

# California Nursing Home Administrator Program Fact Sheet for Preceptors

## Basic Information for AITs

California Nursing Home Administrators are required to meet each of the following requirements (per California Professional and Vocational Regulations, Title 16, Division 31):

### 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.

### 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.

### 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.

### 4. Federal Nursing Home Administrator Exam

Applicants must pass the Federal 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 by computer at Sylvan Learning Centers, and can be scheduled at the location and date of the applicant's choice.

## Basic Information for Preceptors

### 1. Preceptor Qualifications

In order to qualify to be a preceptor, a person shall meet all of the following conditions:

- Be a current active California licensed nursing home administrator.
- Have no pending disciplinary actions.

- Have served for at least two years as the designated administrator of a California licensed nursing home or for at least four years as the designated assistant administrator of a California licensed nursing home.
- Have gained experience in all administrative functions of a nursing home.

## **2. Preceptor Certification Process**

You must submit an application to the NHAP program and attend an 8-hour certification course. This course is managed by the Nursing Home Administrator Program, and is currently offered twice a year, once in Northern California and once in Southern California. Visit either the NHAP or the QCHF web site for dates, locations and application forms.

## **3. Preceptor Renewal Process**

Preceptor certification is good for two years from the date of initial certification. At the end of this time you will need to re-apply and re-take the certification course.

## **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**

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

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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](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](http://www.qchf.org/NHAP/AIT-Exam_Prep_Registration_Form.pdf)

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