

**24.19.01 – RULES OF THE BOARD OF EXAMINERS
OF RESIDENTIAL CARE FACILITY ADMINISTRATORS**

000. LEGAL AUTHORITY.

These rules are promulgated pursuant to Section 54-4205, Idaho Code. (3-28-23)

001. SCOPE.

These rules govern the practice of residential care facility administration in Idaho. (3-28-23)

002. – 003. (RESERVED)

004. INCORPORATION BY REFERENCE.

The document titled “ACHCA Code of Ethics,” published by the American College of Health Care Administrators (ACHCA) ~~as referenced in Section 650,~~ is herein adopted and incorporated by reference and is available from the Board’s office and on the Board web site. (3-28-23)

005. -- 099. (RESERVED)

100. APPLICATIONS LICENSURE.

~~**01. Applications.** Applications will be on forms approved by the Board. No application will be considered for any action unless accompanied by the appropriate fees and until the required supporting documentation is received by the Division. If an applicant fails to respond to a Board request or an application has lacked activity for twelve (12) consecutive months, the application on file with the Board will be deemed denied and will be terminated upon thirty (30) days written notice, unless good cause is established to the Board. (3-28-23)~~

~~**02. Qualifications for Administrator License.** To be granted an Administrator License the applicant must:~~

- ~~a. Submit a criminal background check by an entity approved by the Board;~~
- ~~b. Document completion of a specialized course or program of study as set forth in Subsection 150 of these rules;~~
- ~~c. Submit proof that the applicant has passed the Residential Care Facility Administrators examination developed and administered by the National Association of Boards of Examiners of Long Term Care Administrators (NAB), or other examinations as approved by the Board; and~~
- ~~d. Any applicant holding a Health Services Executive (HSE) credential issued by NAB has met all educational and training requirements for licensure in Idaho.~~

~~**03. Nursing Home Administrator Qualifications for License.** Applicants must take and pass the Board-approved residential care administrator examination. This requirement may be waived if the applicant submits evidence satisfactory to the Board showing at least one (1) year of leadership or management experience working in a residential care facility or nursing home facility within the five (5) years preceding the application.~~

101. CONTINUING EDUCATION.

~~**01. Educational Requirements.** In order to qualify as continuing education, a seminar or course of study must be sponsored by accredited universities or colleges, State or National health related associations, and/or approved by NCERS (National Continuing Education Review Service), or as otherwise approved by the Board.~~

~~**02. Renewal of License.** Applicants for renewal of license are required to complete, in a twenty-four (24) month renewal cycle, twelve (12) job-related continuing education hours relevant to residential care administration.~~

~~03. Waiver. The Board may waive the requirements of this rule for reasons of individual hardship including health or other good cause. The licensee should request the waiver in advance of renewal and will provide any information requested by the Board to assist in substantiating hardship cases. This waiver is granted at the sole discretion of the Board.~~

~~101. -- 149. (RESERVED)~~

~~150. QUALIFICATIONS FOR ADMINISTRATOR LICENSE.~~

~~Each applicant for an administrator's license must submit proof, along with their application, that said individual is at least twenty one (21) years of age and meets all the following qualifications for the issuance of a license:(3-28-23)~~

~~01. Criminal Background Check. The applicant must submit a criminal background check by an entity approved by the Board establishing that the applicant has not been convicted, pled guilty or nolo contendere or received a withheld judgment for a felony or any crime involving dishonesty or the health or safety of a person. (3-28-23)~~

~~02. Education and Experience. The applicant must document one (1) of the combinations of education and experience in accordance with Section 54-4206, Idaho Code, and Subsection 400 of these rules. (3-28-23)~~

~~03. Coursework. The applicant must document completion of a specialized course or program of study as set forth in Subsection 400 of these rules. (3-28-23)~~

~~04. Examination. The applicant must submit proof of successful passage of a relevant examination as approved by the Board and defined in Subsection 300 of these rules. (3-28-23)~~

~~151. -- 159. (RESERVED)~~

~~160. NURSING HOME ADMINISTRATOR QUALIFICATIONS FOR LICENSE.~~

~~Any applicant who holds a valid Idaho nursing home administrator license must meet the requirements provided in Section 54-4211(2), Idaho Code, and must take and pass the Board approved residential care administrator examination. This requirement may be waived if the applicant submits evidence satisfactory to the Board that he has at least one (1) year of leadership or management experience working in a residential care facility or nursing home facility within the five (5) years preceding the application. (3-28-23)~~

~~161. -- 299. (RESERVED)~~

~~300. EXAMINATIONS.~~

~~01. Examination. The Board approves the following examinations for licensure: (3-28-23)~~

~~a. The Residential Care Facility Administrators examination developed and administered by the National Association of Boards of Examiners of Long Term Care Administrators (NAB) and an open book examination of law and rules governing residential care administrators in Idaho. The passing score for the NAB examination is determined by NAB. An applicant for examination is required to register with NAB and pay any required examination fees directly to NAB. The passing score for the open book examination is seventy five percent (75%). (3-28-23)~~

~~b. Other examinations as approved by the Board. (3-28-23)~~

~~301. -- 399. (RESERVED)~~

~~400~~150. EDUCATIONAL AND TRAINING REQUIREMENTS.

