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**IDAPA 24  
TITLE 09  
Chapter 01**

**24.09.01 - RULES OF THE BOARD OF EXAMINERS OF  
NURSING HOME ADMINISTRATORS**

**000. LEGAL AUTHORITY (Rule 0).**

These rules are hereby prescribed and established pursuant to the authority vested in the Board of Examiners of Nursing Home Administrators by the provisions of Section 54-1604, Idaho Code. (7-1-93)

**001. TITLE AND SCOPE (Rule 1).**

These rules shall be cited as IDAPA 24.09.01, "Rules of the Board of Examiners of Nursing Home Administrators." (7-1-93)

**002. (RESERVED).**

**003. WRITTEN INTERPRETATIONS (Rule 3).**

The board may have written statements which pertain to the interpretation of the rules of this chapter. Such interpretations, if any, are available for public inspection and copying at cost in the main office of the Bureau of Occupational Licenses. (7-1-93)

**004. -- 009. (RESERVED).**

**010. DEFINITIONS (Rule 10).**

**01. Board.** The Board of Examiners of Nursing Home Administrators as prescribed in Section 54-1601, Idaho Code. (7-1-93)

**011. -- 099. (RESERVED).**

**100. EXAMINATION FOR LICENSURE (Rule 100).**

**01. Examination Fee.** The examination fee must accompany the application for examination to the Bureau of Occupational Licenses. The examination fee is in addition to the license fee provided for in Section 54-1604, sub-paragraph (g), Idaho Code. (7-1-93)

**02. Good Moral Character.** Evidence of good moral character on the application form is to be signed by two reputable individuals not more than one of which may be a minister, priest, rabbi, or their equivalent and neither shall be members of the applicant's family. (7-1-93)

**03. Content of Exam, Passing Scores.** The examination shall be that issued by the National Association of Board of Examiners of Nursing Home Administrators, and an examination pertaining to Idaho law and rules governing nursing homes. The passing of the National Association of Board of Examiners of Nursing Home Administrators examination shall be the scale score passing point as established by NAB. The passing score of the Idaho Laws and Rules Examination shall be seventy-five percent (75%). (7-1-93)

**04. Date and Location of Exam, Deadline Date For Filing Application.** Examinations shall be held on the second Thursday of January, April and October of each year in the office of the Bureau of Occupational Licenses beginning at 9:30 a.m., unless changed to a later date by Board action setting forth justifiable reasons. Applications received by the Bureau of Occupational Licenses after forty-five (45) days preceding an examination will be scheduled for a subsequent examination. (7-1-93)

**05. Suitability Requirements.** An applicant shall be deemed to have met the suitability requirements referred to in Section 54-1605 by compliance with sub-paragraphs 2 or 3 of that section. (7-1-93)

**101. -- 199. (RESERVED).**

**200. EDUCATIONAL AND TRAINING REQUIREMENTS (Rule 200).**

**01. Educational Requirements.** In order to be credited toward the educational requirements of the Act, a seminar or course of study must be relevant to nursing home administration as determined by the Board and sponsored by accredited universities or colleges, State or National health related associations, and/or approved by NCERS (National Continuing Education Review Service). (7-1-93)

**02. Requirements For License Renewal.** The department shall refuse to renew a Nursing Home Administrators license unless the required fee is accompanied by evidence of having met the educational and training requirement set forth in these rules on the form provided for that purpose by the Bureau of Occupational Licenses. (7-1-98)

**03. Renewal of License.** Applicants for renewal of license shall be required to attend a minimum of twenty (20) clock hours of courses approved under Subsection 200.01 within the preceding twelve (12) month period. (7-1-98)

**04. Credit Received Toward Renewal of License.** Credit received toward renewal of license may not be used again toward renewal of license for another license year. (7-1-98)

**201. -- 299. (RESERVED).**

**300. RECIPROCAL ENDORSEMENT (Rule 300).**

An applicant for licensure by reciprocal endorsement will be required to take and pass the examination pertaining to Idaho law and rules governing nursing homes. Applicants are required to have taken and passed the National Association of Boards of Examiners for Nursing Home Administrators (NAB) examination. (7-1-98)

