
TITLE 840 INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS

Final Rule

LSA Document #07-825(F)

DIGEST

Amends [840 IAC 1-2-1](#) to bring the rule into conformity with [IC 25-1-4](#) and to allow service on the Indiana state board of health facility administrators to count as continuing education credit. Amends [840 IAC 1-2-2](#) to address continuing education audits and actions regarding noncompliance with the continuing education requirements. Adds [840 IAC 1-2-5.1](#) and [840 IAC 1-2-5.2](#) concerning the continuing education requirements for renewal of licensure to establish procedures for a licensee to renew inactive and to reactivate an inactive license. Effective 30 days after filing with the Publisher.

[840 IAC 1-2-1](#); [840 IAC 1-2-2](#); [840 IAC 1-2-5.1](#); [840 IAC 1-2-5.2](#)

SECTION 1. [840 IAC 1-2-1](#) IS AMENDED TO READ AS FOLLOWS:

[840 IAC 1-2-1](#) Continuing education; credit requirements

Authority: [IC 25-19-1-4](#)

Affected: [IC 25-1-4-0.2](#); [IC 25-19-1](#)

Sec. 1. (a) An H.F.A. who is not currently or previously licensed in another state is not required to complete the continuing education requirements for the two (2) year licensing period in which the license was issued.

(b) An H.F.A. must complete at least forty (40) continuing education hours during the previous two (2) year licensing period.

(c) If an H.F.A. attends an approved program in another state with a mandatory continuing education requirement, the board will accept the approved hours.

(d) Continuing education credit may not be carried over from one (1) biennial licensure renewal period to another.

(e) The forty (40) hours biennial continuing education requirement shall not be increased or decreased unless this section is duly amended and all licensees are notified in writing at the date of license renewal that the following renewal will require an increased or decreased number of hours of continuing education.

(f) The continuing education requirement shall be satisfied by participating in programs that must be ~~conducted~~ **offered** by a board approved sponsor. **organizations as defined under [IC 25-1-4-0.2](#).**

(g) Continuing education courses offered by accredited colleges are acceptable if the course content pertains to the practice of H.F. administration.

(h) Accredited college courses related to the practice of H.F. administration are acceptable forms of continuing education. The following conversion will be used for continuing education credit:

(1) One (1) semester hour equals fifteen (15) contact hours.

(2) One (1) quarter hour equals ten (10) contact hours.

(i) Service on the Indiana state board of health facility administrators earns one (1) continuing education hour for each hour of service.

(j) A maximum of twenty (20) continuing education hours may be obtained through subsections (h) and (i).

(Indiana State Board of Health Facility Administrators; [840 IAC 1-2-1](#); filed Jan 5, 1984, 2:33 p.m.: 7 IR 577; filed

SECTION 2. [840 IAC 1-2-2](#) IS AMENDED TO READ AS FOLLOWS:

[840 IAC 1-2-2](#) Verification of attendance

Authority: [IC 25-19-1-4](#)

Affected: [IC 25-1-4](#); [IC 25-19-1](#)

Sec. 2. (a) The H.F.A. shall:

(1) retain copies of certificates of completion for continuing education courses for three (3) years from the end of the licensing period for which the continuing education applied; ~~The H.F.A. shall~~ **and**

(2) provide the board with copies of the certificates of completion upon the board's request for a compliance audit.

(b) Approved continuing education sponsors must retain the attendance records for a period of five (5) years, during which time the board may request review of these records.

(c) Continuing education audits and actions regarding noncompliance will be conducted as provided for in [IC 25-1-4-3](#) and [IC 25-1-4-5](#) through [IC 25-1-4-7](#).

(Indiana State Board of Health Facility Administrators; [840 IAC 1-2-2](#); filed Jan 5, 1984, 2:33 p.m.: 7 IR 577; filed Feb 14, 1991, 1:30 p.m.: 14 IR 1439; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2860; filed Jun 5, 2008, 11:28 a.m.: [20080702-IR-840070825FRA](#))

SECTION 3. [840 IAC 1-2-5.1](#) IS ADDED TO READ AS FOLLOWS:

[840 IAC 1-2-5.1](#) Inactive status

Authority: [IC 25-19-1-4](#)

Affected: [IC 25-19-1](#)

Sec. 5.1. An H.F.A. may apply to the board to renew his or her license in an inactive status. No continuing education is required to renew inactive. An inactive H.F.A. may not practice health facility administration while in an inactive status.

(Indiana State Board of Health Facility Administrators; [840 IAC 1-2-5.1](#); filed Jun 5, 2008, 11:28 a.m.: [20080702-IR-840070825FRA](#))

SECTION 4. [840 IAC 1-2-5.2](#) IS ADDED TO READ AS FOLLOWS:

[840 IAC 1-2-5.2](#) Reactivation of inactive license

Authority: [IC 25-19-1-4](#)

Affected: [IC 25-19-1](#)

Sec. 5.2. (a) A licensed H.F.A. who has been inactive for a period of three (3) years at the date of the reactivation application is filed must show proof of having completed forty (40) hours of continuing education within the two (2) year period immediately before to the date the reactivation application is filed.

(b) A licensed H.F.A. who has been inactive for a period of more than three (3) years at the date the reactivation application is filed must:

(1) make a personal appearance before the board;

- (2) show proof of having completed forty (40) hours of continuing education;**
 - (3) provide employment history during inactive period; and**
 - (4) do any other additional requirements as deemed by the board;**
- within the two (2) year period immediately before to the date the reactivation application is filed.**

(Indiana State Board of Health Facility Administrators; [840 IAC 1-2-5.2](#); filed Jun 5, 2008, 11:28 a.m.: [20080702-IR-840070825FRA](#))

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