

24.09.01 – RULES OF THE BOARD OF LONG-TERM CARE ADMINISTRATORS

000. LEGAL AUTHORITY.

These rules promulgated pursuant to Section 54-1604, Idaho Code. (3-28-23)

001. SCOPE.

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

003. 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, as well as at:

https://achca.memberclicks.net/assets/code%20of%20ethics_achca%20non-member_140430.pdf

004. DEFINITIONS

01. Long-Term Care Administrator. Residential Facility Administrators and Nursing Home Administrators licensed under Title 54 Chapter 16, Idaho Code.

002. -- 099. (RESERVED)

100. LICENSURE

01. Application. Applications must be submitted on forms approved by the Board. No application will be considered for any action unless accompanied by the appropriate fees and all required supporting documentation. Supporting documentation may include, but is not limited to, educational transcripts, proof of training or credentials, and examination results.

02. Common Licensure Requirements. To be granted a license as either a Residential Care Facility Administrator or a Nursing Home Administrator as set forth in Section 54-1606, Idaho Code, an applicant must:

- a. Pass the applicable NAB examination(s) or another examination approved by the Board,
- b. Document completion of a Board-approved specialized course of study relevant to the type of license sought. and
- c. If applicable, submit a written statement and supporting documentation regarding any past professional discipline or convictions. Disciplinary history includes license actions in any state, territory, or country. Conviction history includes felony convictions or other offenses affecting fitness to practice, as outlined in Section 67-9411, Idaho Code.

03. Residential Care Facility Administrator Licensure. In addition to the common requirements listed in Subsection 100.02, an applicant for a Residential Care Facility Administrator license must:

- a. Submit documentation of a completed criminal background check from the Idaho Department of Health and Welfare. The applicant must obtain and include the results; the Board does not submit fingerprint cards on behalf of applicants, and
- b. Complete the Certification Program for Residential Care Facility Administrators administered by the Idaho Health Care Association (IHCA), or an equivalent course approved by the Board.
- c. However, an individual holding a current Idaho Nursing Home Administrator license may qualify for a Residential Care Administrator license by passing the Board-approved residential care examination. This exam requirement may be waived if the applicant provides satisfactory evidence of at least one (1) year of leadership or management experience in a residential care or nursing home facility within the five (5) years preceding the application.

04. Nursing Home Administrator Licensure. In addition to the common requirements listed in Subsection 100.02, an applicant for a Nursing Home Administrator license must:

a. Pass both the NAB Core and Nursing Home Administrators Line of Service exams, or other examination as approved by the Board, and

b. Demonstrate completion of a specialized course of study in nursing home long-term health care administration approved by the Board

05. Nursing Home Administrator-in-Training.

a. Trainees must work full time in an Idaho-licensed nursing home. "Full time" means at least thirty-two (32) hours per week, allowing for normal leave.

b. Trainees shall submit with their application a declaration signed by the supervising Nursing Home Administrator who shall serve as the preceptor. This declaration shall certify that the supervising administrator has licensure in good standing with the State of Idaho and two (2) or more years of consecutive employment as a nursing home administrator.

c. Training must include experience in all four (4) domains of nursing home administration:

- i. Care, services, and supports,
- ii. Operations,
- iii. Environment and quality, and
- iv. Leadership and strategy

d. Trainees must spend no less than thirty-two (32) hours per month directly with the preceptor, in addition to full-time work hours, unless serving in a full-time designated trainee role. Reports must be submitted after every five hundred (500) hours of training, reflecting instruction in all domains.

06. Administrator Designee Qualification. To practice as an Administrator Designee, an individual must:

a. Provide proof of at least one (1) year of management experience in a skilled nursing facility, and

b. Submit an agreement signed by an Idaho-licensed Nursing Home Administrator, in good standing, who will serve as a consultant to assist the designee in the administration of the facility.

