



Virginia Department of
Health Professions
 Board of Long-Term Care Administrators

9960 Mayland Drive, Suite 300
 Henrico, Virginia 23233
www.dhp.virginia.gov/nha

(804) 367-4595 (Tel)
 (804) 527-4413 (Fax)
 Email:
ltc@dhp.virginia.gov

ASSISTED LIVING FACILITY ADMINISTRATORS EDUCATION AND EXPERIENCE MATRIX

EDUCATION	EXPERIENCE	ALF AIT REQUIREMENTS
30 semester hours from college or university in any subject		640 hrs. AIT in 24 months
Baccalaureate or Masters degree in an unrelated field		480 hours in AIT program in 24 months
Baccalaureate or Masters degree in health care related field with no internship		320 hours AIT program in 24 months
30 semester hours from college or university with courses in the specific content areas (See regulation 18VAC95-30-100)		320 hours AIT program in 24 months
Minimum of 30 semester hours from college or university in any subject	Full-time employment for 1 out of 4 years as an assistant administrator in long term care facility or full time employment for 1 out of 4 years as a hospital administrator	480 hours in AIT program in 24 months
Graduate of LPN program	Holds current unrestricted LPN license	640 AIT program in 24 months
Graduate of LPN program	Holds current unrestricted LPN license with administrative level supervisory position for 1 out of the 4 years in a long-term care facility	480 AIT program in 24 months
Graduate of RN program	Holds current unrestricted RN license	480 AIT program in 24 months
Graduate of RN program	Holds current unrestricted RN license with administrative level supervisory position for 1 out of the 4 years in a long term care facility	320 AIT program in 24 months
CERTIFICATE PROGRAM: Hold a baccalaureate or higher degree unrelated to health care & complete certificate program w/ 21 semester hours in health care related field (See regulation 18VAC95-30-100)		320-hour internship/practicum that addresses the five content areas in regulations as part of the Certificate program
HEALTH CARE DEGREE: Baccalaureate or higher in health care related field with 21 hours in specific coursework		320-hour internship/practicum that addresses the five content areas in regulations as part of the Certificate program