



NHCA Administrator/ Preceptor Training Home Study

(This home study is for preceptor license renewal and is to be taken by a nursing home administrator with a preceptor license.)



Home Study Goal

The Administrator/Preceptor Home Study will provide the information, tools, and techniques to enable the experienced preceptor to establish the criteria needed to develop, implement, and successfully accomplish an Administrator-in-Training program.

Target Audience

This home study is appropriate for a nursing home administrator that currently has a preceptor license and needs to renew that preceptor license.

This home study is NOT for a nursing home administrator who has not held a Nebraska license as a preceptor.

Objectives

At the completion of this home study, participants will be able to:

1. Apply the Nebraska state statutes and regulations for nursing home administrators when creating an individualized Administrator-In-Training program;
2. Construct an Administrator-In-Training (AIT) program that meets the state and the individual AIT needs/requirements; and
3. Evaluate an Administrator-In-Training program based on professional standards and ethics.



NHCA Administrator/Preceptor Training — Home Study

Continuing Education Credit

The Nebraska Department of Health and Human Services, Division of Public Health, Board of Nursing Home Administration, has approved this home study for 12 hours of continuing education. The Nebraska state requirements to renew a preceptor license is 12 hours of continuing education.

The home study requires the review of manuals and the satisfactory completion of post tests at a grade of 70 percent or better.

Twelve-Week Completion Time!

Twelve (12) weeks are allowed to complete the home study. Time begins on the day the registrant receives the books. If the home study is not completed within the twelve weeks and the registrant wants to continue with the home study in order to attain preceptor license renewal, the registrant must re-register for the home study and pay the entire fee again.

Tax Deduction for Education Expenses

Treasury Regulation §1.162-5 Coughlin vs. Commissioner, 203 F.2d 307, permits an income tax deduction for education expenses (registration fees and cost of travel, meals and lodging) undertaken to: (1) maintain or improve skills required in one's employment or other trade or business or (2) meet express requirements of an employer or a law imposed as a condition to retention of employment, job status, or rate of compensation.

Registration Information

Registration Fee for the Home Study:

- NHCA Member.....\$400
(Includes \$300 registration fee plus \$100 book fee)
- Non-Member.....\$700
(Includes \$600 registration fee plus \$100 book fee)

The registration fee must be paid at the time of registration.

Books: There are two manuals that will be provided to registrants.

WRITTEN REGISTRATION IS REQUIRED.

Register by mail, fax, or on-line.

No phone registrations will be accepted.

NO SUBSTITUTIONS!

NO REFUNDS!

NO CANCELLATION!



REGISTRATION FORM

NHCA ADMINISTRATOR/PRECEPTOR TRAINING —HOME STUDY

REGISTRATIONS ACCEPTED BY MAIL, FAX, OR ONLINE!

Mail: NHCA, 3900 NW 12th St Ste 100, Lincoln NE 68521-3037

Fax: (402) 475-6289 Online: www.nehca.org Phone number for information only: (402) 435-3551

Registration Fee: NHCA Member = \$400 Non-member = \$700

Facility: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Membership Status: Member Non-Member

Billing Information: Check Enclosed Cash

↓ Credit Card

(For NHCA Office Use Only: ACCT ID _____)

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express Cardholder's Name (please print): _____ Credit Card #: _____ Expiration Date: _____ ↑ Your signature on the line above will authorize this transaction.

Please Print or Type Clearly!

Name _____ Title _____ Amount _____



Preceptor License Number: _____ Signature of Administrator _____