



State of New Jersey
DEPARTMENT OF HEALTH

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JEFFREY A. BROWN
Acting Commissioner

To: All Licensed Nursing Home Administrators and Long-Term Care Facilities Licensed under N.J.A.C. 8:39

From: Michael J. Kennedy, J.D. *MJK*
Executive Director, Division of Certificate of Need and Licensing

Date: May 1, 2025 (Amended)

Re: Waiver of certain standards for preceptors of administrative interns set forth at N.J.A.C. 8:34-4.3(b)2 and 3.

The Department of Health (the Department) recognizes the need for more qualified preceptors to oversee Administrative Intern Training (AIT) programs. Exercising its authority under N.J.A.C. 8:34-1.6, the Department is issuing this blanket waiver to expand the pool of eligible preceptor candidates. This waiver modifies specific standards under N.J.A.C. 8:34-4.3(b)2 and 3, enabling certain Licensed Nursing Home Administrators (LNHAs) to serve as preceptors, provided they meet the criteria outlined herein.

N.J.A.C. 8:34-4.3(b)2 requires a preceptor to "[h]ave practiced as a licensed nursing home administrator in a nursing home for at least the last three consecutive years." N.J.A.C. 8:34-4.3(b)3 states a preceptor shall "[b]e employed full time in the nursing home at which the training program is to occur." These requirements prevent qualified administrators who have advanced their careers to become regional administrators, chief operating officers, or owners from acting as a preceptor and as a result, administrative interns are deprived of the benefit of their experience.

Under the terms of this waiver, the Department is waiving N.J.A.C. 8:34-4.3(b)2 for those LNHAs who have advanced in their careers to serve as preceptors if they:

1. Currently serve in a management or ownership capacity in which part of their responsibilities is to oversee the performance of a LNHA in the performance of the LNHA's duties at a New Jersey licensed nursing home; and
2. Have practiced for at least three consecutive years as a LNHA in a nursing home.

The Department is also waiving the requirement set forth at N.J.A.C. 8:34-4.3(b)3 if the preceptor applicant is:

1. Employed full time, or full time equivalent, by the nursing home's corporation or parent company in a capacity that oversees the nursing home at which the training program is to occur, inclusive of ownership or management; and
2. On the premises for a minimum of 875 hours, or half the hours required by the Board pursuant to N.J.A.C. 8:34-4.2(a)4.

The provisions of this waiver shall take effect immediately. Please note that the Department intends to amend N.J.A.C. 8:34-4.3(b)2 and 3 through the administrative rulemaking process to incorporate the provisions of this waiver.

Any questions regarding this memo may be directed to Stephanie-Rose Orlando at StephanieRose.Orlando@doh.nj.gov.