07. Health Services Executive. Any applicant holding a Health Services Executive credential issued by NAB has met all educational and training requirements for licensure of either profession in Idaho

100. RESIDENTIAL CARE FACILITY ADMINISTRATOR 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 150.04 or 150.05 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 Exam.** 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.~~

~~_____04. **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. _____()~~

~~_____05. **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.~~

~~101. **NURSING HOME ADMINISTRATOR LICENSURE**~~

~~_____01. **Exam.** All applicants must pass the approved NAB Nursing Home Administrator exam and Core exam, or other examination as approved by the Board.~~

~~_____02. **Applicant History.** An applicant who has a conviction, finding of guilt, withheld judgment, or suspended sentence for any felony or any crime related to an applicant's fitness for licensure, or whose license has been subject to discipline in any state, territory, or country must submit with the application a written statement and any supplemental information establishing the applicant's current suitability for licensure. The written statement should include the factors set forth in Section 67-9411, Idaho Code. _____()~~

~~_____03. **Additional Requirements.** Applicants for original licensure must also demonstrate completion of a specialized course of study in nursing home long term health care administration approved by the Board. Any applicant holding a Health Services Executive (HSE) credential issued by NAB has met all educational and training requirements for licensure in Idaho. _____()~~

~~102. **NURSING HOME ADMINISTRATORS IN TRAINING.**~~

~~_____01. **Trainees.** A trainee must work on a full time basis in an Idaho licensed nursing home setting. Full time shall be at least a thirty two (32) hour per week work schedule with consideration for normal leave taken. _____()~~

~~_____a. Trainees shall submit with their application a declaration signed by the supervising Nursing Home Administrator who shall serve as the preceptor. This declaration shall certify that the supervising administrator has:~~

- ~~_____i. licensure in good standing with the State of Idaho, and~~
- ~~_____ii. two (2) or more years of consecutive employment as a nursing home administrator.~~

~~_____b. Reports for those trainees employed in a nursing home must be submitted to the Board after completion of each five hundred (500) hour increment and reflect that the preceptor of the trainee has instructed, assisted, and given assignments as deemed necessary to fulfill the requirements set forth herein. _____()~~

~~_____02. **Nursing Home Administrator in Training Requirements.** A Nursing Home Administrator in Training shall be required to train in all domains of nursing home administration including the following: (3-28-23)~~

~~_____a. Care, services, and supports. _____()~~

~~_____b. Operations. _____()~~

~~c. Environment and quality. ()~~

~~d. Leadership and strategy. ()~~

~~03. Facility Administrator. The trainee must spend no less than thirty two (32) hours per month with the preceptor in training, duties as assigned, and observation in the four (4) domains of nursing home administration as outlined herein. Time spent with the preceptor must be in addition to the full time work that the trainee must perform unless the Administrator in Training role is designated as a full time training position. Collectively, during the training period, reports must reflect particular emphasis on all four (4) domains of nursing home administration during the time spent in the nursing home. ()~~

~~103. ADMINISTRATOR DESIGNEE QUALIFICATION.~~

~~In order to practice as an administrator designee, an individual shall register with the Board as an Administrator Designee by submitting an application and providing documentation of the following requirements: ()~~

~~01. Experience. Provide proof of having one (1) year of management experience in a skilled nursing facility. ()~~

~~02. Authorization. Submit an agreement signed by an Idaho Licensed Nursing Home Administrator, in good standing with the State of Idaho, who will act as a consultant to assist the designee in administrating the facility. ()~~

104. CONTINUING EDUCATION REQUIREMENTS.

01. **Educational Requirements.** In order to qualify as continuing education, a seminar or course of study must be sponsored by an accredited university or college, 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 long-term 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 shall 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.

104. -- 599. (RESERVED)

300. DISCIPLINE.

01. **Costs and Fees.** The Board may order a licensed ~~residential care facility~~ long-term care administrator to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee for violation of any section of the practice act or these rules, as set forth in Section 54-1615(1), Idaho Code.

400. FEES.

FEE	AMOUNT (Not to Exceed)

Original Application	\$200
Original License	\$400
Biennial Renewal	\$400
Endorsement Application	\$ 2 400
Administrator-in-Training	\$200
Provisional Permit	\$200
Reinstatement	As provided in Section 67-2614, Idaho Code

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601. -- 999. (RESERVED)