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**IDAPA 24  
TITLE 19  
Chapter 01**

**24.19.01 - RULES OF THE BOARD OF RESIDENTIAL CARE FACILITY ADMINISTRATORS**

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

These rules are hereby prescribed and established pursuant to the authority vested in the Board of Examiners of Residential Care Facility Administrators by the provisions of Section 54-4205, Idaho Code. (7-1-93)

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

These rules shall be cited as IDAPA 24.19.01, "Rules of the Board of Examiners of Residential Care Facility 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 Residential Care Facility Administrators as prescribed in Section 54-4202, Idaho Code. (7-1-93)

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

**100. APPLICATIONS (Rule 100).**

Applications will be on forms approved by the Board. No application will be considered for any action unless accompanied by the appropriate fees. (7-1-98)

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

**200. BOARD MEETINGS - DATES - PLACES (Rule 200).**

**01. Board Meeting Dates.** The board shall meet on the second Thursday of March and September of each year. (7-1-98)

**02. Place Of Board Meetings.** Board meetings will be held in Boise, Idaho, at the bureau. (7-1-93)

**03. Dates And Places May Be Changed.** Dates and places of board meetings may be changed by the action of the majority of the board and advance public notice given. (7-1-93)

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

**300. EXAMINATIONS (Rule 300).**

**01. Application And Deadline Date For Filing.** An application for examination must be accompanied by the examination fee and proof of completion of approved curriculum. Applications must be received at least thirty (30) days prior to the date of examination. (7-1-98)

**02. Individuals Who Have Special Needs.** Individuals who have special needs as defined by the American Disabilities Act must specify those needs or required services as indicated on the application form. (7-1-93)

**03. Dates Of Exams.** Examinations will be administered on the second Tuesday in January, April, July, and October of each year at times and locations to be set by the board. (4-5-00)

**04. Contents Of Exam.** The examination will consist of two (2) sections. (7-1-93)

a. Section One will include questions from all or some of the following topics: (7-1-98)

i. Business Planning and Marketing. (7-1-93)

ii. Fiscal Planning and Management. (7-1-93)

iii. Human Resource Planning. (7-1-93)

iv. Residential Health Services. (7-1-93)

v. Nutrition and Food Service. (7-1-93)

vi. Working with the Elderly. (7-1-93)

vii. Working with the Mentally Ill. (7-1-93)

viii. Social and Recreational Activities. (7-1-93)

ix. Legal Issues. (7-1-93)

x. Licensing Process. (7-1-93)

xi. Housekeeping. (7-1-93)

xii. Physical Maintenance and Fire Safety. (7-1-93)

xiii. Developmentally Disabled. (7-1-98)

b. Section Two will include questions from the Idaho Board and Care Act, Chapter 33, Title 39, Idaho Code and the Idaho Department of Health and Welfare rules promulgated thereunder and appearing at Title 3, Chapter 21. (7-1-93)

**05. Passing Score On Exam.** An examination is passed by obtaining a score of seventy percent (70%) or better on each section. Applicants who fail to pass one (1) section of the examination must retake and pass that section within two (2) years from the date of the first examination or the application file will be terminated without further notice to the applicant, and the applicant will be required to begin the process as a new applicant except that no further temporary permits will be granted. (7-1-98)

**06. Requirements For Retakes.** There will be a seventy-five dollar (\$75) fee for retakes of any or all portions of the examination. Individuals desiring to be reexamined must file a letter of intent, together with the appropriate fee, with the board. The letter and fee must be received by the Bureau at least thirty (30) days prior to examination. (7-1-93)

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

**400. EDUCATIONAL AND TRAINING REQUIREMENTS (Rule 400).**

**01. Approved Course.** The Certification Program for Residential Care Facility Administrators course administered by the National Residential Care Association, is an approved course of study to qualify for licensure. (7-1-93)

**02. Approval Of Other Courses.** Applicants may, in lieu of completion of the Certification Program

for Residential Care Facility Administrators, submit documentation of other course content and/or college transcripts, Vo-ed transcripts etc., supporting successful completion of courses substantially meeting course content requirements listed in Subsection 300.04.a. These courses must be approved by the Board before equivalency will be given.

