



Personality + Career

You are a good fit for our Long Term Care Administration program if you are detail-oriented, possess leadership and communication skills, are a problem-solver, and have a willingness to learn and grow throughout your career. Successful individuals are also organized and people-focused. In this career path you will enjoy educating and developing yourself with leadership skills and knowledge gained each day.

Program	Credential	What do students learn in the program?	What do students earn?	Career Opportunities	Are graduates prepared for/to complete exams for specific credentials/licensing/certifications at the end of the program (each credential level)?	Required Tools, Supplies, and Uniforms
Long Term Care Administration – Assisted Living Focus	Associate of Applied Science	Students learn the role of assisted living, administration requirements, operational systems, and the regulations and standards of practice. Students will take specific coursework on food and nutrition, physical environment and safety, marketing and public relations, and financial management for long-term care. Students will study concepts in leadership, gerontology, ethics, and death and dying. Specific coursework related to assisted living administration will equip students with the role of assisted living, administration requirements, and the regulations and standards of practice.	\$27.85 per hour; \$57,928 annually.	Assisted Living Administrator Executive Director	Completion of the Assisted Living Administration I course meets the basic education regulatory requirement for assisted living administrators in Nebraska. Students residing outside of Nebraska should speak to a Long Term Care Administration advisor to determine specific state requirements.	A computer is needed to complete online coursework.
Long Term Care Administration – Nursing Home Administration Focus	Associate of Applied Science	Students gain knowledge, skills and abilities for all systems within a nursing home facility. Students will take specific coursework on food and nutrition, physical environment and safety, marketing and public relations, and financial management for long-term care. Students will also study concepts in leadership, gerontology, ethics, and death and dying. Students learn about the legislative process and Medicare and Medicaid fundamentals, Nursing Facility Standard – the State Operations, including the Long Term Care Survey process.	(salary listed above is an average for all credentials)	Nursing Home Administrator Executive Director Provisional Administrator Chief Executive Director Chief Executive Officer Regional Director Assisted Living Administrator	Students will need to complete the Administrator in Training (AIT) program and take the national exam. Students will complete a Nursing Home Administrator licensing exam review course, including practice exams, preparing them to take the National Association of Long Term Care Administrator Boards (NAB). A practicum course is offered to assist with the AIT process.	A computer is needed to complete online coursework.
Long Term Care Administration – Nursing Home Administration	Certificate	Students will take courses to prepare them to manage long-term care facilities. Students will also complete a Nursing Home Administrator licensing exam review course, including practice exams.	(salary listed above is an average for all credentials)	Nursing Home Administrator Executive Director Provisional Administrator Chief Executive Director Chief Executive Officer Regional Director Assisted Living Administrator	The certificate is for those who have already earned an associate degree or higher in another program of study and who are seeking licensure as a nursing home administrator. Students will need to complete the Administrator in Training (AIT) program and take the national exam. A practicum course is offered to assist with the AIT process.	A computer is needed to complete online coursework.

» Your Next Steps to Choose SCC

- Schedule a Campus Visit - southeast.edu/visit
- Explore career options with an Admissions Counselor - southeast.edu/admissionsadvising
- Apply - southeast.edu/applynow

» Paying for SCC

- Free Application for Federal Student Aid (FAFSA) - studentaid.gov/h/apply-for-aid/fafsa
- Scholarships - southeast.edu/scholarships
- Payment Plan - mycollegepaymentplan.com/southeast
- Veteran Education Benefits - southeast.edu/veterans-services
- GAP Assistance Program - southeast.edu/gap
- Children of State Teammate Tuition Reimbursement Program - southeast.edu/children-of-state-teammate-tuition-reimbursement-program



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2024-2025 / » southeast.edu

Long Term Care Administration



Our Long Term Care Administration program allows you to choose the career pathway that best fits you. Whether that's leading a team in assisted living or working within nursing home administration office, this program provides the skills you'll need. As an administrator, you are the chief executive responsible for planning, organizing, leading, and supervising the operations of a home for the aged licensed by Health and Human Services.

