



# State of Idaho

## Division of Occupational and Professional Licenses

### Idaho Board of Examiners of Nursing Home Administrators

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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#### Board Meeting Minutes of 2/21/2024

<b>Board Members Present:</b>	Michael Crowley - Chair Mary E Leonard Omotayo Omotowa Megan Reichle	<b>Division Staff:</b>	Cesley Metcalfe, Executive Officer Greg Loos, Legal Counsel Allegra Earl, Licensing Supervisor Sarina Criswell, Board Support Specialist
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**Board Members Absent:**  
Nolan Hoffer

The meeting was called to order at 9:05 AM by Michael Crowley.

#### BOARD BUSINESS

**Zero-Based Regulation:** The Board continued its review of the administrative rules for Zero-Based Regulation (ZBR). Unless stated otherwise, the following changes are being contemplated, pending notice of intent to promulgate rulemaking, stakeholder input, and final votes by the Board:

**Rule 100.01 (New) - Exam:** The Board added a rule requiring successful passage of NAB exams to replace old rule 100.03 that was removed at the last meeting.

**Rule 100.03 (New) - Additional Requirements:** The Board moved this from 400.03(f) to general licensure requirements as a more appropriate location because it is not a training domain.

**Rule 200.01- Educational Requirements:** The Board discussed whether to remove the listed approved CE providers as restrictive but chose to keep the language to provide guidance on acceptable quality continuing education. The Board replaced “will be relevant to nursing home administration as determined by the Board and” with “must be” because the previous distinction is no longer necessary with the detailed course requirements added to Rule 200.02. The Board also added a provision allowing the Board to approve courses from providers not listed in rule to provide flexibility for accepting quality courses brought to the attention of the Board that would not otherwise be approved.

**Rule 200.02 - Renewal of License:** The Board updated the continuing education (CE) cycle to 24 months to align with a biennial renewal cycle, and reduced the number of required CE from 20 hours each year to 12 hours every two years to reduce the burden on licensees. To ensure that licensees receive education relevant to the function of administrators, CE topics were defined to align with the domains of practice as listed in Rule 400.03.

**Rule 200.03 - Carryover of Continuing Education Hours:** The Board struck the rule as unnecessary with the change to a 24-month continuing education cycle.

**Rule 200.04 - Waiver:** The Board discussed removing this rule as redundant of Idaho Code § 67-5230(2), but chose to keep it to easily provide the information to licensees. No changes were made.

**Rule 400.02 - Trainees:** The Board moved the provisions for preceptor qualifications in Rule 400.05 into this rule as a declaration to be submitted with trainee applications because there is no statutory authority to require preceptor certification. This maintains the requirements to determine a qualified preceptor without requiring a certification.

**400.03 - Nursing Home Administrator-In-Training Requirements:** The Board updated the language in the subsections to align with the specific domains covered in the required NAB exam. Subsection f was moved to the general licensure requirements as new Rule 100.03 because it is not a training domain.

**500 – Permits:** The Board struck the rule because improved licensure turnaround times have negated the need for a temporary permit that allows administrators to work until a license is issued.

The Board discussed the NAB Health Services Executive credential and whether it should be included as an additional licensure pathway. Ms. Metcalfe will invite a NAB representative to the next meeting to present information on the credential and answer questions from the Board.

**Public Comment:** Mr. Vande Merwe from the Idaho Healthcare Association (IHCA) provided information on the specialized course of study in nursing home long-term care administration offered by IHCA. Mr. Vande Merwe also stated that he is not in favor of removing Rule 500 because it takes six months to get a license.

### **Adjourn**

There being no further business, the meeting was adjourned at 11:00 AM.

The next meeting is on 03/19/2024.