(7-1-93)

**401. CONTINUING EDUCATION (Rule 401).**

**01. Courses Approved.** Courses of study in health and residential care administration sponsored by accredited universities or colleges; health or residential care seminars relevant to residential care administration sponsored by national, state or local agencies or associations will be acceptable to meet the continuing education requirement. Other courses of study or seminars may be approved by the Board.

(7-1-93)

**02. Minimum Hours Required.** Applicants for annual recertification/renewal shall be required to have a minimum of twelve (12) hours of continuing education courses within the preceding twelve (12) month period. First Aid and/or Cardio-Pulmonary Resuscitation courses shall not be considered for continuing education credit.

(7-1-93)

**03. Educational Hour - Defined.** An hour of education will mean sixty (60) minutes.

(7-1-93)

**402. TEMPORARY PERMITS - LIMITATIONS (Rule 402).**

**01. Requirements For Issuance.** A temporary permit may be issued for six (6) months upon application and payment of fees. Temporary permits may be renewed one (1) time without further qualification. A second renewal will be issued, only where an applicant has taken and passed one (1) part of the two part examination. No more than two (2) renewals will be issued for any reason.

(7-1-96)

**02. Emergency Permit.** An emergency permit will be issued only in the event that the facility experiences an unexpected vacancy.

(7-1-98)

**403. -- 499. (RESERVED).**

**500. RENEWAL/RE CERTIFICATION/REINSTATEMENT (Rule 500).**

Licenses expire on June 30 of each year and there will be no grace period for renewal. The Board shall refuse to renew a residential care administrators license unless the required fee is accompanied by an affidavit signed by the applicant setting forth the applicant's completion of continuing education requirements.

(7-1-93)

**01. Requirements For Reinstatement.** Applicants seeking reinstatement of a license canceled for failure to renew within five (5) years of the cancellation period, must pay a twenty-five dollar (\$25) reinstatement fee plus the back year or years fees and shall provide verification of twelve (12) hours of continuing education.

(7-1-98)

**02. Beyond A Five Year Lapse.** Beyond a five (5) year lapse, the applicant will be treated as a new applicant and application shall be made on the same forms as an application for an original license.

(7-1-93)

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

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

**01. License Application Fee.** License Application - twenty-five dollars (\$25).

(7-1-93)

**02. Examination Fee.** Examination Fee (must be submitted with license application) - seventy-five dollars (\$75).

(7-1-93)

**03. Annual Recertification Or Renewal Fee.** Annual Recertification or Renewal Fee - seventy-five dollars (\$75).

(7-1-93)

**04. Provisional/Temporary.** Provisional/Temporary - forty dollars (\$40).

(7-1-93)

- 05. Reinstatement Fee.** Reinstatement - twenty-five dollars (\$25). (7-1-93)
- 06. Reapplication For Examination Fee.** Reapplication for examination - seventy-five dollars (\$75). (7-1-93)
- 07. Reissuance Of Lost License Fee.** Reissuance of lost license - ten dollars (\$10). (7-1-93)
- 601. -- 649. (RESERVED).**
- 650. DISCIPLINE (Rule 650).**
- 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. (3-18-99)
- 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. (3-18-99)
- 651. -- 699. (RESERVED).**
- 700. RE-ISSUANCE OF REVOKED LICENSES. (Rule 700).**  
The Board may in its discretion entertain the re-issuance of a license to any person whose license has been revoked. Application for the re-issuance of a license or registration that has been revoked shall be made on the same form as an application for an original license. Any such applicant will be required to submit to a review by the Board and may be required to sit for a special examination at the Board's discretion. (7-1-93)
- 701. -- 999. (RESERVED).**

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