



Register in person, by phone, or at www.azmti.com

2017 Training Program Assisted Living Manager

The Assisted Living Manager Program, as approved by the Arizona Board of Nursing Care Institution Administrators and Assisted Living Facility Managers (NCIA Board) is a 40-hour classroom based program. This program will provide students with the theory and skills required to practice as an Assisted Living Facility Manager for either an Assisted Living Home or Center.

Curriculum covers Resident Services Management, Personnel Management, Medication Management, Legal Aspects, Financial Management, Physical Environment Management, and Regulations.

Upon completion of the course, students must take and pass a Arizona State Written Final Exam. Graduates of the Assisted Living Manager Program will be expected to take the Assisted Living Facility Manager Board Exam to obtain certification from the NCIA Board. Certification requirements are the exclusive responsibility of the Arizona Board of Examiners of Nursing Care Institution Administrators and Assisted Living Facility Managers (NCIA Board).

Manager training is conducted during a one-week Day Program, Monday thru Friday, from 7:00am to 3:30pm.

Manager Course tuition is **\$425.00** payable at registration. Option 2 is to pay \$100.00 at registration with the balance of tuition and fees via a Mountain America Credit Union Education Loan for those who qualify. Tuition includes textbook and lab materials.

PROGRAM PREREQUISITIES:

- Must be 21 years old.
- Ability to Read, Write, and Communicate Effectively in English
- Copy of High School Diploma, G.E.D., College Grade Report, or AMTI Interview
- Proof of 2080 hours of health related, verifiable experience in the past 5 years, plus Certification as a Caregiver current within the past year.

COMPLETION REQUIREMENTS:

- Manager students must complete 40 hours of classroom.
- Pass all competency exams at 80% or higher.
- Pass the Arizona State Written Final.
- Pass the NCIA Board Certification Exam.

OTHER FEES:

- Manager Arizona State Written Final Exam through D&S Diversified Technology = \$125.00
- Manager State Board Certification Examination fee payable to the NCIA Board = \$300.00
- To work in Assisted Living you will also be required to have CPR/First Aid training, a TB Skin Test, and a Fingerprint Clearance Card.
- CEUs (DHS or NCIA Board Continuing Education Units) = \$10.00 per unit (hour).

NOTE:

Effective 6/16/2015 Arizona Licensed Nurses, Medical Doctors, and Skilled Nursing Administrators must take the manager program to qualify for the certification exam.

Assisted Living Caregiver Program

Daytime Caregiver Schedule

Monday - Friday from 7:00 AM to 3:30 PM

The Daytime Program is a 104-hour program. Students must complete 26 hours online in AMTI's eClassroom and pass a midterm exam on the first day of class. Classroom is two (2) weeks, Monday to Friday from 7:00 AM to 3:30 PM.

Jan 2 to Jan 13	Feb 6 to Feb 17	Mar 6 to Mar 17	Apr 3 to Apr 14	May 1 to May 12	June 5 to June 16	July 10 to July 21	Aug 7 to Aug 18	Sept 4 to Sept 15	Oct 2 to Oct 13	Oct 30 to Nov 10	Dec 4 to Dec 15
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Weekend Caregiver Schedule

Saturday & Sunday from 7:00 AM to 5:30 PM

The Weekend Program is a 104 hour program. Students must complete 26 hours online in AMTI's eClassroom and pass a midterm exam on the first day of class. Classroom is four (4) consecutive Saturday & Sunday weekends from 7:00 AM to 5:30 PM.

Jan 14 to Feb 5	Feb 11 to Mar 5	Mar 11 to Apr 2	Apr 8 to May 7 No Class Apr 15/16	May 13 to June 4	June 10 to July 2	July 15 to Aug 6	Aug 12 to Sept 3	Sept 9 to Oct 1	Oct 14 to Nov 05	Nov 11 to Dec 10 No Class Nov 26/27
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CNA Caregiver Bridge Program

This is for the currently licensed Arizona CNA student only. These students must complete 26 hours online in AMTI's eClassroom, and pass a midterm exam prior to the classroom phase beginning. Students must pass competency exams covering several areas, the course final exam and the Arizona State Written Final Exam to graduate.

Daytime Bridge Schedule

Thursday & Friday from 7:00 AM to 5:30 PM

Jan 5 & Jan 6	Feb 9 & Feb 10	Mar 9 & Mar 10	Apr 6 & Apr 7	May 4 & May 5	June 8 & June 9	July 13 & July 14	Aug 10 & Aug 11	Sept 7 & Sept 8	Oct 5 & Oct 6	Nov 2 & Nov 3	Dec 7 & Dec 8
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Weekend Bridge Schedule

Saturday & Sunday from 7:00 AM to 5:30 PM

Jan 28 & Jan 29	Feb 25 & Feb 26	Mar 25 & Mar 26	Apr 29 & Apr 30	May 27 & May 28	June 24 & June 25	July 29 & July 30	Aug 26 & Aug 27	Sept 23 & Sept 24	Oct 28 & Oct 29	Dec 2 & Dec 3
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Assisted Living Facility Manager Program

Daytime Manager Schedule

Monday - Friday from 7:00 AM to 3:30 PM

The NCIA Board requires a 40-hour class. The daytime program is one (1) week.

Jan 16 to Jan 20	Feb 20 to Feb 24	Mar 20 to Mar 24	Apr 17 to Apr 21	May 15 to May 19	June 19 to June 23	July 24 to July 28	Aug 21 to Aug 25	Sept 18 to Sept 22	Oct 16 to Oct 20	Nov 13 to Nov 17	Dec 18 to Dec 22
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