

# Table of Contents

---

## 24.19.01 - RULES OF THE BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY ADMINISTRATORS

000. LEGAL AUTHORITY (Rule 0).....	2
001. TITLE AND SCOPE (Rule 1).....	2
002. WRITTEN INTERPRETATIONS (Rule 2).....	2
003. ADMINISTRATIVE APPEALS (Rule 3).....	2
004. INCORPORATION BY REFERENCE (Rule 4).....	2
005. ADDRESS OF IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY ADMINISTRATORS (Rule 5).....	2
006. PUBLIC RECORDS.....	2
007. -- 009. (RESERVED).....	2
010. DEFINITIONS (Rule 10).....	2
011. -- 099. (RESERVED).....	2
100. APPLICATIONS (Rule 100).....	2
101. -- 199. (RESERVED).....	2
200. BOARD MEETINGS - DATES - PLACES (Rule 200).....	3
201. -- 299. (RESERVED).....	3
300. EXAMINATIONS (Rule 300).....	3
301. -- 399. (RESERVED).....	4
400. EDUCATIONAL AND TRAINING REQUIREMENTS (Rule 400).....	4
401. CONTINUING EDUCATION (Rule 401).....	4
402. TEMPORARY PERMITS - LIMITATIONS (Rule 402).....	4
403. -- 499. (RESERVED).....	4
500. RENEWAL/RECERTIFICATION/REINSTATEMENT (Rule 500).....	4
501. -- 599. (RESERVED).....	5
600. FEES (Rule 600).....	5
601. -- 649. (RESERVED).....	5
650. DISCIPLINE (Rule 650).....	5
651. -- 699. (RESERVED).....	5
700. RE-ISSUANCE OF REVOKED LICENSES. (Rule 700).....	5
701. -- 999. (RESERVED).....	5

**IDAPA 24  
TITLE 19  
Chapter 01**

**24.19.01 - RULES OF THE BOARD OF EXAMINERS 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. WRITTEN INTERPRETATIONS (Rule 2).**

The board may have written statements that 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. (3-15-02)

**003. ADMINISTRATIVE APPEALS (Rule 3).**

Administrative appeals shall be governed by the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. (3-15-02)

**004. INCORPORATION BY REFERENCE (Rule 4).**

These rules do not incorporate by reference any document other than those sections of Idaho Code so referenced. (3-15-02)

**005. ADDRESS OF IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY ADMINISTRATORS (Rule 5).**

The office of the Board of Examiners of Residential Care Facility Administrators is located within the Bureau of Occupational Licenses, Owyhee Plaza, 1109 Main Street, Suite 220, Boise, Idaho 83702-5642. The phone number of the Board is (208) 334-3233. The Board's FAX number is (208) 334-3945. The Board's e-mail address is ibol@ibol.state.id.us. The Board's official web site is at www2.state.id.us/ibol/rca. (3-15-02)

**006. PUBLIC RECORDS.**

The records associated with the Board of Examiners of Residential Care Facility Administrators are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code. (3-15-02)

**007. -- 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)

**02. Bureau.** The Bureau of Occupational Licenses as prescribed in Sections 54-4204 and 67-2602, Idaho Code. (3-15-02)

**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 and until the required supporting documentation is received by the Bureau. (3-15-02)

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

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

**01. Board Meeting Dates.** The board shall meet at least semi-annually at such time and place as shall be determined by the Board. (3-15-02)

**02. 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. Examination.** The examination shall be the Residential Care Facility Administrators examination developed and administered by the National Association of Boards of Examiners of Long Term Care Administrators (NAB). Examination shall be administered at least semi-annually at such times and places as determined by NAB. (3-15-02)

**02. 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)

**03. 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)

**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, the Residential Care for the Elderly Act, Title 39, Chapter 35, Idaho Code, and the rules for licensed residential

and assisted living facilities in Idaho, IDAPA 16.03.22 promulgated by the Idaho Department of Health and Welfare. (3-15-02)

**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.** Individuals desiring to be reexamined must file a letter of intent with the board. (3-15-02)

**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 agencies, or associations will be acceptable to meet the continuing education requirement. Other courses of study or seminars may be approved by the Board. (3-15-02)

**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/RECERTIFICATION/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. Annual Recertification Or Renewal Fee.** Annual Recertification or Renewal Fee - seventy-five dollars (\$75). (7-1-93)

**03. Provisional/Temporary.** Provisional/Temporary - forty dollars (\$40). (7-1-93)

**04. Reinstatement Fee.** Reinstatement - twenty-five dollars (\$25). (7-1-93)

**05. 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).**

# Subject Index

## A

Annual Recertification Or Renewal Fee,  
Residential Care Facility  
Administrators 5  
Application And Deadline Date For  
Filing, Residential Care Facility  
Administrators Exams 3  
Applications, Residential Care Facility  
Administrators 2  
Approval Of Other Courses, Residential  
Care Facility Administrators 4  
Approved Course, Residential Care  
Facility Administrators 4

## B

Beyond A Five Year Lapse, Residential  
Care Facility Administrators  
License 5  
Board Meeting Dates, Residential Care  
Facility Administrators 3  
Board Meetings - Dates - Places,  
Residential Care Facility  
Administrators 3

## C

Civil Fine, Residential Care Facility  
Administrators Discipline 5  
Contents Of Exam, Residential Care  
Facility Administrators 3  
Continuing Education, Residential Care  
Facility Administrators 4  
Costs And Fees, Residential Care  
Facility Administrators  
Discipline 5  
Courses Approved, Residential Care  
Facility Administrators Continuing  
Education 4

## D

Dates And Places May Be Changed,  
Residential Care Facility  
Administrators 3  
Definitions, IDAPA 24.19.01, Rules Of  
The Board Of Examiners Of  
Residential Care Facility  
Administrators 2  
Discipline, Residential Care Facility  
Administrators 5

## E

Educational And Training  
Requirements, Residential Care  
Facility Administrators 4  
Educational Hour - Defined, Residential

Care Facility Administrators 4  
Emergency Permit, Residential Care  
Facility Administrators 4  
Examinations, Residential Care Facility  
Administrators 3

## F

Fees, Residential Care Facility  
Administrators 5

## I

Individuals Who Have Special Needs,  
Residential Care Facility  
Administrators Exams 3

## L

License Application Fee, Residential  
Care Facility Administrators 5

## P

Passing Score On Exam, Residential  
Care Facility Administrators 4  
Provisional/Temporary, Residential  
Care Facility Administrators 5

## R

Re-Issuance Of Lost License,  
Residential Care Facility  
Administrators 5  
Re-Issuance Of Revoked Licenses,  
Residential Care Facility  
Administrators 5  
Reinstatement Fee, Residential Care  
Facility Administrators 5  
Renewal/Recertification/Reinstatement,  
Residential Care Facility  
Administrators 4  
Requirements For Issuance, Temporary  
Permits For Residential Care Facility  
Administrators 4  
Requirements For Reinstatement,  
Residential Care Facility  
Administrators 4  
Requirements For Retakes, Residential  
Care Facility Administrators  
Exams 4

## T

Temporary Permits - Limitations,  
Residential Care Facility  
Administrators 4

## W

Written Interpretations 2