

Fact Sheet - Changing Your Preceptor

1. Have your current Preceptor complete an evaluation, up to the point in the program which you have completed.
2. Draft a letter explaining your desire for a Preceptor Change, describing where you are in the program, and, if possible, including the name and contact information for your preferred replacement Preceptor.
3. NHAP will conduct a review of your request. They have the option of sending you or your old Preceptor requests for clarification. When they have completed their review process, they will send you a letter approving your Preceptor change, clarifying where you are in terms of completion of your 1,000 hours, and authorizing you to resume your AIT.

It is important to know that none of the training conducted between the time that you depart your old Preceptor and that you begin with the new one can be counted toward your 1,000 hours, and there is a risk that some of the hours completed under the old Preceptor may be disallowed.

4. Your new Preceptor will be required to complete the remaining evaluation quarters, and to verify your readiness to take the state and national exams.
5. The new preceptor is required to submit a signed document accepting responsibility for the training of the AIT. The easiest way to do this is by submitting page 4 of the AIT application, section 9.