



NCALA-approved ACH & FCH Preceptor Qualifications

- Currently certified as a North Carolina Assisted Living Administrator or currently approved as a North Carolina Family Care Home Administrator.
- Currently working in the assisted living industry.
- Must be able to direct and assist the Administrator-in-Training (AIT) to complete the 100 hours of On-the-Job Training (OJT), including the completion of the NCALA AIT program documentation.

ACH and FCH Preceptor Responsibilities

As a preceptor for an AIT, it is your responsibility to mentor applicants through this process. After the two days of classroom training, the on-the-job training and self-study portions of the program will be determined during an initial meeting with the AIT, preceptor, and the NCALA program manager.

- As a preceptor for an Administrator-in-Training (AIT), it is your responsibility to mentor applicants through the process of the 100 hours of on-the-job training required by the 120-hour state-approved AIT program.
- After two days of classroom training, the on-the-job training and self-study portions of the program will be determined by the preceptor and student. Time spent in each department will be based upon the initial evaluation of the AIT's previous work experience and skill set.
- Maintain frequent personal contact with your AIT and with the NCALA program manager by participating in 3 brief, state-required conference calls that are referred to as an initial, midpoint, and final call during the 100 hours of on-the -job training.
- Arrange and supervise the AIT's 100 hours of on-the -job training within the community.
- Monitor and evaluate the AIT's progress or lack of progress throughout the program, making suggestions for improvements.
- Review and complete the NCALA required program documentation which consist of pages 1-5 of the OJT documentation and the AIT Student Evaluation, and submit to the NCALA office when the 120-hour certification program is completed.

Thank you for your assistance!