

NHAP Preceptor Training Registration Form

SECTION I

Last Name		First Name		M.I.	NHA License Number
Confidential Address (For CDPH use only)*		City		State	Zip Code
Home Phone Number		Business Phone Number		Social Security Number**	
Date From	Facility Name			Facility Phone Number	
Facility Address (Number and Street Name)		City		State	Zip Code

SECTION II

Which address do you want your Preceptor correspondence sent to?

Home Facility Other (Complete below)

Address (Number and Street Name)	City	State	Zip Code	Phone Number
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Which address/phone number would you prefer to be on the Preceptor Public List?

Home Facility Other (Complete below)

Address (Number and Street Name)	City	State	Zip Code	Phone Number
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SECTION III

Check Appropriate Box That Specifies at The Time of This Application Why You Qualify as A Preceptor Defined in Health and Safety Code 1416.57:

Have an active administrator license in California and have served at least two (2) years as the designated administrator of a licensed California nursing home. Not on probation, have no disciplinary actions pending, and the facilities overseen have/had a continuous operating history free from major deficiencies during my tenure.

Have an active administrator license in California and have served at least four (4) years as the designated Assistant Administrator of a licensed California nursing home. Not on probation, have no disciplinary actions pending, and the facilities overseen have/had a continuous operating history free from major deficiencies during my tenure.

SECTION IV

Training Session You Wish to Attend:

Preceptor training date: _____

(Select date from the [“Preceptor Training” page](#))

Required Information to Attend Preceptor

I understand that false or misleading answers are grounds for automatic denial of my application. I also understand that if my application is denied I will not be allowed to attend the preceptor training and NHAP will notify me in writing. **All fees paid are non-refundable or non-transferable.** I acknowledge that the foregoing information on this application is accurate, true, and correct.

Signature Of Applicant

Date

Return this completed form with a check or money order (made payable to NHAP) with the appropriate fees to the following address:

Nursing Home Administrator Program (NHAP)
P.O. Box 997416, MS 3302
Sacramento, CA 95899-7416

For a current fee list, please visit our [NHAP Fee List website](http://cdph.ca.gov/Programs/CHCQ/LCP/Pages/NHAPFees.aspx)
(cdph.ca.gov/Programs/CHCQ/LCP/Pages/NHAPFees.aspx)

How To Complete the Application for Preceptor Training

SECTION I	Complete this section. All information is required.
SECTION II	Complete this section. Indicates the specific address information.
SECTION III	Check the appropriate box that qualifies you to participate in the training.
SECTION IV	Check the box indicating which training session you plan to attend. Sign and date the form.

Important Information

- Registration and fee must be postmarked by final filing dates for processing (see Section IV). Applications received after the postmarked date will be denied. Fees submitted are non-refundable and non-transferable.
- Pursuant to Section 1416.57(a), preceptor certificates are valid for two years from issuance date. To continue being a preceptor, you must attend a new preceptor training provided by NHAP.

Required Information

*If the confidential address section is left blank, all departmental mail will be sent to the public address.

****Social Security Number Disclosure:** Pursuant to Section 666(a)(13) of Title 42 of the United States Code and California Family Code. Section 17520, subdivision (d), the California Department of Public Health (CDPH), is required to collect social security numbers from all applicants for nursing home administrator licenses. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support orders upon request by the Department of Child Support Services and for reporting disciplinary actions to the Health Integrity and Protection Data Bank as required by 45 CFR, Section 61.1 et seq. Failure to provide your social security number will result in the return of your application. Your social security number will be used by CDPH for internal identification and may be used to verify information on your application, to verify certification with another state's certification authority, for exam identification, for identification purposes in national disciplinary databases or as the basis of a disciplinary action against you.

Statutes That Govern the Nursing Home Administrator Program Health and Safety Code, Section 1416 Nursing Home Administrator Program