

IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

IDAHO BOARD OF LONG-TERM CARE ADMINISTRATORS

24.41.01 – Rules of the Board of Long-Term Care Administrators

Who does this rule apply to?

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

- *Residential Care Administrators;*
- *Nursing Home Administrators;*
- *Nursing Home Administrators in Training; and*
- *Nursing Home Administrators Designee.*

What is the purpose of this rule?

The rule governs the practice of residential care and nursing home administration 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;*
- *Scope of practice; and*
- *Standards of practice.*

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

This rule implements the following statutes passed by the Idaho Legislature:

Professions, Vocations, and Businesses –

- [54-1601, through 54-1618 Idaho Code](#) – Idaho Board of Long-Term Care Administrators Act

Who do I contact for more information on this rule?

Idaho Board of Long-Term Care Administrators
Division of Occupational and Professional Licenses
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This rule chapter will be reviewed in compliance with Section [67-5292](#), Idaho Code, and in accordance with the 8-year rule review schedule linked [here](#).

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24.41.01 – RULES OF THE BOARD OF LONG-TERM CARE ADMINISTRATORS

000. LEGAL AUTHORITY.

Section 54-1604, Idaho Code.

(7-1-26)

001. SCOPE.

These rules govern the practice of long-term care facility administration in Idaho.

(7-1-26)

002. INCORPORATION BY REFERENCE.

The document titled “ACHCA Code of Ethics,” published by the American College of Health Care Administrators (ACHCA), current as of May, 2024, is herein adopted and incorporated by reference and is available from the Board’s office and on the Board web site, as well as at: https://achca.memberclicks.net/assets/code%20of%20ethics_achca%20non-member_140430.pdf.

(7-1-26)

003. DEFINITIONS.

01. Long-Term Care Administrator. Residential Facility Administrators and Nursing Home Administrators licensed under Title 54 Chapter 16, Idaho Code.

(7-1-26)

004. – 099. (RESERVED)

100. LICENSURE.

01. Application. Applications must be submitted on forms approved by the Board. No application will be considered for any action unless accompanied by the appropriate fees and all required supporting documentation. Supporting documentation may include, but is not limited to, educational transcripts, proof of training or credentials, and examination results.

(7-1-26)

02. Common Licensure Requirements. To be granted a license as either a Residential Care Facility Administrator or a Nursing Home Administrator as set forth in Section 54-1606, Idaho Code, an applicant must:

(7-1-26)

a. Pass the applicable NAB examination(s) or another examination approved by the Board; (7-1-26)

b. Document completion of a Board-approved specialized course of study relevant to the type of license sought; and (7-1-26)

c. If applicable, submit a written statement and supporting documentation regarding any past professional discipline or convictions. Disciplinary history includes license actions in any state, territory, or country. Conviction history includes felony convictions or other offenses affecting fitness to practice, as outlined in Section 67-9411, Idaho Code. (7-1-26)

03. Residential Care Facility Administrator Licensure. In addition to the common requirements listed in Subsection 100.02, an applicant for a Residential Care Facility Administrator license must: (7-1-26)

a. Submit documentation of a completed criminal background check from the Idaho Department of Health and Welfare. The applicant must obtain and include the results; the Board does not submit fingerprint cards on behalf of applicants; and (7-1-26)

b. Complete the Certification Program for Residential Care Facility Administrators administered by the Idaho Health Care Association (IHCA), or an equivalent course approved by the Board. (7-1-26)

c. However, an individual holding a current Idaho Nursing Home Administrator license may qualify for a Residential Care Administrator license by passing the Board-approved residential care examination. This exam requirement may be waived if the applicant provides satisfactory evidence of at least one (1) year of leadership or management experience in a residential care or nursing home facility within the five (5) years preceding the application. (7-1-26)

04. Nursing Home Administrator Licensure. In addition to the common requirements listed in Subsection 100.02, an applicant for a Nursing Home Administrator license must: (7-1-26)

a. Pass both the NAB Core and Nursing Home Administrators Line of Service exams, or other examination as approved by the Board; and (7-1-26)

b. Demonstrate completion of a specialized course of study in nursing home long-term health care administration approved by the Board. (7-1-26)

05. Nursing Home Administrator-in-Training. (7-1-26)

a. Trainees must work full time in an Idaho-licensed nursing home. “Full time” means at least thirty-two (32) hours per week, allowing for normal leave. (7-1-26)

b. 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 licensure in good standing with the State of Idaho and two (2) or more years of consecutive employment as a nursing home administrator. (7-1-26)

c. Training must include experience in all four (4) domains of nursing home administration: (7-1-26)

i. Care, services, and supports; (7-1-26)

ii. Operations; (7-1-26)

iii. Environment and quality; and (7-1-26)

iv. Leadership and strategy. (7-1-26)

d. Trainees must spend no less than thirty-two (32) hours per month directly with the preceptor, in addition to full-time work hours, unless serving in a full-time designated trainee role. Reports must be submitted after every five hundred (500) hours of training, reflecting instruction in all domains. (7-1-26)

06. Administrator Designee Qualification. To practice as an Administrator Designee, an individual must: (7-1-26)

a. Provide proof of at least one (1) year of management experience in a skilled nursing facility; and (7-1-26)

b. Submit an agreement signed by an Idaho-licensed Nursing Home Administrator, in good standing, who will serve as a consultant to assist the designee in the administration of the facility. (7-1-26)

07. Health Services Executive. Any applicant holding a Health Services Executive credential issued by NAB has met all educational and training requirements for licensure of either profession in Idaho. (7-1-26)

101. – 103. (RESERVED)

104. 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. (7-1-26)

02. Renewal of License. Applicants for renewal of license are required to complete, in a twenty-four (24) month renewal cycle, twelve (12) job-related continuing education hours relevant to long-term care administration. (7-1-26)

03. Waiver. The Board may waive the requirements of this rule for reasons of individual hardship including health or other good cause. The licensee shall 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. (7-1-26)

105. – 299. (RESERVED)

300. DISCIPLINE.

01. Costs and Fees. The Board may order a licensed long-term care administrator to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee for violation of any section of the practice act or these rules, as set forth in Section [54-1615\(1\)](#), Idaho Code. (7-1-26)

301. – 399. (RESERVED)

400. FEES.

The following annual fees may be aggregated for biennial licensure.

FEE	AMOUNT (Not to Exceed)
Original Application	\$200
License	\$400
Biennial Renewal	\$400
Endorsement Application	\$200
Administrator-in-Training	\$200
Provisional Permit	\$200
Reinstatement	As provided in Section 67-2614 , Idaho Code

(7-1-26)

401. – 999. (RESERVED)