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

**400. NURSING HOME ADMINISTRATORS-IN-TRAINING (Rule 400).**

**01. Related Health Care Field.** "Related health care field" shall mean a field in health care related to administration. (7-1-93)

**02. Trainees.** Trainees must work on a full time basis in an Idaho licensed nursing health care facility, preferably a nursing home. Full time shall be a forty (40) hour per week work schedule with consideration for normal leave taken. Failure to comply with this rule or Section 54-1610, Idaho Code, shall not receive credit as a Nursing Home Administrator-In-Training. (7-1-98)

**a.** Quarterly reports for those trainees employed in a nursing home must reflect that the preceptor of the trainee has instructed, assisted and given assignments as deemed necessary to fulfill the requirements of Subsection 400.03. (7-1-98)

**03. Nursing Home Administrator-In-Training Requirements.** A Nursing Home Administrator-in-Training shall be required to train in all phases of nursing home administration including the following: (7-1-93)

- a.** Resident Care Management. (7-1-98)
- b.** Personnel Management. (7-1-93)
- c.** Financial Management. (7-1-93)
- d.** Environmental Management. (7-1-98)
- e.** Meeting Regulations and Governing Entities Directives. (7-1-98)
- f.** Organizational Management. (7-1-98)

**04. Facility Administrator.** If the facility administrator is not the preceptor, the trainee must spend no less than thirty-two (32) hours a month with the preceptor in a training and/or observational situation in the six (6) areas of nursing home administration as outlined in Subsection 400.03. Quarterly reports must reflect particular emphasis on the six (6) phases of nursing home administration during the time spent in the nursing home. (7-1-98)

**05. Preceptor Certification.** (7-1-93)

**a.** A nursing home administrator who serves as a preceptor for a nursing home administrator-in-training must be certified by the Board of Examiners of Nursing Home Administrators. The Board will certify the Idaho licensed nursing home administrator to be a preceptor who: (7-1-98)

**i.** Is currently practicing as a nursing home administrator and who has practiced a minimum of two (2) consecutive years as a nursing home administrator; and (7-1-98)

**ii.** Who successfully completes a six (6) clock hour preceptor orientation course approved by the Board. (7-1-93)

**b.** The orientation course will cover the philosophy, requirements and practical application of the nursing home administrator-in-training program and a review of the six (6) phases of nursing home administration as outlined in Subsection 400.03. (7-1-93)

**401. -- 499. (RESERVED).**

**500. PERMITS (Rule 500).**

**01. Requirements for Issuance.** A temporary permit may be issued for one (1) year upon application and payment of fees. No more than one (1) temporary permit may be granted to any applicant for any reason. (7-1-98)

**02. Issuance of a Temporary Permit Does Not Obligate the Board.** Issuance of a temporary permit does not obligate the board to subsequently issue a license. Issuance of a subsequent license depends upon a successful application to the Board. (7-1-98)

**501. -- 599. (RESERVED).**

**600. FEES (Rule 600).**

**01. Original License and Annual Renewal Fee.** Original Licenses and Annual Renewal Fee - Sixty-five dollars (\$65). (7-1-98)

**02. Examination Fee.** Examination Fee - One hundred fifty dollars (\$150). (7-1-93)

**03. Examination Fee.** Reexamination Fee - One hundred dollars (\$100). (7-1-93)

**04. Reciprocal Endorsement Fee.** Reciprocal Endorsement Fee (in addition to exam fee) - Sixty-five dollars (\$65). (7-1-93)

**05. Temporary Permit Fee.** Temporary Permit Fee - Sixty-five dollars (\$65). (7-1-93)

**601. REISSUANCE OF A REVOKED LICENSE OR REGISTRATION.**

Application for the re-issuance of a license shall be made on the same form as an applicant for an original license and submit to a special examination at the discretion of the Board. (7-1-98)

**602. -- 699. (RESERVED).**

**700. RULE MAKING HISTORY PRIOR TO JULY, 1993 (Rule 700).**

Adoption date December 7, 1978, Effective date January 1, 1979  
Adoption date December 24, 1985, Effective date January 13, 1986  
Effective date January 18, 1990,  
Adoption date March 26, 1993, Effective date April 15, 1993

(7-1-93)

**701. -- 999. (RESERVED).**