



Indiana
Department
of
Health



Mike Braun

Governor

Lindsay M. Weaver, MD, FACEP

State Health Commissioner

CERTIFIED HEALTH CARE PROFESSIONS COMMISSION BYLAWS

ARTICLE I: NAME

The Certified Health Care Professions Commission was established through Senate Bill 473.

ARTICLE II: PURPOSE

The purpose of the bylaws is to establish operational guidelines for the conduct of business of the Certified Health Care Professions Commission, herein referred to as "CHCPC" or "the Commission."

ARTICLE III: MEMBERSHIP

1. Prior to October 31, 2025, the governor shall appoint the Commission members.
2. Members shall be appointed to the Commission under IC 25-1-6.5 and may be removed under IC 25-1-6.5-4.
3. The seven (7) Commission members shall include the following voting members:
 - a. Two (2) individuals, each of whom is either an Indiana Certified Nurse Aide (CNA), a Qualified Medication Aide (QMA), or a Home Health Aide (HHA). The individual must have five (5) or more years' experience.
 - b. Three (3) individuals, each of whom is a Registered Nurse (RN) in Indiana, and at least one (1) of whom has experience training CNAs, QMAs, or HHAs. The individual must have five (5) or more years' experience.
 - c. One (1) individual who is a health facility administrator in Indiana. The individual must have five (5) or more years' experience.
 - d. One (1) individual who is a consumer of nursing services in Indiana.
4. Members may only fill one defined category.
5. Beginning September 1, 2025, and then after September 1 of every odd numbered year,

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the Commission shall elect their chairperson. An individual may not be elected as chairperson for more than (2) consecutive one (1) year terms.

6. Four (4) members of the Commission constitute a quorum. An affirmative vote of a majority of members appointed to the Commission is required for action by the Commission.
7. Annual ethics training, supplied by IDOH, is required to be completed bi-annually.

ARTICLE IV: ROLES & RESPONSIBILITIES

1. The Indiana Department of Health (IDOH) is responsible for:
 - a. Employing necessary staff.
 - b. Providing notice of Commission meetings and communications.
 - c. Maintaining records concerning:
 1. Commission meetings, proceedings, and actions
 2. Individuals certified
 - d. Issuing and renewing certifications
 - e. Investigating allegations of abuse, neglect, misappropriation, and QMA misconduct and presenting the commission with evidence regarding said allegations.
2. The Commission is responsible for:
 - a. Considering and making determinations concerning the qualifications of individuals who apply to become a CNA, QMA, or HHA.
 - b. Renewing registrations and certifications
 - c. Considering and making determinations concerning qualifications for instructors or nurse aide training programs and qualified medication aide training programs.
 - d. Considering and making determinations concerning curriculum for CNA, QMA, and HHA training programs.
 - e. Directing IDOH regarding the implementation of Article IV, Section 2, a-d.
 - f. Reviewing evidence concerning allegations against a CNA, QMA, or HHA submitted by IDOH.
 - g. Allowing the CNA, QMA, or HHA to provide a written or oral statement to the Commission regarding the evidence the IDOH presented.
 - h. Directing the IDOH to enter a finding in the registry against a CNA, QMA, or HHA, if appropriate, after review of the evidence and statement.



ARTICLE V: MEETINGS

1. The commission shall meet a minimum of four (4) times per year.
2. Additional meetings may be called by the chairperson or any four (4) members of the commission to be held at a time and place determined.
3. A yearly schedule of meeting dates and times shall be determined beginning on September 1, 2025, and annually prior to May 31.
4. Public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting.
5. Commission meetings will be publicly announced in accordance with the Indiana Department of Health Policies and Procedures.
6. Commission meetings between members which constitute a quorum will be publicly announced and livestreamed in accordance with the Indiana Department of Health's policies and procedures and Open Door Law.
7. Electronic participation is available, but members are encouraged to attend all meetings in person. Electronic participation must comply with the Commission's Electronic Communications Meeting Policy.

ARTICLE VI: EFFECTIVE DATE

The effective date of these bylaws is September 16, 2025.