

**IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES**  
**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**24.09.01 – Rules of the Board of Examiners of Nursing Home Administrators**

**Who does this rule apply to?**

*This rule applies to applicants, temporary permit holders, and license holders for:*

- Nursing Home Administrators;
- Nursing Home Administrators-in-Training; and
- Nursing Home Administrator Designee

**What is the purpose of this rule?**

*This rule governs the practice of nursing home administrators in Idaho to protect the public health, safety, and welfare. This rule establishes:*

- Minimum standards of competency and qualifications for applicants;
- Fees related to licensure;
- Continuing education for licensure; and
- Standards of practice

**What is the legal authority for the agency to promulgate this rule?**

*This rule implements the following statute passed by the Idaho Legislature:*

Professions, Vocations, and Businesses -

- [54-1601 through 54-1616, Idaho Code](#) – Nursing Home Administrators

**Who do I contact for more information on this rule?**

Idaho Board of Examiners of Nursing Home Administrators

Division of Occupational and Professional Licenses

8 a.m. to 5 p.m., Mountain Time (except Saturdays, Sundays and holidays)

Mailing: PO Box 83720 Boise, ID 83720-0063

Physical: 11351 W Chinden Blvd, Bldg 6, Boise, ID 83714

Phone: (208) 334-3233

Fax: (208) 334-3945

E-mail: [IBOL@IBOL.IDAHO.GOV](mailto:IBOL@IBOL.IDAHO.GOV)

[www.IBOL.Idaho.gov](http://www.IBOL.Idaho.gov)

# ***Table of Contents***

---

## **24.09.01 – Rules of the Board of Examiners of Nursing Home Administrators**

|  |   |
|--|---|
| 000. Legal Authority. ....                         | 3 |
| 001. Scope. ....                                   | 3 |
| 002. -- 099. (Reserved).....                       | 3 |
| 100. Examination For Licensure. ....               | 3 |
| 101. -- 199. (Reserved).....                       | 3 |
| 200. Continuing Education Requirements. ....       | 3 |
| 201. -- 299. (Reserved).....                       | 4 |
| 300. Endorsement. ....                             | 4 |
| 301. -- 399. (Reserved).....                       | 4 |
| 400. Nursing Home Administrators-In-Training. .... | 4 |
| 401. -- 449. (Reserved).....                       | 5 |
| 450. Administrator Designee Qualification. ....    | 5 |
| 451. -- 499. (Reserved).....                       | 6 |
| 500. Permits. ....                                 | 6 |
| 501. -- 599. (Reserved).....                       | 6 |
| 600. Fees. ....                                    | 6 |
| 601. -- 999. (Reserved).....                       | 6 |

**24.09.01 – RULES OF THE BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**

**000. LEGAL AUTHORITY.**

These rules promulgated pursuant to Section 54-1604, Idaho Code. (7-1-21)T

**001. SCOPE.**

These rules govern the practice of nursing home administration in Idaho. (7-1-21)T

**002. -- 099. (RESERVED)**

**100. EXAMINATION FOR LICENSURE.**

**01. Examination Fee.** The examination fee for the national examination shall be in the amount as determined by the National Association of Long Term Care Administration Boards 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. (7-1-21)T

**02. Good Moral Character.** An applicant who has a criminal conviction, finding of guilt, withheld judgment, or suspended sentence for any felony or any crime related to an applicant's fitness for licensure, or whose license has been subject to discipline by any state professional regulatory agency or professional organization must submit with the application a written statement and any supplemental information establishing the applicant's current suitability for licensure. (7-1-21)T

- a. Consideration of Factors and Evidence.** The Board shall consider the following factors or evidence: (7-1-21)T
  - i. The severity or nature of the crime or discipline; (7-1-21)T
  - ii. The period of time that has passed since the crime or discipline under review; (7-1-21)T
  - iii. The number or pattern of crimes or discipline or other similar incidents; (7-1-21)T
  - iv. The circumstances surrounding the crime or discipline that would help determine the risk of repetition; (7-1-21)T
  - v. The relationship of the crime or discipline to the practice; (7-1-21)T
  - vi. The applicant's activities since the crime or discipline under review, such as employment, education, participation in treatment, payment of restitution, or any other factors that may be evidence of current rehabilitation; and (7-1-21)T
  - vii. Any other information regarding rehabilitation or mitigating circumstances. (7-1-21)T
- b. Interview.** The Board may, at its discretion, grant an interview of the applicant. (7-1-21)T
- c. Applicant Bears the Burden.** The applicant shall bear the burden of establishing the applicant's current suitability for licensure. (7-1-21)T