Based on the state in which you plan to begin your career, you will need to complete an administrator-in-training program in addition to your degree.

SCC is offering an LTCA practicum course to assist you with the administrator-in-training process. A criminal background check will need to be complete prior to enrolling in the practicum. During the practicum class you are eligible to take the National Association of Long Term Care Administrator Boards. This may vary from state to state.

Our Long Term Care Administration courses can also count as continuing education hours if you already hold your Nursing Home Administrator license. Contact us for more information.

This program leads to licensure or certification. Refer to the program's webpage for information on states and territories where this program does and does not meet requirements. For more information, contact the program director.

Program Contact Information

Tracie Klosterman, Program Chair
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The SCC Experience

- » You will gain hands-on knowledge by working in facilities, gaining experience in real-life situations, helping you prepare to lead others, manage multimillion-dollar budgets and facilities, and ensure the safety and well-being of others.
- » SCC's Long Term Care Administration program is flexible to help you achieve your career goals. Courses are offered online, allowing you the flexibility you need!
- » The program uses hands-on experiences gained through interviews with leadership teams, tours, etc. to equip students with skills and a true understanding of the administrator role. Students learn the level of commitment needed to excel in the field.

Suggested courses for completion:

- LTCA 1000 Introduction to Long Term Care
- LTCA 1020 Death, Dying and Bereavement
- LTCA 1030 Food and Nutrition Services for Long Term Care
- LTCA 1040 Assisted Living Administration I
- LTCA 1050 Long Term Care Administration
- LTCA 1080 Gerontology
- LTCA 1090 Assisted Living Administration II
- LTCA 2000 Physical Environment and Safety in Long Term Care
- LTCA 2010 Foundations of Leadership
- LTCA 2020 Marketing and Public Relations for Long Term Care
- LTCA 2030 Ethics in Health Administration
- LTCA 2040 Financial Management for Long Term Care
- LTCA 2050 Rules, Regulations and Standards for Long Term Care
- LTCA 2070 Nursing Home Administrators Licensing Exam Review Course
- LTCA 2080 Long Term Care Practicum



Program	Credential	Location	Credit Hours	Tuition/Fees*	Books/Fees/Supplies	Total Cost*	Starting Term(s)	Number of Semesters Required - Full Time	Is Summer Term Required for Full Time?	Online Option	Can the Program be Completed Entirely Online?	Part-Time Option	Class Schedule
Long Term Care Administration – Assisted Living	Associate of Applied Science	Online	61	R- \$7,503 NR- \$8,784	\$1,257	R- \$8,760 NR- \$10,041	Fall Spring	4	No	Yes	Yes	Yes	Program courses are offered entirely online. General education and required Business courses are offered in person, online, and hybrid.
Long Term Care Administration – Nursing Home Administration	Associate of Applied Science	Online	64	R- \$7,872 NR- \$9,216	\$2,525	R- \$10,397 NR- \$11,741	Fall Spring	4	No	Yes	Yes	Yes	Program courses are offered entirely online. General education and required Business courses are offered in person, online, and hybrid.
Long Term Care Administration– Nursing Home Administration	Certificate	Online	21	R- \$2,583 NR- \$3,024	\$820	R- \$3,403 NR- \$3,844	Fall Spring	1-2	No	Yes	Yes	Yes	Program courses are offered entirely online.

Minimum requirement: Associate degree with five core educational requirements for NHA Licensure (*this is specifically the requirement for Nebraska.) If taking classes from another state, please speak with your program advisor. Administrator-In-Training/Mentoring program. National Association of Long Term Care Administrator Boards (NAB) exam
*R=Resident, NR=Non-resident. Costs listed are estimates and are subject to change based on the market price of books, supplies, tools, uniforms, etc. Estimated costs also include tuition and fees. Additionally, days/times of week for class, lab, clinical/practicum are subject to change based on curriculum, facilities, instructor, and site availability. Actual program schedules will be provided prior to each enrolled term.