



ACHCA
American College of
Health Care Administrators

Indiana Chapter



Indiana Chapter AIT Resource

AIT Forms and Process

Frequently Asked Questions

American College of Health Care Administrators – Indiana Chapter

www.achca-in.org

AIT Forms and Process
Frequently Asked Questions

This is to be used as a guide – not legal advice.
Check appropriate documentation for updates.

Figuring out how to get the AIT and Licensure paperwork done can be daunting. ACHCA-Indiana would like to help you out by giving some basic guidelines to consider – not legal advice.

Frequently Asked Questions can be viewed, starting on page 6.

The state agency that will handle all of your paperwork and ultimately issue and oversee your license is:

www.in.gov/pla

[State Board of Health Facility Administrators](#)

402 W Washington St, Room W072
Indianapolis, Indiana 46204

Gregory Pachmayr, Board Director
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It is important to remember that documents submitted as part of an application process will not be returned to you. Send appropriate copies of the originals.



Step Through the website

Web Page	Page Content	Additional Information
To begin, go to www.in.gov/pla	In the left column, select <u>Professions</u>	
http://www.in.gov/pla/boards.htm	You will see a list of Health Related Professions. Choose the <u>Health Facility Administrators</u> link.	
http://www.in.gov/pla/hfa.htm	<p>This page gives you the links that are helpful as you navigate through the licensure process. Choose the link that fits your need.</p> <p>For specific AIT information, click on the highlighted link.</p> <p>Information Provided by Indiana’s Professional Licensing Agency</p> <ul style="list-style-type: none"> • List of Health Facility Administrator Board Members • Statutes & Rules • Board Meeting Dates • Board Minutes & Agendas • Consumer Complaint Process • General Guidelines for All Applicants • Specialized Course of Study for HFA and RCA • NAB Exam, RCAL Exam & Indiana Jurisprudence Exams • Entrance into the Administrator-in-Training Program • Waiver of the Administrator-in-Training Program • Endorsement Candidates • Temporary Permits • Preceptor Applicants • Provisional Licenses • Renewal Dates/Information • Continuing Education Requirements & Sponsorship Information • Fee Schedule • Verification of Practitioner License/Pocketcards & Wall Certificates • HFA Application and Instructions • RCA Application and Instructions • Instructions & Application for Registering Under the Professional Corporation Act 	<p>NOTE</p> <p>All HFA and RCA applicants must submit a criminal background check (CBC) prior to being approved to start an Administrator in Training Program (AIT). Any applicant seeking licensure by waiver of the AIT must submit the CBC prior to being licensed. For more information and instructions on the CBC click here. Out of state applicants please contact Inez Ford at 317-234-2717</p> <p>The following link gives more CBC information. http://www.in.gov/pla/3240.htm</p> <p>WARNING: A criminal background check (CBC) must be submitted after the application for licensure is submitted.</p> <p>An applicant will receive an email from their respective board with the official date the application was processed. Fingerprints must be submitted on or after the date of this email notice for the CBC to be considered valid and timely. CBCs conducted prior to the email notice date will not be considered. For more information, please see “Frequently Asked Questions” below.</p>



<p>http://www.in.gov/pla/2815.htm</p>	<p>Important Links and Forms:</p> <p>AIT application website. -----</p>	<ul style="list-style-type: none"> • Initial Health Facility Administrator Application* • General Guidelines for HFA applicants • Initial Health Facility Administrator Application Instructions • Verification of State Licensure Form • Verification of Administrator-in-Training Program for Health Facility Administrator Licensure Form • Verification of Employment of Applicants for Health Facility Administrator Licensure Form • Application for Repeat Examination • Repeat Exam Application Instructions <p>For those who have been approved by the Indiana State Board of Health Facility Administrators to enter into the AIT program:</p> <ul style="list-style-type: none"> • Administrator-in-Training Start Notification Form • Change of Status in and/or Discontinuance of A.I.T. Program • Affidavit of Completion of A.I.T. Program
	<p>Once you have identified your Preceptor, have them submit the Preceptor Application.</p>	
	<p>HFA- Hours - AIT Waiver Request Form</p> <p>RCA Hours - AIT Waiver Request Form.</p> <p><i>Please refer to the application packet for more detailed information.</i></p>	<p>You MAY NOT begin your administrator-in-training program until you have received written approval from the Board. Along with this written approval, you will receive a packet of information that includes the following:</p> <ol style="list-style-type: none"> 1. <i>Start Notification Form</i> 2. <i>Notice of Change of Status and/or Discontinuance in AIT Program</i> 3. <i>Affidavit of Completion</i>



The following is an informal flow of the AIT process. This shall not be considered legal advice.

