

Dear Senators FOREMAN, Lenney, Ward-Engelking, and
Representatives CLOW, Redman, Berch:

The Legislative Services Office, Research and Legislation, has received the enclosed rules of the
Division of Occupational and Professional Licenses:

IDAPA 24.41.01 - Rules of the Long-Term Care Administrators Board (New Chapter)-Proposed
Rule (Docket No. 24-4101-2501).

Pursuant to Section 67-454, Idaho Code, a meeting on the enclosed rules may be called by the
cochairmen or by two (2) or more members of the subcommittee giving oral or written notice to Research
and Legislation no later than fourteen (14) days after receipt of the rules' analysis from Legislative
Services. The final date to call a meeting on the enclosed rules is no later than 11/24/2025. If a meeting is
called, the subcommittee must hold the meeting within forty-two (42) days of receipt of the rules' analysis
from Legislative Services. The final date to hold a meeting on the enclosed rules is 12/22/2025.

The germane joint subcommittee may request a statement of economic impact with respect to a
proposed rule by notifying Research and Legislation. There is no time limit on requesting this statement,
and it may be requested whether or not a meeting on the proposed rule is called or after a meeting has
been held.

To notify Research and Legislation, call 334-4854, or send a written request to the address on the
memorandum attached below.



Terri Kondoff
Director

Legislative Services Office

Idaho State Legislature

Serving Idaho's Citizen Legislature

MEMORANDUM

TO: Rules Review Subcommittee of the Senate ~~Commerce & Human Resources~~ Health & Welfare Committee and the House ~~Business~~ Health & Welfare Committee

FROM: Division Manager - Matt Drake

DATE: November 05, 2025

SUBJECT: Division of Occupational and Professional Licenses

IDAPA 24.41.01 - Rules of the Long-Term Care Administrators Board (New Chapter)-Proposed Rule
(Docket No. 24-4101-2501)

Summary and Stated Reasons for the Rule

The Division of Occupational and Professional Licenses - Long-Term Care Administrators Board submits notice of proposed rulemaking at Docket No. 24-4101-2501. The Division notes that HB 28 of 2025, which established Chapter 16, Title 54, Idaho Code, merged two prior boards into the newly formed Board of Long Term Care Administrators. Accordingly, the Division states that the former IDAPA chapters 24.09.01 and 24.19.01 are being consolidated.

The rules incorporate by reference a code of ethics as authorized in Section 54-1605(4), Idaho Code. The rules also set forth in detail the licensure process for Residential Care Facility Administrators and Nursing Home Administrators. In addition, the rules provide for Nursing Home Administrators-in-Training pursuant to Chapter 16, Title 54, Idaho Code. Section 104 of the rules provide for continuing education as authorized pursuant to section 54-1610(2), Idaho Code. Finally, the fee table demonstrates that annual fees of \$200 and biennial fees of \$400 match the corresponding fees formerly implemented for Nursing Home Administrators and Residential Care Facility Administrators. The biennial fees reflect the fact that DOPL is transitioning to a biennial renewal timeline.

Negotiated Rulemaking / Fiscal Impact

Negotiated rulemaking was conducted. The Division states that there will be no impact on the state general fund.

Statutory Authority

This rulemaking appears to be authorized pursuant to Chapter 16, Title 54, Idaho Code. Sections 54-1605 and 54-1610, Idaho Code, provide for specific rulemaking authority referenced in this memorandum.

cc: Division of Occupational and Professional Licenses
Russell Barron

Paul Headlee, Deputy Director Matt Drake, Manager Keith Bybee, Manager April Renfro, Manager Norma Clark, Manager
Legislative Services Office Research & Legislation Budget & Policy Analysis Legislative Audits Information Technology

Statehouse, P.O. Box 83720
Boise, Idaho 83720-0054

Tel: 208-334-2475
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***** PLEASE NOTE *****

Per the Idaho Constitution, all administrative rules may be reviewed by the Legislature during the next legislative session. The Legislature has 3 options with this rulemaking docket: **1)** Approve the docket in its entirety; **2)** Reject the docket in its entirety; or **3)** Reject the docket in part.

IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

24.41.01 – RULES OF THE LONG-TERM CARE ADMINISTRATORS BOARD

DOCKET NO. 24-4101-2501 (NEW CHAPTER)

NOTICE OF RULEMAKING – PROPOSED RULE

AUTHORITY: In compliance with [Section 67-5221\(1\)](#), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. The action is authorized pursuant to [Sections 54-1605\(2\)](#) and (4), Idaho Code.

PUBLIC HEARING SCHEDULE: Public hearing(s) concerning this rulemaking will be scheduled if requested in writing by twenty-five (25) persons, a political subdivision, or an agency, not later than October 15, 2025.

The hearing site(s) will be accessible to persons with disabilities. Requests for accommodation must be made not later than five (5) days prior to the hearing, to the agency address below.

DESCRIPTIVE SUMMARY: The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

[2025 HB 28](#) merged two previous Boards within DOPL into the new Board of Long-Term Care Administrators. This rulemaking will merge the substance of the predecessor Boards' rules, approved by the Legislature in 2025, into a new chapter of rules for the merged Board. As such, the chapters of 24.09.01 and 24.19.01 are consolidated into what is proposed to be entitled IDAPA 24.41.01 – Rules of the Long-Term Care Administrators Board.

