

ACHCA APPLICATION FOR STUDENT CHAPTER MEMBERSHIP

Name: _____
Home Address: _____
City/State/Zip: _____
Daytime Phone: _____
E-Mail Address: _____
School: _____
Chapter Name: _____
Graduation Date: _____
Facility where you work: _____
(not in an administrator capacity)
Title: _____
Phone: _____ Fax: _____

NOTE: Student membership is available to students in related academic programs and Administrators-in-Training (or equivalent).. For information on additional membership categories, please visit www.achca.org.

I hereby state that I am enrolled in a related academic program or an AIT (or equivalent) program.

Signature: _____ Date: _____

Return this Application with proof of enrollment/AIT status to the president or faculty advisor of your student chapter.

All applications and chapter formation paperwork should be mailed to:

**ACHCA
PO Box 75060
Baltimore, MD 21275-5060**

Questions: Call 703-739-7900 or e-mail abell@achca.org

**Fax: 866-874-1585
www.achca.org**

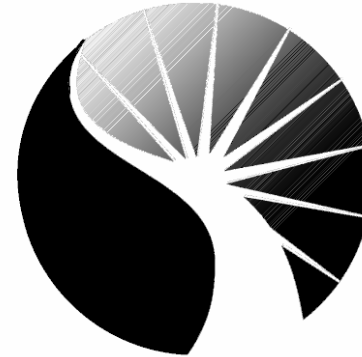
ACHCA Office Use Only:

PAYMENT INFORMATION:

Date Received: _____
Dues Received: _____ **Check#:** _____
Approved By: _____
Notes: _____

Join Your Student Chapter!

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



ACHCA

American College of Health Care Administrators

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 the National Association of Long Term Care Administrator Boards (NAB):

www.nabweb.org
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 Commission on Accreditation of Healthcare Management Education (CAHME):

AGHE – www.aghe.org
Tel: (202) 289-9806

AUPHA – www.aupha.org
Tel: (703) 894-0940

CAHME – www.cahme.org
Tel: (703) 894-0960

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 or certificate programs in colleges and universities;
- Eligible student status requires annual verification of participation in a degree or certificate 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

Many states require an Administrator-in-Training (AIT) program, before you can become licensed as a long term care administrator:

Do I need to complete an AIT program to become licensed in my state?

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.

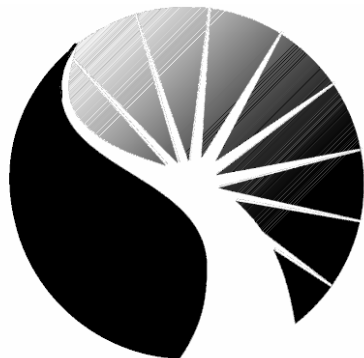
How do I find an AIT position?

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) under Career Resources heading.

American College of Health Care Administrators

Tel: 703-234-4140
www.achca.org



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Eligibility for Student Membership

ACHCA Student membership is open to all who:

- Are not currently employed as healthcare administrators; and
- Who are enrolled full- or part-time in a healthcare administration academic program; or
- Are in a pre-licensure training program
- Eligibility for student membership requires annual verification of student or trainee status.
- Many student members serve as leaders in on-campus ACHCA student chapters.

Finding an AIT Position

Several states require completion of an Administrator-in-Training program for licensure:

Do I need to complete an AIT program to be licensed in my chosen state?

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.

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5. Check the Career Resources heading on the ACHCA website (www.achca.org).

American College of Health Care Administrators

12100 Sunset Hills Rd., Suite 130 ♦ Reston, VA 20190 ♦ 703-739-7900 ♦ www.achca.org