who is an experienced Administrator assigned to oversee the training of the applicant.

In general, it takes candidates between six and nine months to complete a 1,000 hour AIT program.

3. California Nursing Home Administrator Exam

Applicants must pass the California Nursing Home Administrator Exam with a minimum score of 75%. This is a two-hour, multiple-choice exam, which is offered at four times a year in different locations around the state. Beginning in January 2003, this test is scheduled to be available "on-demand", with testing taking place at your local Sylvan Learning Center.

4. National Nursing Home Administrator Exam

Applicants must pass the National Nursing Home Administrator Exam with a minimum score of 75%. California doesn't offer the Federal Exam directly, so applicants must make arrangements to take the exam through a neighboring state. The test is offered "on-demand" at Sylvan Learning Centers, and can be scheduled at the location and date of the applicant's choice.

Program Costs

\$25	Fee to review your eligibility for AIT program
\$70	Typical fees for fingerprinting and processing criminal background examinations
\$100	Fee to enroll in an AIT program
\$140	Fee for the State Exam (will rise to \$210 when the automated state exam begins)
\$275	Fee for the National Exam
\$190	First Year Nursing Home Administrator License Fee

\$800 Total Program Costs

NHAP Forms and Applications

Current NHAP forms and application documents can be downloaded from:

The NHAP Web Site: <http://www.dhs.ca.gov/lnc/NHAP/default.htm>

The QCHF Web Site: <http://www.qchf.org/nursinghomeadm.php>

Contacts

Nursing Home Administrator Program, DHS, L&C

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Application to enter an AIT program, and support for active AITs and Preceptors

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The CAHF staff person responsible for NHAP issues is:

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Key References Available for Purchase

QCHF sells a reference manual that contains all of the federal and state regulations, policies, interpretive guidelines and reference documents on which NHA exam questions are based. Prices and ordering information can be found at: <http://www.qchf.org/fliers/OrderForm-2Page.pdf>

Key References Available On-Line

Title 22—Downloadable <http://www.dss.cahwnet.gov/getinfo/cacoderegs.html>

Title 22—Online, searchable <http://www.leginfo.ca.gov/calaw.html>

OBRA—Online, searchable . http://www.access.gpo.gov/nara/cfr/waisidx_99/42cfr483_99.html

Exam Preparation and Review Programs

RMP & Associates, in collaboration with QCHF, offers one-day review and exam preparation sessions for the California NHA Exam and for the National NHA Exam.

Find dates and locations at: <http://www.qchf.org/NHAP/ExamPrepFlyer.pdf>

Find prices, registration and ordering information at:
http://www.qchf.org/NHAP/AIT-Exam_Prep_Registration_Form.pdf

For more information contact RMP & Associates at:

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