ADMINISTRATOR CERTIFICATION
PRECEPTOR RESPONSIBILITIES

As a preceptor for an Administrator-in-Training (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.

SPECIFIC RESPONSIBILITIES

• Maintain frequent personal contact with your AIT and with the NCALA program manager. Schedule meetings with the AIT and NCALA program manager at the beginning, midpoint, and completion of the 100 hours of on-the-job training.

• Review and complete the Adult Care Licensure Section’s required program documentation and submit to the NCALA office when the 120-hour certification program is completed.

• Monitor and evaluate the AIT’s progress or lack of progress throughout the program, making suggestions for improvements.

• Arrange and supervise the AIT’s 100 hours of on-the-job training within the community. Time spent in each department will be based upon the initial evaluation of the AIT’s previous work experience and skill set.

Thank you for your assistance!