



# Preceptor Certification

*Training administrators to mentor AITs*

IHCA's online Preceptor course is the first of its kind in Indiana offering convenient, cost-effective, and quality education. We strive to provide training and education to IHCA members that will enhance skill-sets and the quality of care.

The state guidelines for Preceptor Curriculum list five topics and eleven areas of focus. Our Preceptor course incorporates thirteen additional subject areas such as Aspects of Aging, Marketing & Sales, Insurance, Legal Aspects, and Public Relations. We believe these skill sets are important for an AIT to acquire from his or her Preceptor.

### Who should take the course?

Administrators wishing to become, or maintain certification as, a preceptor to have an Administrator-in-Training (AIT) in their facility should register for this course. Attendees must have been active administrators at least two of the last three years and have no disciplinary actions against their license in the last two years. **Preceptors must take this course every five years to maintain certification.**

**Will students become certified preceptors?** Yes, after submitting a separate application with fee to the Indiana Professional Licensing Agency (IPLA), attendees will become preceptors. While this course is approved by the IPLA, to meet the preceptor educational training requirement, additional criteria must be met before attendees may be approved. For questions please contact IPLA at 317-234-2051

*\*Please note each student will be required to take a final exam. Students will have two attempts to pass the final exam. If the exam is not passed students will be required to retake the course.*

Student's Name:

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Title:

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Facility Name:

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Address:

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Telephone:

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E-mail:

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### Fee

**Members: \$99**

**Non-Members: \$199**

### HFA CEUs

**Up to 6.0 HFA CEUs available for course attendance and HFAs also receive 2 CEUs per month while serving as a Preceptor of an AIT.**

HFA CE Sponsor Permit # 98000029A

### To Register

**Please visit [www.ihca.org](http://www.ihca.org)**

Make checks payable to the: *Indiana Health Care Association and mail with completed form to Preceptor Course One N. Capitol, Ste. 100 Indianapolis, IN 46204*