



Congratulations on choosing a rewarding career in Adult Care Home Administration! We are pleased that you have chosen the Kansas Adult Care Executives (KACE) Administrator-in-Training (AIT) Program to help you prepare for the federal and state exams that are required for licensure.

We have included an application form for you to complete and then return to the KACE office. Your AIT program may start at any time designated by your Preceptor, and it will conclude when you have finished your 480 hours of training.

The KACE AIT Program includes the following:

- 480 hours under the supervision of an approved Preceptor in a qualifying SNF/NF
- If needed, assistance in finding a Preceptor.
- Resources provided to you: NAB (National Administrators Board) Study Guide; NAB AIT Domains of Practice Internship Manual; Nursing Home Administration, a resource book by James Allen, Life Safety Code 2000 Handbook, Legal Guide for Long-Term Care Administrators by Peter Buttaro, Long-Term Care: Managing Across the Continuum by John Pratt; Federal Regulations and Enforcement Procedures; and State Regulations and Interpretations.
- *A Day in Topeka* with representatives from the following state of Kansas Departments and State Associations:
 - Ombudsman for Long-Term Care,
 - KDOA (Kansas Department on Aging),
 - KDHE (Kansas Department of Health & Environment),
 - HOC (Health Occupations & Credentialing),
 - BACHA (Board of Adult Care Home Administrators),
 - SRS (Social & Rehabilitative Services),
 - KACE (Kansas Adult Care Executives),
 - KFMC (Kansas Foundation for Medical Care), and
 - Representatives of long-term care professional organizations.
- Two on-line practice tests through the NAB
- An Examination Preparation Seminar
- A KACE AIT Committee mentor to assist you with any questions you might have during the program.

The AIT is expected to submit a written report to your Preceptor and then to your KACE AIT Mentor at the end of each 40 hours of training summarizing materials and activities completed during that time period. You and your Preceptor will coordinate the time schedule to complete your 480 hours. While it may not be possible, we encourage trainees to complete the 480 hours on a full-time basis. By doing so, you will experience a typical true-to-life day of an Adult Care Home Administrator.

Again, we salute you for choosing this exciting career field! Please send your application and payment for the program to the KACE office. Call or email KACE staff or your AIT Mentor if you have any questions.

Respectfully,

Dawn E. Veh,
KACE AIT Program Coordinator

Enclosure: KACE AIT Application Form
Kansas Administrative Regulations for Licensure of Kansas Adult Care Home
Administrators – KAR 28-38-18 – 28-38-21.