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**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).

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. (3-20-04)

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 rca@ibol.idaho.gov. The Board's official web site is at <https://www.ibol.idaho.gov/rca.htm>. (3-30-06)

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. -- 149. (RESERVED).

150. QUALIFICATIONS FOR ADMINISTRATOR LICENSE (RULE 150).

Each applicant for an administrator's license and each licensed administrator, as requested by the Board, shall submit proof, along with their application, that said individual meets the following qualifications for the issuance of a license or permit, or the retention or renewal of a license: (4-6-05)

01. Good Moral Character. The applicant shall cause to be submitted 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. (3-30-06)

151. -- 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 applicant for examination shall be required to register with NAB and pay any required examination fees directly to NAB. (5-3-03)

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 directly to NAB to receive consideration for reasonable accommodation. (5-3-03)

04. Passing Score on Exam. An examination is passed by obtaining a passing score as determined by NAB. The application file of applicants who fail to pass the examination within two (2) years from the date of the first examination will be terminated and the applicant will be required to begin the process as a new applicant except that no further temporary permits will be granted. (5-3-03)

301. -- 399. (RESERVED).

400. EDUCATIONAL AND TRAINING REQUIREMENTS (RULE 400).

01. Approved Course. (5-3-03)

a. The Certification Program for Residential Care Facility Administrators course, administered by the Idaho Assisted Living Association (IDALA) or the Assisted Living Federation of America (ALFA), is the approved course of study to qualify for licensure. (5-3-03)

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 shall be an approved course of study to qualify for licensure. (5-3-03)

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. (3-30-06)

401. CONTINUING EDUCATION (RULE 401).

01. Minimum Hours Required. Applicants for annual renewal shall be required to complete a minimum of twelve (12) hours of continuing education courses within the preceding twelve (12) month period. Basic First Aid, Cardio-Pulmonary Resuscitation, medication assistance, or fire safety courses shall not be considered for continuing education credit. (3-30-06)

02. Course Approval. Courses of study relevant to residential care facility administration and sponsored or provided by the following entities or organizations shall be approved for continuing education credits: (3-30-06)

a. Accredited colleges or universities. (3-30-06)

b. Federal, state or local government entities. (3-30-06)

c. National or state associations. (3-30-06)

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. (3-30-06)

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 shall maintain proof of attendance or successful completion documentation of all continuing education courses for a period of three (3) years. (3-30-06)

402. -- 499. (RESERVED).

500. RENEWAL/RECERTIFICATION/REINSTATEMENT (RULE 500).

Licenses shall expire and be renewed annually in accordance with Section 67-2614, Idaho Code. 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. (4-2-03)

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 -- fifty dollars (\$50). (4-2-03)

02. Annual Renewal Fee. Annual renewal fee -- one hundred dollars (\$100). (3-30-06)

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)
- 03. Code of Ethics.** The Board has adopted (ACHCA) Code of Ethics. Violations of the code of ethics shall be considered grounds for disciplinary action. (3-20-04)
- 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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