

**West Virginia Nursing Home Administrators Licensing Board**

P.O. Box 522  
Winfield, WV 25213  
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**PRECEPTOR AND ADMINISTRATOR-IN-TRAINING AGREEMENT**

For consideration received, this agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (hereafter “preceptor”) and \_\_\_\_\_ (hereafter “administrator-in-training or AIT”) on the terms as hereafter set forth:

**Whereas**, the preceptor is a fully licensed nursing home administrator practicing in West Virginia at the \_\_\_\_\_ Facility; and

**Whereas**, the administrator-in-training has requested to complete his or her AIT program under a preceptor and has filed an application with the West Virginia Nursing Home Administrators Licensing Board and has paid proper fees for such program which has been approved by the Board; and

**Whereas**, the preceptor has expressed the desire to supervise the work of the AIT, the parties agree as follows:

1. That the supervision of the training for the AIT shall be the responsibility of the preceptor who will comply with the rules for such training which are set out in Title 21 of the Legislative Rules of the Board in § 21-1-4:
2. That the AIT shall comply with the requirements of Title 21 of the Legislative Rules of the Board in § 21-1-4 which requirements are incorporated herein and shall comply with all directives of his or her preceptor or the Board;
3. That the AIT shall engage in training, approved as satisfactory by the Board, for eight consecutive hours each workday, except for regular days off, for a minimum of 40 hours weekly;
4. That the preceptor shall directly supervise the AIT on the site of the nursing home facility during the 40-hour weekly training for a period of one year; and
5. That the parties shall begin this training consistent with Board guidelines upon approval by the Board. It is

understood by the parties that the Board has no training duties and shall not have any liability for any failure of compliance by either party with the terms of this agreement.

6. That this agreement may be terminated upon the mutual agreement of the parties or upon an application to the Board by either party for termination of the agreement for good cause shown which must be approved by the Board before termination of this agreement is effective.

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PRECEPTOR

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ADMINISTRATOR-IN-TRAINING

This agreement was signed by the parties on the \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_\_.

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APPROVED BY THE WEST VIRGINIA NURSING HOME ADMINISTRATORS  
LICENSING BOARD