

WV NURSING HOME ADMINISTRATOR'S LICENSING BOARD

POLICY & PROCEDURE

COLLEGE INTERNSHIPS

Policy: It is the policy of the WV Nursing Home Administrator's Licensing Board (WVNHALB) to consider waiver of the Board's Administrator In Training program consistent with § 3.3.a.2 of the WV Nursing Home Administrator's rule that states: " Possess a baccalaureate degree or higher from a National Association of Long Term Care Administrators (NAB) accredited college program with internship or an accredited college program that has a baccalaureate degree or higher in Health Care Administration, Health Services Administration or a similarly related administration field that includes an internship program. It is the policy of the board to define "an internship program" as it relates to this rule.

Procedure: An internship program shall provide a student and potential licensee candidate with real life work experience organized in an educational and academic manner in a licensed nursing home.

An internship program shall be considered to meet this rule if it meets the following minimum criteria:

a. The program must be completed under the direct supervision of a duly licensed nursing home administrator.

b. The internship must be a minimum of 160 hours of internship training in a nursing home licensed by the state.

c. The internship program must be a formal element of the college program and the internship program must be approved by the WVNHALB.

d. The internship must include a minimum of the following documented areas of study:

1. Business Administration
2. Nursing
3. Human Resources
4. Regulatory Requirements
5. Social Services
6. Activities
7. Dietary and Environmental Services

It is incumbent on an applicant for licensure who is requesting a waiver of the AIT program based on these criteria to submit the appropriate supporting information or the waiver cannot be considered by the Board.