

**TENNESSEE BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS**  
**POLICY ON ADMINISTRATOR-IN-TRAINING PROGRAM HOURS**

The Board has the ability to order an applicant, pursuant to Tenn. Comp. R. & Regs. 1020-01-.07 et. seq., to complete an Administrator-in-Training (A.I.T.) program of at least 6 months in length. If an applicant is ordered by the Board to complete an A.I.T. program of at least 6 months in length, the applicant shall complete a minimum of 1,040 clock hours within the 6-month timeframe. Pursuant to Tenn. Comp. R. & Regs. 1020-01-.06 et. seq, the applicant shall be required to work full time. If the applicant works less than full time during the 6-month timeframe (full time being 40 hours per week for 26 weeks which equals 1040 clock hours), it is expected that the applicant will require more than six (6) months to complete the program and must seek prior written approval of the Board, under Tenn. Comp. R. & Regs. 1020-01-.06 (3)(b)(2), to properly extend the program and complete the required 1,040 clock hours.

**Adopted by the Board of Examiners for Nursing Home Administrators on the 7<sup>th</sup> day of March, 2022.**