

**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), current as of May, 2024, 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. 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.

**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. EDUCATIONAL AND TRAINING REQUIREMENTS.**

**01. Approved Course.** The Certification Program for Residential Care Facility Administrators course, administered by the Idaho Health Care Association (IHCA), is the 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.

**301. -- 399. (RESERVED)**

**400. FEES.**

<b>FEE TYPE</b>	<b>AMOUNT (Not to Exceed)</b>
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)**