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**TITLE 840 INDIANA STATE BOARD OF  
HEALTH FACILITY ADMINISTRATORS**

LSA Document #03-189(F)

DIGEST

Amends 840 IAC 1-1-6 concerning the examination for licensure to practice as a health facility administrator. Effective 30 days after filing with the secretary of state.

**840 IAC 1-1-6**

SECTION 1. 840 IAC 1-1-6 IS AMENDED TO READ AS FOLLOWS:

**840 IAC 1-1-6 Examination**

**Authority:** 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 ~~and/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 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 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 must complete successfully the licensure examination within one (1) calendar year from the time of notification of failure to pass the original exam. If an applicant fails the examination three (3) times, 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 ~~remedial~~ 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)*

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*Approved by Governor: February 5, 2004*

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