



Administrator in Training Program Frequently asked Questions

American Senior Communities is proud to offer a paid Administrator in Training career path for individuals who desire to become a Licensed Healthcare Administrator and ultimately impact the future of Long-Term Care as a facility Executive Director.

To learn more about this program and to determine if this career path may be right for you, check out some frequently asked questions.

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- **Do you require a master's degree to participate?** A bachelor's degree is required for participation in the ASC program.
 - **How long is the program?** The State Licensing board requires completion to occur no earlier than six months and no later than 12 months from the official start date provided to the AIT when the initial application is approved.
 - **Do I need leadership experience to be considered?** Leadership experience is preferred for participation; however, it will not remove you from consideration. The executive director is an operational leadership role. With that said, securing a spot in our AIT Class is very competitive, and many applicants have some prior leadership and management experience.
 - **Will my salary stay the same while in the program?** The AIT program supports a paid position. Compensation is addressed per candidate and will fall in line with organizational compensation standards.
 - **While in the program, what skills and duties will I be accountable for learning?** All AIT Participants are required to spend meaningful, hands-on learning time in various functions, departments and roles throughout a Long-Term Care Facility. This includes obtaining a Certified Nurse Aide License and providing direct care to residents. AIT's will also be required to work in all other areas including culinary and nutrition, housekeeping and environmental, admissions and marketing as well as learn Activities Scopes, financial/profit and loss basics and many of the compliance standards that make up federal and state regulations. You will get exposure to ALL aspects of daily work in a Long-Term Care setting.
 - **Are non-ASC employees able to apply for the position?** Employment with ASC is not required. The process is very competitive, and industry experience is a plus. Moreover, ASC experience is a plus.
 - **When does the next class enrollment opportunity start?** The AIT Class Opportunity will be announced via emails to current employees as well as open opportunities posted on the ASC's Career Website. This usually happens each year at the end of the first quarter. Keep in mind that ASC may not always have an available AIT class opportunity available, and spots may be limited to specific geographic regions and locations outside of where you may wish to work now or in the future.



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- **How many AIT candidates will ASC consider for each program?** The number fluctuates depending on demand across Indiana and expected growth of the business. Moreover, since this is a paid position, the number of candidates can also depend on the budget established by senior leadership.
- **Does ASC provide the AIT with a preceptor and a facility for the process?** Yes. You will be paired up with a current Licensed Executive Director, working directly with them at their facility. Additional learning opportunities with other Administrators may also occur as we want all AITs to get a great view of a variety of learning experiences.
- **If selected, is there any required commitment to remain employed by ASC following completion and licensure?** Yes. As ASC is providing you the opportunity and access to this competitive learning and licensing experience, there is a 2-year post completion commitment to abide by.
- **How long after I complete the program and obtain my license will it be before I am able to lead my own facility?** This is dependent on ASC's current needs and open positions they have available at that time.
- **Upon completion and licensing, will I be required to relocate?** While our goal is to ensure you have great work life balance in place, there is an expectation for newly licensed Administrators coming out of our AIT program to take assignments that may require relocation. As such, we will discuss this during the interview process to ensure everyone is transparent with expectations. If you are unable to relocate due to personal and family obligations, we understand. However, this may also be a consideration for denial of entry into the program. Newly licensed Administrators who are unable to relocate if needed, may be delayed in receiving their first assignment and may be placed in other positions for which they are qualified if no immediate Executive Director positions are available.