



Thank you for your inquiry about the Kansas Adult Care Executives (KACE) Administrator-In-Training Program. Being an Administrator is a very rewarding career. If you are interested in this career field, it says a lot about you as a person.

The KACE Administrator-In-Training Program consists of 480 clock hours of time spent in a nursing facility learning all facets of the Administrator's role. The KACE training program is based on the National Association of Boards (NAB) of Adult Care Home Administrators training materials, the company that develops the national examination. You will be under the supervision of an experienced Administrator (Preceptor), and he/she will help guide you through the process of working within each department in the facility to understand the tasks and responsibilities in each area.

The cost of the KACE program is \$1700. For this fee you will receive or experience:

- The NAB Study Guide;
- The NAB AIT Domains of Practice Internship Manual;
- The book Nursing Home Administration by James Allen;
- Legal Guide for Long-Term Care Administrators by Peter Buttarro
- The federal survey process and regulations;
- The enforcement procedures;
- Long-Term Care: Managing Across the Continuum by John Pratt
- Life Safety Code 2000 Handbook
- The state regulations and interpretation manual;
- A day in Topeka to meet representatives from state agencies and professional associations;
- An Examination Preparation Seminar;
- Two on-line practice tests through the NAB; and
- If needed, assistance in finding a Preceptor.

In addition to receiving help from your Preceptor, a Mentor will be assigned to you from the KACE AIT Committee to help answer any questions you may have during the program.

The goal of the KACE AIT Program is to help you pass the national and state exams and to help you be the best Administrator you can be! If you are interested in receiving an application form or need additional information, please feel free to contact the KACE office. An application form and cover letter may be found on our website www.k-a-c-e.org.

Respectfully,

Dawn Veh
KACE
AIT Program Coordinator

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