~~01. Approved Course. (3-28-23)~~

~~a.~~ The Certification Program for Residential Care Facility Administrators course, administered by the Idaho Health Care Association (IHCA), ~~Idaho Center for Assisted Living (ICAL), are~~ is the approved courses of study to qualify for licensure. (3-28-23)

~~b.~~ Any Certification Program for Residential Care Facility Administrators provided by a state or national Residential Care Facility Administrator organization or a nationally or regionally accredited college or university must be an approved course of study to qualify for licensure. (3-28-23)

02. Approval of Other Courses. Applicants may, in lieu of completion of the Certification Program for Residential Care Facility Administrators, submit official documentation of successful completion of relevant courses. These courses must be approved by the Board before equivalency will be given. (3-28-23)

151. -- 299. (RESERVED)

300. DISCIPLINE.

01. COSTS AND FEES. THE BOARD MAY ORDER A LICENSED RESIDENTIAL CARE FACILITY ADMINISTRATOR TO PAY THE COSTS AND FEES INCURRED BY THE BOARD IN THE INVESTIGATION OR PROSECUTION OF THE LICENSEE FOR VIOLATION OF SECTION 54-4213(1), IDAHO CODE. 401. CONTINUING EDUCATION.

~~01. Minimum Hours Required.~~ Applicants for annual renewal or reinstatement are required to complete a minimum of twelve (12) hours of continuing education courses within the preceding twelve month (12) period. Basic First Aid, Cardio-Pulmonary Resuscitation, medication assistance, or fire safety courses will not be considered for continuing education credit. (3-28-23)

~~02. Course Approval.~~ Courses of study relevant to residential care facility administration and sponsored or provided by the following entities or organizations are approved for continuing education credits: (3-28-23)

~~a.~~ Accredited colleges or universities. (3-28-23)

~~b.~~ Federal, state or local government entities. (3-28-23)

~~c.~~ National or state associations. (3-28-23)

~~d.~~ Otherwise approved by the Board based upon documentation submitted by the licensee or course provider reviewing the nature and subject of the course and its relevancy to residential care administration, name of instructor(s) and their qualifications, date, time and location of the course and procedures for verification of attendance. (3-28-23)

~~03. Credit.~~ Continuing education credit will only be given for actual time in attendance or for the time spent participating in the educational activity. One (1) hour of continuing education is equal to sixty (60) minutes. Courses taken by correspondence or by computer on line may be approved for continuing education if the courses require an exam or other proof of successful completion. Each licensee must maintain proof of attendance or successful completion documentation of all continuing education courses for a period of two three (23) years. (3-28-23)

~~04. Special Exemption.~~ The Board has authority to make exceptions for reasons of individual hardship, including health, when certified by a medical doctor, or other good cause. The licensee must provide any information requested by the Board to assist in substantiating hardship cases. This exemption is granted at the sole discretion of the Board. (3-28-23)

34021. -- 449399.(RESERVED)

~~450. — SCOPE OF PRACTICE.~~

~~A residential care facility administrator must possess the education, training, and experience necessary to insure that appropriate services and care are provided for each facility resident within any facility under the licensee's administration. Information contained within the application together with supporting documentation maintained by the licensee is prima facie evidence of the licensee's education and experience. It is the responsibility of the individual licensee to maintain adequate documentation of education and experience appropriate to the planning, organizing, directing and control of the operation of a residential care facility. (3-28-23)~~

~~451. — 599. — (RESERVED)~~

~~600~~400. FEES.

FEE TYPE	AMOUNT (Not to Exceed)
Application	\$150 <u>200</u>
Annual Renewal	\$150 <u>200</u>
Provisional Permit	\$150 <u>200</u>
Reissuance of Lost License	\$10
Reinstatement	As provided in Section 67-2614, Idaho Code

(3-28-23)

~~4601. -- 649999. (RESERVED)~~

~~650. — DISCIPLINE.~~

~~01. — Civil Fine. The Board may impose a civil fine not to exceed one thousand dollars (\$1,000) upon a licensed residential care facility administrator for each violation of Section 54-4213(1), Idaho Code. (3-28-23)~~

~~02. — Costs and Fees. The Board may order a licensed residential care facility administrator to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee for violation of Section 54-4213(1), Idaho Code. (3-28-23)~~

~~03. — Code of Ethics. The Board has adopted (ACHCA) Code of Ethics. Violations of the code of ethics is considered grounds for disciplinary action. (3-28-23)~~

~~651. — 999. — (Reserved)~~

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301. -- 399. (RESERVED)

400. FEES.

FEE TYPE	AMOUNT (Not to Exceed)
Application	\$200
Annual Renewal	\$200
Provisional Permit	\$200
Reissuance of Lost License	\$10
Reinstatement	As provided in Section 67-2614, Idaho Code

(3-28-23)

401. -- 999. (RESERVED)