

## ACHCA APPLICATION FOR STUDENT CHAPTER MEMBERSHIP

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
School: \_\_\_\_\_  
Graduation Date: \_\_\_\_\_  
Facility where you work: \_\_\_\_\_  
(not an administrator position)  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*NOTE: Student members may not be Licensed Administrators. If you have more than one year of experience, please contact ACHCA for a Full Member application.*

I hereby state that I am student in long-term health care & that I am not licensed as a long term care administrator. **(Signature Required)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this Application with proof of enrollment to the president or faculty member of your chapter.**

**All applications and chapter formation paperwork should be mailed to:**

**ACHCA  
300 North Lee Street, Suite 301  
Alexandria, VA 22314**

**Questions: Call 703-739-7900 or e-mail [abell@achca.org](mailto:abell@achca.org)**

**Fax: 703-739-7901**

**Questions: [www.achca.org](http://www.achca.org)**

**ACHCA Office Use Only:**

### **PAYMENT INFORMATION:**

**Date Received:** \_\_\_\_\_

**Dues Received:** \_\_\_\_\_ **Check#:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

## Join a Student Chapter!

*Now, more than ever, we need dedicated long term care administrators committed to meeting the challenges of tomorrow.*

**You'll Find Long Term Care Administrators in:**

Skilled Nursing Facilities  
Assisted Living Communities  
Rehabilitation Centers  
Subacute Care Centers  
Home Health Care Programs  
Geriatric Centers  
Adult Day Care Centers  
Special Population Programs  
(AIDS, Pediatrics, Mental Health)  
Hospice Programs  
Retirement Communities  
Multi-Facility Corporations  
Hospital Systems

## Your First Steps Toward An Exciting Career

Long term care administration requirements vary depending on state and federal regulations for the specific area of administration. All states require individual licensure for those who operate any nursing facility that receives reimbursement under the Medicare or Medicaid programs. While each state's licensure requirements differ, most generally require:

- A bachelor's degree in health services administration or a related field.
- Successful completion of a licensure examination in nursing home administration.
- Completion of a clinical "Administrator-in-Training" program under the direction of a qualified preceptor (licensed administrator) in a facility approved by the state licensure board.

In addition, most states require administrators to complete a minimum number of annual continuing education credits in order to maintain their license. For further information on licensure requirements in your state, contact your state licensure board, or write to: National Association of Board of Examiners of Long Term Care Administrators (NAB) 1444 I Street, NW, Washington, DC 20005 Tel: (202) 712-9040.

## What It Takes - Personally

An increased public awareness of the needs of the elderly has led to stricter regulations on the quality of care in long term care facilities. Meeting the often conflicting demands of this work puts administrators under a great deal of pressure.

Long term care administrators must have strong leadership qualities. In addition to motivating others, tact, diplomacy & communication skills are vital.

## Get the Right Education

There are a number of baccalaureate and graduate programs in health services administration and long term care administration.

Masters degrees are considered standard for administrator positions in larger complexes (retirement homes, assisted living units, nursing homes).

For more information about these programs, contact your state licensure board, the Association for Gerontology in Higher Education (AGHE), the Association of University Programs in Health Administration (AUPHA) or the Accrediting Commission on Education for Health Services Administration (ACEHSA):

**AGHE** – 1030 15<sup>th</sup> Street, N.W., Suite 250, Washington, DC 20005

Tel: (202) 289-9806

**AUPHA & ACEHSA** – 2000 14<sup>th</sup> Street N, Suite 780, Arlington, Virginia 22201

Tel: (703) 894-0940

## What is ACHCA?

The American College of Health Care Administrators (ACHCA) is the only professional membership society dedicated to the individual long term care administrator.

## Finding Your First Job

As a student member of ACHCA, you can attend local meetings and call upon local members for guidance. Networking is a great way to learn about the opportunities in this growing field. Competition will be keen for top management jobs; a network of colleagues is an important advantage in your career.

## Benefits of Membership

As a member of ACHCA, you will enjoy important benefits to serve your professional needs:

- While in school, you can keep up-to-date with several long term care publications which you will receive with your membership.
- Develop your leadership skills by participating in your campus ACHCA student chapter.
- Meet experienced professionals who will provide support throughout your career - from assistance in landing your first job to

advice throughout each stage of your professional development.

- Discounts on quality education including: top-quality seminars and professional development education at local and national sites; ACHCA also offers self study programs which you can take at your own pace.
- ACHCA products and educational courses are recognized by most state licensure boards for continuing education credit. ACHCA courses are approved by NAB
- Networking opportunities to meet your colleagues.
- ACHCA promotes a *Code of Ethics* and *Principles of Leadership Excellence for Long-Term Care Administrators*, which represent the profession's statement of conditions and performance expectations essential for quality long term care. As an ACHCA member, you will be recognized for your commitment to the high professional standards embodied by ACHCA.

## Eligibility for Student Membership

ACHCA Student membership is open to all students:

- Who have not practiced as administrators;
- Who are enrolled full- or part-time in long term care degree programs in colleges and universities;
- Eligible student status requires annual verification of participation in a degree program.
- Many student members serve as leaders in on-campus ACHCA student chapters.

**Note:** At the end of your third year as a Student member, you will be automatically invoiced for Full membership. You may retain your Student member status by letting us know, in writing, that you are continuing your long term care education. Submit your statement to the National Office with your paid annual student dues invoice.

## Finding an AIT Position

There are three questions you must ask before becoming licensed as an administrator:

### Do I need to complete an Administrator-in-Training (AIT) program to be licensed in the state I want to work ?

Most states require completion of an AIT program so check before you begin your program. In some states, you may be exempt from the AIT requirement if you have experience in health care or if you have a degree in health care administration. Since requirements can change, contact your state licensure board for confirmation.

### What are the requirements for an AIT program in my state?

AIT programs vary in length and some states require that your preceptor is board certified.

### How do I find an AIT position?

There are several approaches you can take to locate an AIT position. It is best to pursue several approaches simultaneously.

1. Contact your state licensure board and state ACHCA chapter and see if either has a list of preceptors.
2. Contact nursing home corporations that have AIT programs and find out how to apply.
3. Contact educational institutions with a program in health administration and see if they have AIT programs or contacts.
4. Contact local nursing homes and see if they are interested in having an AIT.
5. Check the ACHCA website ([www.achca.org](http://www.achca.org)) under Career Resources heading.