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

Proposed Rule
LSA Document #05-270

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. Effective 30 days after filing with the Secretary of State.

IC 4-22-2.1-5 Statement Concerning Rules Affecting Small Businesses

Estimated Number of Small Businesses Subject to This Rule:

NAICS 623110 Nursing Care Facilities

The Indiana State Board of Health Facility Administrators (Board) estimates that no small business will be directly affected by this rule. The Board has the authority to promulgate rules in accordance with IC 25-19-1-4 to establish the rules for licensure as a health facility administrator, including the number of examination attempts an applicant for licensure is allowed. The proposed rule is being promulgated to clarify the number of attempts an examination candidate has to pass the national licensing examination as well as the requirements for licensure after all the examination attempts have been exhausted. This proposed rule will have no cost on the regulated entities or small businesses.

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 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*)

Notice of Public Hearing

Under IC 4-22-2-24, notice is hereby given that on April 6, 2006 at 10:15 a.m., at the Indiana Government Center-South, 402 West Washington Street, Conference Center Room 1, Indianapolis, Indiana the Indiana State Board of Health Facility Administrators will hold a public hearing on proposed amendments concerning the licensure examination to address the number of examination attempts and the time frame an applicant has to pass the licensure examination.

The Indiana State Board of Health Facility Administrators has the authority to promulgate rules in accordance with IC 25-19-1-4 to establish the rules for licensure as a health facility administrator, including the number of examination attempts an applicant for licensure is allowed. The proposed rule is being promulgated to clarify the number of attempts an examination candidate has to pass the national licensing examination as well as the requirements for licensure after all the examination attempts have been exhausted. This proposed rule will have no cost on the regulated entities or small businesses.

Copies of these rules are now on file at the Indiana Government Center-South, 402 West Washington Street, Room W072 and Legislative Services Agency, One North Capitol, Suite 325, Indianapolis, Indiana and are open for public inspection.

Frances L. Kelly
Executive Director
Indiana Professional Licensing Agency