

Final Rule

LSA Document #05-270(F)

DIGEST

Amends [840 IAC 1-1-6](#) concerning the licensure examination to address the number of examination attempts and the time frame an applicant has to pass the licensure examination. *NOTE: Under [IC 4-22-2-25\(b\)](#), if a rule document is not approved by the Governor one year from the date that a notice of intent is published in the Indiana Register, the rule document is ineffective. The notice of intent for LSA Document #05-270 was published in the October 1, 2005, Indiana Register and signed by the Governor October 3, 2006, making this document ineffective. Effective 30 days after filing with the Publisher.*

[840 IAC 1-1-6](#)SECTION 1. [840 IAC 1-1-6](#) IS AMENDED TO READ AS FOLLOWS:[840 IAC 1-1-6](#) ExaminationAuthority: [IC 25-19-1-4](#)Affected: [IC 25-19-1-3](#)

Sec. 6. (a) Every applicant for a license as an H.F.A., after meeting the requirements for qualification as set forth in section 4 of this rule, shall pass successfully a written or oral examination, or both, at the discretion of the board that shall include, but need not be limited to, the following:

- (1) Applicable standards of environmental health and safety.
- (2) Local health and safety regulation.
- (3) General administration.
- (4) Psychology of patient care.
- (5) Principles of medical care.
- (6) Pharmaceutical services and drug handling.
- (7) Personal and social care.
- (8) Therapeutic and supportive care and services in long term care.
- (9) Departmental organization and management.
- (10) Community interrelationships.

(b) Every applicant for an H.F.A. license shall be required to pass the examination for ~~such~~ the license with a grade established by the board in accordance with methods and procedures set up by the board.

(c) All applications for the examination must be complete in every respect, including accompanying data and the required fee, at least thirty (30) days ~~prior to~~ **before** the examination for which application is being made. Any applicant whose application does not meet these requirements will not be permitted to take the examination.

(d) **An applicant who does not pass the nursing home administrators licensing examination in the first attempt shall be entitled to take it two (2) additional times. However,** an applicant must ~~complete~~ successfully **pass** the licensure examination within one (1) calendar year from the ~~time date of notification of failure to pass sitting for the original exam.~~

(e) If an applicant ~~fails~~ **exhausts all of** the examination ~~three (3) times,~~ **attempts within the one (1) year allowed under subsection (d), the applicant shall submit** the following: ~~requirements must be met before submitting a new application for examination:~~

- (1) ~~Submit~~ Proof of the completion of at least two hundred (200) contact hours of continuing education approved by the board.
- (2) ~~Submit~~ A new application for entry into the administrator-in-training program.
- (3) ~~Complete~~ The required administrator-in-training program in a minimum of six (6) months and a maximum of twelve (12) months for a minimum total of one thousand forty (1,040) hours and submit an affidavit of completion of the A.I.T. program.

In addition, the applicant shall meet all other licensing requirements in force and effect at the time of reapplication.

(Indiana State Board of Health Facility Administrators; Rule 7; filed May 26, 1978, 9:09 a.m.: 1 IR 246; filed May 18, 1979, 9:02 a.m.: 2 IR 842; filed May 2, 1985, 10:33 a.m.: 8 IR 1148; filed Sep 29, 1987, 2:08 p.m.: 11 IR 794; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857; filed Feb 6, 2004, 9:15 a.m.: 27 IR 1880; filed Oct 3, 2006, 11:59 a.m.: [20061101-IR-840050270FRA](#))

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