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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 are titled IDAPA 24.09.01, “Rules of the Board of Examiners of Nursing Home 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. (3-13-02)

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

Administrative appeals will be governed by the Administrative Procedure Act, Title 67, Chapter 52, Idaho Code. (3-13-02)

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

These rules do not incorporate by reference any document other than those sections of Idaho Code so referenced. (3-13-02)

**005. ADDRESS OF THE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS (RULE 5).**

The office of the Board of Examiners of Nursing Home 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 [nha@ibol.idaho.gov](mailto:nha@ibol.idaho.gov). The Board's official website is <http://www.ibol.idaho.gov>. (4-6-05)

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

The records associated with the Board of Examiners of Nursing Home Administrators are subject to the provisions of the Idaho Public Records Act, Title 74, Chapter 1, Idaho Code. (3-13-02)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS (RULE 10).**

**01. NAB.** NAB means the national association of boards of examiners for nursing home administrators. (4-6-05)

**011. -- 049. (RESERVED)**

**050. APPLICATIONS (RULE 050).**

Applications will be on forms approved by the Board. (4-6-05)

**01. Board Consideration.** 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. (4-6-05)

**02. Filing Deadline.** Applications received less than seven (7) days prior to a Board meeting may be held over to the next meeting. (4-11-19)

**03. Lack of Activity.** Applications on file with the Board that lack activity for any period of twelve

(12) months shall be deemed denied and terminated upon thirty (30) days written notice unless good cause is demonstrated to the Board. (4-11-19)

**051. -- 099. (RESERVED)**

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

**01. Examination Fee.** The examination fee for the national examination shall be in the amount as determined by the National Association of Board of Examiners of Nursing Home Administrators and shall be paid to the entity administering said examination. The examination fee is in addition to the license fee provided for in Section 54-1604, sub-paragraph (g), Idaho Code. (3-10-00)

**02. Good Moral Character.** Evidence of good moral character on the application form is to be signed by two (2) reputable individuals not more than one (1) 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.** Examinations shall be held at the location and at the times determined by the entity administering the national examination. The state examination shall be a take-home examination and be returned to the Board upon submission of the application. The applicant shall further certify to the Board that he or she has reviewed, understands, and will abide by the state laws and rules governing Nursing Home Administrators and facilities. (3-10-00)

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

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

**200. CONTINUING EDUCATION REQUIREMENTS (RULE 200).**

**01. Educational Requirements.** In order to qualify as continuing education, 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). (4-11-19)

**02. Renewal of License.** Applicants for renewal of license shall be required to complete a minimum of twenty (20) clock hours of courses approved under Subsection 200.01 within the preceding twelve-month (12) period. Licensees shall not be required to comply with this requirement during the first year in which they become licensed under this chapter. (4-11-19)

**03. Waiver.** The Board may waive the requirements of this rule for reasons of individual hardship including health or other good cause. The licensee should request the waiver in advance of renewal and must provide any information requested by the Board to assist in substantiating hardship cases. This waiver is granted at the sole discretion of the Board. (4-11-19)

**04. Carryover of Continuing Education Hours.** Continuing education hours not claimed in the current renewal year may be claimed in the next renewal year. A maximum of twenty (20) hours may be carried forward from the immediately preceding year, and may not be carried forward more than one (1) renewal year. (4-11-19)

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

**300. ENDORSEMENT (RULE 300).**

Each applicant for licensure by endorsement shall be required to document compliance with each of the following requirements. (4-6-05)

- 01. A Valid License.** Hold a valid and current nursing home administrator license issued in another state. (4-6-05)
- 02. Experience/Education.** (3-30-07)
  - a.** One thousand (1,000) hours of experience as an administrator in training in another state; or (4-11-19)
  - b.** A total of one thousand (1,000) hours of combined experience obtained in an administrator in training program and from practical experience as an administrator in another state; or (4-11-19)
  - c.** A master's degree in health administration related to long-term care from an accredited institution; or (3-30-07)
  - d.** A master's degree in health administration from an accredited institution and one (1) year management experience in long-term care. (3-30-07)
- 03. Criminal History.** Has not been found guilty or convicted or received a withheld judgment or suspended sentence for any felony or any crime involving moral turpitude or received discipline for a license offense in any state. (4-6-05)
- 04. National Examination.** Has taken and successfully passed the NAB examination. (4-6-05)
- 05. State Examination.** Has taken and successfully completed the state of Idaho examination. (4-6-05)
- 06. Affidavit.** Has certified under oath to abide by the laws and rules governing the practice of nursing home administration in Idaho. (4-6-05)

