



Government of the District of Columbia  
Department of Health



Health Regulation and Licensing Administration

June 25, 2015

Dear Administrator,

The District of Columbia Health Care Association (DCHCA), Leading Age District of Columbia, and the District of Columbia Board of Long Term Care Administration are excited to offer a half-day Preceptor Training Program (PTP) for nursing home administrators. A Preceptorship certificate and continuing education credits will be provided to attendees.

The goal of the Administrator-In-Training (AIT) Program is to provide a one year practical training experience to eligible candidates desiring licensure as a nursing home administrator.

The PTP will focus on effective leadership, understanding District of Columbia regulatory requirements, the importance of having positive business partnerships with long term care regulators, the licensure application process, and resources available for long term care professionals. If you have attended similar programs in the past, use this opportunity as a refresher.

The PTP will be offered on **Wednesday, July 29, 2015 from 9:00am - 2:30pm at Knollwood, 6200 Oregon Avenue, NW, Washington, DC 20015.** The registration fee is \$60.00.

The program agenda and other information will be emailed in July 2015.

You are welcome to invite a colleague from your facility or from the neighboring jurisdictions.

Please RSVP by **July 28, 2015** by sending the registration form to Ms. Ms. Veronica Damesyn Sharpe, DCHCA President, at [Vdamesyn@dchca.org](mailto:Vdamesyn@dchca.org).

We look forward to seeing you on July 29, 2015.

Sincerely,

Keysha Dale  
Chairperson  
Long Term Care Administration Board

Enclosures