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)
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000. LEGAL AUTHORITY.
These rules promulgated pursuant to Section 54-1604, Idaho Code. (3-28-23)

001. SCOPE.
These rules govern the practice of nursing home administration in Idaho. (3-28-23)

002. -- 099. (RESERVED)

100. LICENSURE.

01. Exam. All applicants must pass the approved NAB Nursing Home Administrator exam and Core exam, or other examination as approved by the Board. (7-1-25)

02. Applicant History. An applicant who has a 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 in any state, territory, or country must submit with the application a written statement and any supplemental information establishing the applicant's current suitability for licensure. The written statement should include the factors set forth in Section 67-9411, Idaho Code. (7-1-25)

03. Additional Requirements. Applicants for original licensure must also demonstrate completion of a specialized course of study in nursing home long-term health care administration approved by the Board. Any applicant holding a Health Services Executive (HSE) credential issued by NAB has met all educational and training requirements for licensure in Idaho. (7-1-25)

101. CONTINUING EDUCATION REQUIREMENTS.

01. Educational Requirements. In order to qualify as continuing education, a seminar or course of study must be sponsored by an accredited university or college, State or National health related associations, and/or approved by NCERS (National Continuing Education Review Service), or as otherwise approved by the Board. (7-1-25)

02. Renewal of License. Applicants for renewal of license are required to complete, in a twenty-four (24) month renewal cycle, twelve (12) continuing education hours relevant to nursing home administration. (7-1-25)

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 will provide any information requested by the Board to assist in substantiating hardship cases. This waiver is granted at the sole discretion of the Board. (3-28-23)

102. NURSING HOME ADMINISTRATORS-IN-TRAINING.

01. Trainees. A trainee must work on a full time basis 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. (7-1-25)

a. Trainees shall submit with their application a declaration signed by the supervising Nursing Home Administrator who shall serve as the preceptor. This declaration shall certify that the supervising administrator has: (7-1-25)

i. Licensure in good standing with the State of Idaho; and (7-1-25)

ii. Two (2) or more years of consecutive employment as a nursing home administrator. (7-1-25)

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 set forth herein. (7-1-25)

02. 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: (3-28-23)

a. Care, services, and supports. (7-1-25)

b. Operations. (7-1-25)

c. Environment and quality. (7-1-25)

d. Leadership and strategy. (7-1-25)

03. Facility Administrator. The trainee must spend no less than thirty-two (32) hours per month with the preceptor in training, duties as assigned, and observation in the four (4) domains of nursing home administration as outlined in herein. Time spent with the preceptor must be in addition to the full-time work that the trainee must perform 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 four (4) domains of nursing home administration during the time spent in the nursing home. (7-1-25)

103. 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 the following requirements. (7-1-25)

01. Experience. Provide proof of having one (1) year of management experience in a skilled nursing facility. (7-1-25)

02. Authorization. Submit an agreement signed by an Idaho Licensed Nursing Home Administrator, in good standing with the State of Idaho, who will act as a consultant to assist the designee in administrating the facility. (7-1-25)

104. -- 599. (RESERVED)

600. FEES.

FEE	AMOUNT (Not to Exceed)
Original Application	$200
Original License	$200
Annual Renewal	$200
Endorsement Application	$200
Administrator-in-training	$100
License Reinstatement	$100

(7-1-25)

601. -- 999. (RESERVED)