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

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

- 01. Supervised Hour Requirements.** An individual must successfully complete one thousand (1,000) hours under the direct supervision of a licensed nursing home administrator in compliance with Section 54-1610, Idaho Code, and these rules in order to be eligible to take the examination. (4-11-19)
- 02. Trainees.** A trainee must work on a full time basis in any capacity in an Idaho licensed nursing home setting. Full time shall be at least a thirty-two (32) hour per week work schedule with consideration for normal leave taken. (4-11-19)
  - a.** Each trainee shall register with the Board as a Nursing Home Administrator-In-Training (AIT) by submitting an application provided by the Board together with the required fee. The effective date of each AIT program shall be the date the Board approves the application. (3-13-02)
  - b.** Reports for those trainees employed in a nursing home must be submitted to the Board after completion of each five hundred (500) hour increment and reflect that the preceptor of the trainee has instructed, assisted and given assignments as deemed necessary to fulfill the requirements of Subsection 400.03. (4-11-19)
- 03. Nursing Home Administrator-in-Training Requirements.** A Nursing Home Administrator-in-Training shall be required to train in all domains of nursing home administration including the following: (4-7-11)
  - 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)
- g.** Completion of a specialized course of study in nursing home long-term health care administration approved by NAB or otherwise approved by the Board. (4-6-05)

**04. Facility Administrator.** 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) domains of nursing home administration as outlined in Subsection 400.03. Time spent with the preceptor must be in addition to the full time work that the trainee must perform under Subsection 400.02, unless the Administrator-in-Training role is designated as a full time training position. Collectively, during the training period, reports must reflect particular emphasis on all six (6) domains of nursing home administration during the time spent in the nursing home. (4-11-19)

**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)

**c.** The preceptor must be re-certified by the Board every ten (10) years. (4-7-11)

**401. -- 449. (RESERVED)**

**450. ADMINISTRATOR DESIGNEE QUALIFICATION (RULE 450).**

In order to practice as an administrator designee, an individual shall register with the Board as an Administrator Designee by submitting an application and providing documentation of each the following requirements. (3-13-02)

**01. Good Moral Character.** (3-13-02)

**a.** Submit references of good moral character from not less than three (3) persons other than relatives. (3-13-02)

**b.** Certify they have not been found guilty or convicted of a felony or a misdemeanor involving moral turpitude. (3-13-02)

**02. Age.** Provide proof of being at least twenty-one (21) years of age. (3-13-02)

**03. Education.** Provide proof of either: (3-13-02)

**a.** A bachelors degree from an approved college or university, or (3-13-02)

**b.** Two (2) years of satisfactory practical experience in nursing home administration or a related health administration area for each year of the required education as set forth in Section 54-1605(3), Idaho Code; (3-13-02)

**04. Experience.** Provide proof of having one (1) year of management experience in a skilled nursing facility. Experience documented in Subsection 450.03.b. may also be used to meet this requirement. (3-13-02)

**05. Authorization.** Submit an agreement signed by an Idaho Licensed Nursing Home Administrator who will act as a consultant to assist the designee in administrating the facility. (3-13-02)

**451. -- 499. (RESERVED)**

**500. PERMITS (RULE 500).**

**01. Requirements for Issuance.** A temporary permit may be issued upon submission of an endorsement application evidencing a license in good standing in another state and payment of fees. The permit shall be valid until the Board acts upon their endorsement application. No more than one (1) temporary permit may be granted to any applicant for any reason. (4-11-19)

**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.** (3-13-02)

**a.** Original license fee -- two hundred dollars (\$200). (4-6-15)

**b.** Annual renewal fee -- two hundred dollars (\$200). (4-6-15)

**02. Application Fees.** (3-10-00)

**a.** Original application fee -- two hundred dollars (\$200). (4-6-15)

**b.** Endorsement application fee -- two hundred dollars (\$200). (4-6-15)

**03. Temporary Fee.** (3-13-02)

**a.** Temporary permit fee -- one hundred dollars (\$100). (3-13-02)

**b.** Administrator-In-Training registration fee -- one hundred dollars (\$100). (3-13-02)

**04. License Reinstatement Fee.** License reinstatement fee -- one hundred dollars (\$100). (3-13-02)

**601. -- 999. (RESERVED)**

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