

## **IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES**

### **IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY ADMINISTRATORS**

#### **24.19.01 – Rules of the Board of Examiners of Residential Care Facility Administrators**

##### **Who does this rule apply to?**

*This rule applies to applicants, and license holders for residential care administrators.*

##### **What is the purpose of this rule?**

*This rule governs the practice of residential care administration in Idaho to protect the public health, safety, and welfare. This rule establishes:*

- Minimum standards of competency and qualifications for applicants;
- Fees related to licensure;
- Continuing education for licensure;
- Scope of practice; and
- Standards of practice

##### **What is the legal authority for the agency to promulgate this rule?**

*This rule implements the following statute passed by the Idaho Legislature:*

Professions, Vocations, and Businesses -

- [54-4201 through 54-4216, Idaho Code](#) – Idaho Residential Care Administrators Act

##### **Who do I contact for more information on this rule?**

Idaho Board of Examiners of Residential Care Facility Administrators

Division of Occupational and Professional Licenses

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**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 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.**

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)

**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. 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 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)

**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 three (3) 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)

**402. -- 449. (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. FEES.**

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

(3-28-23)

**601. -- 649. (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)**