

# Long Term Care Practicum

First, complete the required questionnaire for eligibility by going to:  
[surveymonkey.com/r/longtermcarecourse](https://www.surveymonkey.com/r/longtermcarecourse)



This course focuses on the Administrator in Training (AIT)/Mentoring program as required for you to become licensed as Nursing Home Administrators. The course will prepare and support you for leadership roles within a long term care facility through a practicum experience.

You will be able to:

- Interpret the Administrator in Training process and start your application process for the AIT.
- Calculate and complete the required training hours as part of the licensure process.
- Apply leadership skills and recognize the importance of multidisciplinary team planning and communications.
- Prepare for NAB exam (National Association of Long Term Care Administrators Boards).
- Evaluate the role of leadership in long term care.

**Jan. 9-May 5, 2023**

**Coursework: Online // Practicum: Onsite**

**\$359** • 135 contact hours

Instructor: Linnea Detrick

Registration Deadline: Dec. 9, 2022

*An email will be sent to registered participants with instructions for the course prior to the start date.*

**Gap Assistance (financial) is available for those who qualify.**

For more information, visit [southeast.edu/gap](http://southeast.edu/gap) or contact Heather Bloomquist at [hbloomquist@southeast.edu](mailto:hbloomquist@southeast.edu)

For more information, contact us at [continuinged@southeast.edu](mailto:continuinged@southeast.edu), 402-437-2700 or 800-828-0072

**Cancellation/Refund Policy:** You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office. **ADA Reasonable Accommodations:** SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.



## Registration Form - Non-Credit Course

PLEASE PRINT

Complete this form with payment information and send via FAX or mail to: **Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510**  
FAX: 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [southeast.edu/collegecatalog](http://southeast.edu/collegecatalog) for additional information.

**Today's Date**

\_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number OR SCC Student ID Number		Name: Last		First	Middle Initial	Email Address										
Residence Mailing Address			City	State	Zip	County #	<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone									
Birth Date	Identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	<input type="checkbox"/> NE Resident <input type="checkbox"/> Non-Resident	Home Phone									
COURSE NUMBER		SECTION		TITLE		START DATE	LOCATION	COST								
L	T	C	A	3	0	8	0	H	B	S	C	A	Long Term Care Practicum	Jan. 9, 2023	Online & Onsite	\$359

### SIGNATURE

Check  Cash  Mastercard  AMEX  Discover  VISA V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?  
 Yes  No

SCC Staff Tuition Waiver ( )

**TOTAL DUE**

FOR OFFICE USE ONLY

ID# \_\_\_\_\_  
DE \_\_\_\_\_

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex\*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. [southeast.edu/diversity](http://southeast.edu/diversity) \* The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.

# Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)  
Key Word Example: *Driver*  
Course Number Example: *TRAN-3398*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. **Print** this page for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.



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301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703  
[southeast.edu/continuing](http://southeast.edu/continuing)

\* The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under FERPA.