AIT	FORM/PROOF & Where Found	PRECEPTOR	FORM/PROOF & Where Found
Complete required education and/or experience qualifications	State Regulation 840 IAC 1-1-4 Qualifications for licensure	Complete Board certified Preceptor course within last 5 years	State Regulation 840 IAC 1-1-17 Qualifications and duties of preceptors
1. Submit AIT application & fee \$100 2. Two Passport type photo id's 3. OPTION: Include: Waiver of hours – if applicable form 4. OPTION: Include verification of any other licensures or endorsements held	1. Title: Application for Licensure as a Health Facility Administrator --- (found at PLA website --- found by searching for “initial Health Facility Administrator Application” www.in.gov/pla/2824.htm (Submit copies of transcript / certificate / diploma --- with AIT application) 2. Noted on actual application form 3. Title: Request in Reduction of Hours of an AIT program www.in.gov/pla/files/ait_WaiverRequest.pdf (include documentation to support request – may be job descriptions, reference letters, . .) 4. Title: Verification of state licensure & Verification of employment of Applications of Health Facility Licensure &/or Verification of Administrator IN Training program www.in.gov/pla/2824.htm	1. Submit Preceptor application 2. Certificate of completion of approved Preceptor Course	1. Title: Preceptor Application www.in.gov/pla/2819.htm 2. Personal document
1. Criminal Background Check	1. Title: Criminal Background Check http://www.in.gov/pla/3240.htm (L1 Enrollment Services) www.L1enrollment.com after sending in application you will be instructed		
1. Will receive packet from PLA - 3 forms - to complete	1. Title: Start Notification for Administrator-in-Training Program Title: Change in status and/or Discontinuance of Administrator-in-Training Program Title: Affidavit of Completion of Administrator-in-Training Program www.in.gov/pla/files/HFA_Application_Instructions.doc	1. Sign Start Notification Form 2. Sign Completion Affidavit	1. None 2. None
1. Apply for NAB after sending in affidavit	1. Register for it at http://www.nab.org \$350.00 HFA / \$375 RCA (can download information for candidates handbook) receive an electronic verification to test letter – then you can schedule an appointment to test. 317-234-2051 additional information Take the test and pass by 113 of the 150.		
1. Apply to take the state exam	1. Register for it by responding to the email “intent form” (along with date requested a minimum of 2 days prior to testing date) sent to you from the PLA once they receive results of your NAB exam. Take the test and pass. <ul style="list-style-type: none"> • 60/75 questions on HFA exam • 38/50 questions on RCA exam <p style="text-align: center;">THEN YOU ARE AN AMINISTRATOR</p>		



FREQUENTLY ASKED QUESTIONS

The following are Frequently Asked Questions about the Licensure process. Answers are considered to be accurate at the time of document preparation. However, this shall not be considered legal advice or a legal document.

QUESTION CATEGORY	QUESTION	ANSWER	Answer Source
AIT	What is an "AIT"?	"Administrator-in-training" or "AIT" means a person who: <ul style="list-style-type: none"> • has registered with the board prior to commencing internship; and • desires to become involved in a program of professional health care training. No person shall serve or act as an AIT without being registered with the board and shall meet any and all criteria that may be established by the board. 	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12
	What is an "AIT Program"?	"AIT program" means an internship of a continuous educational experience in an HF approved by the board, such program to be administered under the supervision of a preceptor.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12
	How long does an AIT internship last?	HFA = 1040 hours RCA = 860 hours Up to a 30% reduction of hours may be requested – based upon LTC work experience. The Board has sole discretion to determine the % - if any – will be waived.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12
	Can I do my AIT internship on the weekends and/or at night?	The majority of the hours must be completed during day hours and Monday through Friday.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12
	If I am seeking a HFA license, can I do my AIT in a RC building?	No. HFA candidates must do their AIT in a comprehensive care facility (nursing home) and RCA candidates must do their AIT in a residential care facility. The AIT may serve up to twenty percent (20%) of the internship in a setting other than the preceptor's facility.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 840 IAC 1-1-16 Qualifications and duties of administrator-in-training Sec. 16. (d)
	Are AIT internships paid or unpaid?	The company that employees the preceptor, decides whether the AIT internship is paid or unpaid.	Indiana Practices & Informal Survey
	Can I work in the same facility that I am doing my AIT? For example, can I work as a CNA (or something else) and do my AIT in the same building?	Yes. However, you cannot be "on the clock as a CNA" and count those same hours as AIT hours. You need to keep good records to verify that NONE of the hours are use simultaneously for both functions --- EVEN IF YOU ARE A PAID AIT. Sec. 16. (b and c) The AIT seeking licensure as an HFA or RCA shall: ... (3) not hold a position in the facility during the hours of the AIT program;	840 IAC 1-1-16 Qualifications and duties of administrator-in-training Sec. 16. (b)/(3)



