

Date: July, 10, 2024

RE: Preceptor/AIT

Dear LTC Administrator Licensed Professional

You have expressed an interest in becoming a Long-Term Care Administrator Licensing Program (LTCALP) Preceptor. The preceptor is a vital participant in the training of individuals who are in the process of becoming a licensed Nursing Home Administrator (NHA) or a Certified Assistant Administrator (CAA).

An Administrator has a critical obligation to ensure that assigned interns receive quality training, guidance and exposure to all functions and requirements necessary to successfully manage a nursing home; and to maintain records of those opportunities.

To be certified, the preceptor applicant must:

- (1) Hold a current Administrator's license;
- (2) Currently work as a licensed Administrator in an Oklahoma facility;
- (3) Be a licensed Oklahoma long term care administrator for at least twenty-four (24) months of the preceding sixty (60) months;
- (4) Not have had an enforcement action against their license within the last 36 months immediately prior to the start of the intern; and
- (5) Not currently be subject to disciplinary and/or enforcement actions in another state.

A licensed administrator wishing to be deemed as a preceptor for the Administrators-In-Training (AIT) can submit their application online via the Licensing [Portal](#). If you have additional questions, please email LTCALP at longtermcareadminlicensing@health.ok.gov

Long-Term Care Administrator Licensing Program

Oklahoma State Department of Health

O. 405-426-8970 | F. 405-900-7559

[Oklahoma.gov/Health](https://www.ok.gov/Health) | [Oklahoma.gov/LTCALP](https://www.ok.gov/LTCALP)