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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, 700 W. State Street, Boise, Idaho 83702. The Bureau is open between the hours of 8:00 a.m. and 5:00 p.m. each day except Saturdays, Sundays and holidays. The telephone 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](mailto:rca@ibol.idaho.gov). The Board's official website is <http://www.ibol.idaho.gov>. (3-29-10)

**006. PUBLIC RECORDS (RULE 6).**

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. 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. (3-29-10)

**101. -- 149. (RESERVED)**

**150. QUALIFICATIONS FOR ADMINISTRATOR LICENSE (RULE 150).**

Each applicant for an administrator's license shall 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: (3-29-12)

**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)

**02. Education and Experience.** The applicant shall document one (1) of the combinations of education and experience in accordance with Section 54-4206, Idaho Code, and Subsection 400 of these rules. (3-29-12)

**03. Coursework.** The applicant shall document completion of a specialized course or program of study as set forth in Subsection 400 of these rules. (3-29-12)

**04. Examination.** The applicant shall submit proof of successful passage of a relevant examination as approved by the Board and defined in Subsection 300 of these rules. (3-29-12)

**151. -- 159. (RESERVED)**

**160. NURSING HOME ADMINISTRATOR QUALIFICATIONS FOR LICENSE (RULE 160).**

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 within the five (5) years preceding the application. (3-29-10)

**161. -- 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 Board approves the following examinations for licensure: (5-8-09)

**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 shall be determined by NAB. An applicant for examination shall be required to register with NAB and pay any required examination fees directly to NAB. The passing score for the open book examination shall be seventy-five percent (75%). (5-8-09)

**b.** Other examinations as approved by the Board. (5-8-09)

**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 Health Care Association (IHCA)/Idaho Center for Assisted Living (ICAL), are approved courses of study to qualify for licensure. (5-8-09)

**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)

**04. Special Exemption.** The Board shall have 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. (3-29-10)

**402. -- 449. (RESERVED)**

**450. SCOPE OF PRACTICE (RULE 450).**

A residential care facility administrator shall 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 shall be 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. (3-19-07)

**451. -- 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 -- one hundred dollars (\$100). (3-19-07)

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

**03. Provisional/Temporary.** Provisional/temporary -- one hundred dollars (\$100). (3-19-07)

**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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