Can I count my volunteer hours that I do before the state approved "start date" be used as part of my AIT – as long as I send documentation along with my AIT application?	No. AIT hours can start only after your application has been approved by the licensing board and you are issued a "start date". (NOTE: Volunteer hours cannot be used as part of requested waived hours.)	840 IAC 1-1-15 Program for administrator-in-training Sec. 15.
Will the State of Indiana find me a Preceptor?	No. The AIT candidate is responsible for finding their own Preceptor.	
What is the primary role of a Preceptor?	To act as a teacher rather than an employer and to provide the AIT with educational opportunities.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 840 IAC 1-1-17 Qualifications and duties of preceptors Sec. 17. (c-1)
If my Preceptor is the administrator of my building, but also travels to another building to "help out" – is that ok?	Yes. Note: if your preceptor is a "regional manager" - they must be in your building 60% of the time that you are doing your AIT hours.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 840 IAC 1-1-17 Qualifications and duties of preceptors Sec. 17. (b-2c)
Do I have to do an HFA AIT if I have a college degree?	Yes unless you meet one of the following: <ul style="list-style-type: none"> • One year of active work experience as a licensed HFA • Completion of a training program required for licensure as an HFA in another state that is determined by the board to be equivalent to the AIT requirements of this state. • Completion of a residency-internship in health care administration completed as part of a degree requirement of subsection (a)(1) and (a)(2) that is determined by the board to be equivalent to the AIT requirements of this state. • One year of active work experience as a chief executive officer or chief operations officer in a hospital. • A master's degree in health care administration and six months of active work experience as a licensed HFA in another state. 	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 840 IAC 1-1-4 Qualifications for licensure Sec. 4
Do I have to do a RCA AIT if I have a college degree?	Yes unless you meet one of the following: <ul style="list-style-type: none"> • One year of active work experience as a licensed RCA • Completion of a training program required for licensure as an RCA in another state that is determined by the board to be equivalent to the AIT requirements of this state. • Completion of a residency-internship in health care administration completed as part of a degree requirement of subsection (d)(1) and (a)(2) that is determined by the board to be equivalent to the AIT requirements of this state. • One year of active work experience as a chief executive officer or chief operations officer in a hospital. • A master's degree in health care administration and six months of active work experience as a licensed RCA in another state. 	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 840 IAC 1-1-4 Qualifications for licensure Sec. 4



Can I do an AIT if I do not have a college degree?	Yes, if you successfully complete a state approved Administrator Specialized Courses of Study – prior to applying to start an AIT.	840 IAC 1-1-4 Qualifications for licensure Sec. 4. See ACHCA-IN website for approved course option.
I heard that I have to spend time in a nursing home during my AIT - even though I only want a RCA license. Is that true and if so, how many hours?	Yes. A RCA AIT is required to complete not less than 80 hours of the training program in a licensed comprehensive care facility and complete training in: 1. Medicare/Medicaid regulations and implementation thereof. 2. Health comprehensive care organization and coordination of services. 3. Assessments and care plans. 4. Any other areas approved by the board.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 840 IAC 1-1-15 Program for administrator-in-training Sec. 15. (c-1,2,3,4)

QUESTION CATEGORY	QUESTION	ANSWER	Answer Source
NAB RCAL EXAM	How many questions are on the NAB / RCAL Exams?	HFA: 150 multiple choice questions <ul style="list-style-type: none"> • Resident Centered Care and Quality of Life (57 questions) • Human Resources (20 questions) • Finance (19 questions) • Environment (22 questions) • Leadership & Management (32 questions) (Additionally, there are 15 sample questions that will not affect your score.) RCA: 150 multiple choice questions <ul style="list-style-type: none"> • Client/Resident Services Management (45 questions) • Human Resources Management (27 questions) • Leadership and Governance (31-32 questions) • Physical Environment Management (19-20 questions) • Financial Management (27 questions) 	<ul style="list-style-type: none"> • http://www.nabweb.org/
	What do the exams evaluate?	Knowledge / Interpretation / Problem Solving and Evaluation	http://www.nabweb.org/
	How many questions must I get right to pass?	The raw score (the number of questions answered correctly) is converted to a scaled score using a scale ranging from 50 to 150. On this converted scale, a scaled score of 113 is the NAB recommended passing score.	http://www.nabweb.org/
	Where do I take my exam?	There are designated exam locations throughout the state.	http://www.nabweb.org/
	Are the exams on paper or are they taken on a computer?	They are taken on a computer.	http://www.nabweb.org/
	Do I have a time limit to take the exam?	Yes – 3 hours.	http://www.nabweb.org/
	When will I know if I passed?	You know whether you passed or not - within seconds after clicking on submit.	http://www.nabweb.org/
	Will I get a report about my score?	Only if you order the DIAGNOSTIC SCORE REPORT OF RESULTS. It costs \$63.00	http://www.nabweb.org/
	How much does it cost to take the exam?	NAB \$350 (\$275 exam fee + \$75 non-refundable processing fee. NOTE: if you are a no show, you will forfeit all fees.) RC/AL \$375 (\$300 exam fee + \$75 non-refundable processing fee. NOTE: if you are a no show, you will forfeit all fees.)	http://www.nabweb.org/



