

NCALA-approved ACH & FCH Preceptor Qualifications

NCALA PRECEPTOR APPROVAL CHECKLIST

- Currently certified as a North Carolina Assisted Living Administrator or currently approved as a North Carolina Family Care Home Administrator. Provide a current copy of certification or approval.
- NCALA will check the DHSR Facility Licensure Violations and Penalties Web site to ensure that the community is in good standing (not on suspended or provisional license) with Adult Care Licensure.
- NCALA will check the Healthcare Personnel Registry to ensure that potential preceptor has not been reported for unresolved violations.
- Currently working in the assisted living industry with direct access to one or more communities. Provide a current copy of your resume. If a family care owner/operator that was approved prior to 2015 and who does not have a resume, must provide an email outlining their role at the community, their intent to precept the student, and a copy of their family care home license.
- Must be able to participate in (3) brief conference calls between the student and AIT program and 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.

If all criteria are met without any questions, NCALA will send an email approval for your records.

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 OJT 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 AIT, it is your responsibility to mentor applicants through the process of the 100 hours of OJT required by the 120-hour state-approved AIT program.
- After two days of classroom training, the OJT 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 OJT.
- Arrange and supervise the AIT's 100 hours of OJT 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!