

Long Term Care Practicum

First, complete the required questionnaire for eligibility by going to:
surveymonkey.com/r/longtermcarecourse



May 15-Aug. 28, 2023

Coursework: Online // Practicum: Onsite

\$359 • 135 contact hours

Instructor: Linnea Detrick

Registration Deadline: April 17, 2023

*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 or
contact Heather Bloomquist at hbloomquist@southeast.edu

This course focuses on the training requirements for the Administrator in Training (AIT)/mentoring program as required for becoming a licensed Nursing Home Administrator (NHA). The class will assist you with AIT placement on-site with a certified preceptor and provide support through the licensure requirements as you prepare and learn the nursing home administrator career.

You will be able to:

- Interpret the AIT process by starting and submitting a respective state licensing board/jurisdiction application for approval
- Calculate and submit AIT hours (For example, 640 hours for NE) as required for the licensure process
- Identify the current level of knowledge of the National Association of Long Term Care Administrators Boards (NAB) Domain of Practices through a self-assessment
- Apply leadership skills and analyze the importance of multidisciplinary team planning and communications.
- Summarize knowledge, skills, and abilities of experiences gained through the AIT
- Examine resources provided to you through the class and the training site
- Prepare and practice for the NAB exam

For more information, contact us at continuing@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.



PLEASE PRINT

Registration Form - Non-Credit Course

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 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										I 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 B										Long Term Care Practicum										Reg. Deadline: April 17										May 15, 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 * 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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
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.*