When I take the test, what must I have as ID and what can I take into the testing room?	<ul style="list-style-type: none"> You must have two forms of ID- one a photo + another (not SS card) Keys and wallet (no cameras, notes, tape recorders, pagers, cellular phones, calculators or other personal items.) 	http://www.nabweb.org/
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QUESTION CATEGORY	QUESTION	ANSWER	Answer Source
STATE EXAM	How many questions are on the Indiana Jurisprudence Exam?	<ul style="list-style-type: none"> 75 questions on HFA exam 50 questions on RCA exam 	<ul style="list-style-type: none"> State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 # provided by Tasha Coleman, 2013 Director IPLA – passing score is set by the Board.
	How many do I have to get correct to pass the Indiana Jurisprudence Exam?	Pass <ul style="list-style-type: none"> 60/75 questions on HFA exam 38/50 questions on RCA exam 	<ul style="list-style-type: none"> State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-1 Pages 7-12 # provided by Tasha Coleman, 2013 Director IPLA – passing score is set by the Board.
	How much does it cost to take the State Exam and when is payment due?	\$100 – and payment must accompany your application for testing.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-3-2 Fees Sec. 2.
	If I have to repeat the State Exam, do I have to send another fee?	Yes. \$100 – and payment must accompany your application for re-testing.	Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions ; Licensure; Examinations 840 IAC 1-3-2 Fees Sec. 2.
	What type of question format is used?	The exam is multiple-choice. You must select the “correct” answer from 4 choices. Unlike the NAB/RCAL exam, which is more interpretive from several “disciplines and sources”, this one is memorization of the State Statutes & Rules. Just answer each question using the answer stated in the Indiana Statutes and Rules.	
	If I do well on the NAB/RCAL exam, am I likely to do well on the Indiana exam.	Though they are very different exam formats, NAB/RCAL more interpretive and the Indiana exam more memorization, you can do equally well - if you adapt your study approach and strategize appropriately. It is not recommended that you study for both at the same time.	
	What if I don't pass the test?	You have 2 more opportunities within a 12 month period following the first attempt.	State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions; Licensure; Examinations 840 IAC 1-1-6 Examination Sec. 6



<p>What if I don't pass the exam within the 3 times and/or within the 12 month period?</p>	<p>If you exhaust all of the examination attempts within the one (1) year after the first attempt, you shall appear before the board and may be required to submit the following:</p> <ol style="list-style-type: none"> (1) Proof of the completion of at least two hundred (200) contact hours of continuing education approved by the board. (2) A new application for entry into the administrator-in-training program. (3) Proof of completion of the required administrator-in-training program. In addition, the applicant shall meet all other licensing requirements in force and effect at the time of reapplication. 	<p>State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions; Licensure; Examinations 840 IAC 1-1-6 Examination Sec. 6.</p>
<p>Can I take the Indiana Exam the same day I take the NAB/RCAL?</p>	<p>No. NAB/RCAL results must be received by IPLA before you can apply to take the State Exam.</p> <p>(c) All applications for the examination must be complete in every respect, including accompanying data and the required fee, at least thirty (30) days before the examination for which application is being made. Any applicant whose application does not meet these requirements will not be permitted to take the examination.</p>	<p>State Statutes & Rules: Version 11 Title 840, Article 1 – General Provisions Rule 1. Definitions; Licensure; Examinations 840 IAC 1-1-6 Examination Sec. 6.</p>
<p>What should I use to study? Books, manuals,</p>	<p>The following two Statutes & Rules PDF documents found on the www.in.gov/pla</p> <ul style="list-style-type: none"> • Health Facility Administrator Compilation • Indiana Professional Licensing Agency Compilation 	<p>PLA > Professions > Indiana a State Board of Health Facility Administrators > Statutes & Rules</p>

If you have a question, contact Vivian Wright-Defrees, VP ACHCA-IN Chapter, at vwrightdefrees@successdevelopment.biz and we will provide you with an answer – if we can – and include your question and answer in our next FAQ update.

