

Mississippi State Board of Nursing Home Administrators
Excerpt from Rules and Regulations
Preceptor Requirements
(date last revised – 12/01/2023)

Part 2703, Chapter 1, Rule 1.3.A/(2): Administrator-in-Training / Preceptor

A. Administrator-in-Training (A.I.T.) and Preceptor Program

(2) Preceptor

(a) The Preceptor must hold either:

- i) a Nursing Home Administrator license in Mississippi and have three (3) consecutive years' experience in Mississippi as an Administrator or Assistant Administrator in a licensed nursing home facility without a break in service of more than ninety (90) days, and must obtain certification as a preceptor by the Board. *; or
- ii) an Administrator licensed in Mississippi and has three (3) consecutive years' experience in Mississippi who has direct management responsibility over one or more nursing homes or one or more nursing home administrators without a break in service of more than ninety (90) days and currently must obtain certified certification as a preceptor by the Board*; or
- iii) a Nursing Home Administrator licensed in Mississippi and have ten (10) or more years of experience in Mississippi as an Administrator, Assistant Administrator, or an Administrator who has direct management responsibility over one or more nursing homes or more than one nursing home administrator and must obtain certification as a preceptor by the Board.

For licensed Administrators who have worked under a Temporary Permit, the three years will be calculated beginning the effective date of the temporary permit.

As used in this Rule, consecutive employment means the uninterrupted or continuous employment with a Mississippi licensed nursing home facility. The phrase “three (3) consecutive years of employment” means the three-year period immediately prior to or preceding the filing of the registration form with the Board to become a Preceptor. Continuous service

(employment) shall cease if a person has a break in service. A person experiences a break in service (employment) when he or she is not employed in Mississippi as an Administrator in a licensed nursing home, Assistant Administrator in a licensed nursing home, or an Administrator who has direct management responsibility over one or more nursing homes or more than one administrator for more than ninety (90) days (during the three-year period prescribed by this Rule).

Where a person's last three years of employment are not continuous because of a break in service or otherwise, the period of employment after the break in service (employment) will be treated as new employment and will not be counted toward the three (3) years of consecutive employment required by this Rule.

A Nursing Home Administrator will also be considered for preceptorship who has direct management responsibility over one or more nursing homes or more than one administrator for the three-year period of time set forth above; has completed Board-approved training for certification as a preceptor in Mississippi; and currently must obtain certified certification as a preceptor by the Board. *

No preceptor certification shall be issued or granted to any person who has had a disciplinary action taken against his or her professional license within the three (3) years prior to date on which his or her eligibility as a preceptor is considered by the Board; who has resigned or surrendered his or her professional license in lieu of disciplinary action or while under investigation or while disciplinary action is pending. The Board may also refuse to grant a preceptor certification to an individual who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order, or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.

*Note: Preceptor Certification training is offered annually by the Board for nursing home administrators eligible to serve as preceptors in Mississippi. Preceptor certification is effective July 1st for a period of two (2) years and is renewable biennially, as long as other criteria are met.

- (b) A Preceptor who completes a preceptorship within a biennial

licensure period may be allowed five (5) hours of continuing education credit for precepting one (1) A.I.T. or ten (10) hours of continuing education credit for precepting two (2) A.I.T.s within that same biennial period. To be eligible for the credit, the preceptor must maintain documentation of the persons trained, number of hours supervised, subject matter and dates of training. No preceptor may receive more than ten (10) hours of credit per renewal period under this Rule. The fees associated with this cost are set forth in Part 2701, Chapter 1, Rule 1.3.H.

- (c) The A.I.T. experience must be guided by a training plan developed by the Nursing Home Administrator Preceptor. The Preceptor shall give close, personal, and direct supervision to the trainee for a minimum of eight (8) hours per week. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his or her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. The preceptor must be readily available to assist and answer questions at least eight (8) hours per week and available at least by telephone at all other times. The preceptor may be off the premises for limited periods of time for conferences, vacancies and similar events but still must be available by phone, not to exceed an average of more than one day per week.
- (d) The Preceptor must complete a written evaluation of the trainee after a three (3) month and a six (6) month training period.

The evaluation form must include the following: length of training period, description of training activities, evaluation of trainee's performance, trainee's evaluation of training received, and signatures of the Preceptor and trainee. The evaluation forms must be received in the Mississippi Board's office within fifteen (15) calendar days of the completed training period. Any required form or report which is received in the Board's office thirty (30) days after the end of the applicable reporting period will result in the internship being terminated.

- (e) The Preceptor must have no more than two (2) Administrators-in-Training concurrently for any Preceptor experience.
- (f) The Preceptor in order to be eligible for recertification must meet the same qualifications as set forth in Part 2703, Chapter 1, Rule 1.3.A.(2) If his or her position or responsibility has changed since last certification, consideration will be given for recertification only if the Preceptor has direct management responsibility over

one or more nursing homes and meets all other conditions as set forth in these Rules and Regulations.