**03. Contents of Exam, Passing Scores.** An applicant must pass an examination issued by NAB, and an examination pertaining to Idaho law and rules governing nursing homes administered by the Board. The passing score of the Idaho Laws and Rules Examination shall be seventy-five percent (75%). (7-1-21)T

**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. (7-1-21)T

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

**200. CONTINUING EDUCATION REQUIREMENTS.**

**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). (7-1-21)T

**02. Renewal of License.** Applicants for renewal of license shall be required to complete a minimum of twenty (20) clock hours of approved courses 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. (7-1-21)T

**03. 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. (7-1-21)T

**04. 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. (7-1-21)T

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

**300. ENDORSEMENT.**

Each applicant for licensure by endorsement shall be required to document compliance with each of the following requirements. (7-1-21)T

**01. A Valid License.** Hold a valid and current nursing home administrator license issued in another state or jurisdiction with substantially equivalent licensing standards. (7-1-21)T

**02. Experience/Education.** (7-1-21)T

**a.** One thousand (1,000) hours of experience as an administrator in training in another state; or (7-1-21)T

**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 (7-1-21)T

**c.** A master's degree in health administration related to long-term care from an accredited institution; or (7-1-21)T

**d.** A master's degree in health administration or business administration with a healthcare emphasis from an accredited institution and one (1) year management experience in long-term care. (7-1-21)T

**03. National Examination.** Has taken and successfully passed the NAB examination. (7-1-21)T

**04. State Examination.** Has taken and successfully completed the state of Idaho examination. (7-1-21)T

**05. Criminal History.** Applicant is subject to Section 100.02 of these rules. (7-1-21)T

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

**400. NURSING HOME ADMINISTRATORS-IN-TRAINING.**

**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. (7-1-21)T

**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. (7-1-21)T

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. (7-1-21)T

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. (7-1-21)T

**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: (7-1-21)T

a. Customer care, support, and services. (7-1-21)T

b. Human resources. (7-1-21)T

c. Finance. (7-1-21)T

d. Environment. (7-1-21)T

e. Management and leadership. (7-1-21)T

f. Completion of a specialized course of study in nursing home long-term health care administration approved by NAB or otherwise approved by the Board. (7-1-21)T

**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 five (5) 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 five (5) domains of nursing home administration during the time spent in the nursing home. (7-1-21)T

**05. Preceptor Certification.** (7-1-21)T

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: (7-1-21)T

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 (7-1-21)T

ii. Who successfully completes a six (6) clock hour preceptor orientation course approved by the Board. (7-1-21)T

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. (7-1-21)T

c. The preceptor must be re-certified by the Board every ten (10) years. (7-1-21)T

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

**450. ADMINISTRATOR DESIGNEE QUALIFICATION.**

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. (7-1-21)T

- 01. Criminal History.** Applicant is subject to Section 100.02 of these rules. (7-1-21)T
- 02. Education.** Provide proof of either: (7-1-21)T
- a.** A bachelors degree from an approved college or university, or (7-1-21)T
  - 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; (7-1-21)T
- 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. (7-1-21)T
- 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. (7-1-21)T

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

**500. PERMITS.**

- 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. (7-1-21)T
- 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. (7-1-21)T

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

**600. FEES.**

| <b>FEE</b>                | <b>AMOUNT<br/>(Not to Exceed)</b> |
|---------------------------|-----------------------------------|
| Original Application      | \$200                             |
| Original License          | \$200                             |
| Annual Renewal            | \$200                             |
| Endorsement Application   | \$200                             |
| Temporary Permit          | \$100                             |
| Administrator-in-training | \$100                             |
| License Reinstatement     | \$100                             |

(7-1-21)T

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

# Subject Index

## A

Administrator Designee  
Qualification 5  
Authorization 6  
Criminal History 6  
Education 6  
Experience 6

## C

Continuing Education Requirements 3  
Carryover of Continuing Education  
Hours 4  
Educational Requirements 3  
Renewal of License 4  
Waiver 4

## E

Endorsement 4  
A Valid License 4  
Criminal History 4  
Experience/Education 4  
National Examination 4  
State Examination 4  
Examination For Licensure 3  
Content of Exam, Passing  
Scores 3  
Date & Location of Exam 3  
Examination Fee 3  
Good Moral Character 3

## F

Fees 6

## L

Legal Authority 3

## N

Nursing Home Administrators-In-  
Training 4  
Facility Administrator 5  
Nursing Home Administrator-In-  
Training Requirements 5  
Preceptor Certification 5  
Supervised Hour Requirements 4  
Trainees 4

## P

Permits 6  
Issuance of a Temporary Permit  
Does Not Obligate the Board 6  
Requirements for Issuance 6

## S

Scope 3