FEE SUMMARY: The following is a specific description of the fee or charge imposed or increased:

[Section 54-1605\(2\)](#), Idaho Code, requires the Board to establish fees in rule, not to exceed \$400. This rule chapter is the initial rule chapter for the Board which came into existence on July 1, 2025. All fees, which have not been increased or modified by the merger of these rules chapters, are subject to [Chapter 16, Title 54](#), Idaho Code.

FISCAL IMPACT: The following is a specific description, if applicable, of any negative fiscal impact on the state General Fund greater than ten thousand dollars (\$10,000) during the fiscal year resulting from this rulemaking:

No fiscal impact on the state General Fund will occur as a result of these changes.

NEGOTIATED RULEMAKING: Pursuant to [Section 67-5220\(1\)](#), Idaho Code, negotiated rulemaking was conducted. The Notice of Intent to Promulgate Rules -Negotiated Rulemaking was published in the August 6, 2025 Idaho Administrative Bulletin [Vol. 25-8, Pages 175-176](#).

INCORPORATION BY REFERENCE: Pursuant to [Section 67-5229\(2\)\(a\)](#), Idaho Code, the following is a brief synopsis of why the materials cited are being incorporated by reference into this rule: N/A.

ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS: For assistance on technical questions concerning the proposed rule, contact Kolby Reddish, Chief Legal Counsel, at (208) 577-2519.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before October, 22, 2025.

DATED this 28th day of August, 2025.

Kolby K. Reddish
Chief Legal Counsel
11341 W. Chinden Blvd., Bldg. 4
Boise, ID 83714
Phone: (208) 577-2519
Email: kolby.reddish@dopl.idaho.gov

THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 24-4101-2501
(New Chapter)

24.41.01 – RULES OF THE BOARD OF LONG-TERM CARE ADMINISTRATORS

000. LEGAL AUTHORITY.

Section 54-1604, Idaho Code. ()

001. SCOPE.

These rules govern the practice of long-term care facility administration in Idaho. ()

002. INCORPORATION BY REFERENCE.

The document titled “ACHCA Code of Ethics,” published by the American College of Health Care Administrators (ACHCA), current as of May, 2024, is herein adopted and incorporated by reference and is available from the Board’s office and on the Board web site, as well as at: https://achca.memberclicks.net/assets/code%20of%20ethics_achca%20non-member_140430.pdf. ()

003. DEFINITIONS.

01. Long-Term Care Administrator. Residential Facility Administrators and Nursing Home Administrators licensed under Title 54 Chapter 16, Idaho Code. ()

004. – 099. (RESERVED)

100. LICENSURE.

01. Application. Applications must be submitted on forms approved by the Board. No application will be considered for any action unless accompanied by the appropriate fees and all required supporting documentation. Supporting documentation may include, but is not limited to, educational transcripts, proof of training or credentials, and examination results. ()

02. Common Licensure Requirements. To be granted a license as either a Residential Care Facility Administrator or a Nursing Home Administrator as set forth in Section 54-1606, Idaho Code, an applicant must: ()

a. Pass the applicable NAB examination(s) or another examination approved by the Board; ()

b. Document completion of a Board-approved specialized course of study relevant to the type of license sought; and ()

c. If applicable, submit a written statement and supporting documentation regarding any past professional discipline or convictions. Disciplinary history includes license actions in any state, territory, or country. Conviction history includes felony convictions or other offenses affecting fitness to practice, as outlined in Section 67-9411, Idaho Code. ()

03. Residential Care Facility Administrator Licensure. In addition to the common requirements listed in Subsection 100.02, an applicant for a Residential Care Facility Administrator license must: ()

a. Submit documentation of a completed criminal background check from the Idaho Department of Health and Welfare. The applicant must obtain and include the results; the Board does not submit fingerprint cards on behalf of applicants; and ()

b. Complete the Certification Program for Residential Care Facility Administrators administered by the Idaho Health Care Association (IHCA), or an equivalent course approved by the Board. ()

c. However, an individual holding a current Idaho Nursing Home Administrator license may qualify for a Residential Care Administrator license by passing the Board-approved residential care examination. This exam requirement may be waived if the applicant provides satisfactory evidence of at least one (1) year of leadership or management experience in a residential care or nursing home facility within the five (5) years preceding the application. ()

04. Nursing Home Administrator Licensure. In addition to the common requirements listed in Subsection 100.02, an applicant for a Nursing Home Administrator license must: ()

a. Pass both the NAB Core and Nursing Home Administrators Line of Service exams, or other examination as approved by the Board; and ()

b. Demonstrate completion of a specialized course of study in nursing home long-term health care administration approved by the Board. ()

05. Nursing Home Administrator-in-Training. ()

a. Trainees must work full time in an Idaho-licensed nursing home. “Full time” means at least thirty-two (32) hours per week, allowing for normal leave. ()

b. Trainees shall submit with their application a declaration signed by the supervising Nursing Home Administrator who shall serve as the preceptor. This declaration shall certify that the supervising administrator has licensure in good standing with the State of Idaho and two (2) or more years of consecutive employment as a nursing home administrator. ()

c. Training must include experience in all four (4) domains of nursing home administration: ()

i. Care, services, and supports; ()

ii. Operations; ()

iii. Environment and quality; and ()

iv. Leadership and strategy. ()

d. Trainees must spend no less than thirty-two (32) hours per month directly with the preceptor, in addition to full-time work hours, unless serving in a full-time designated trainee role. Reports must be submitted after every five hundred (500) hours of training, reflecting instruction in all domains. ()

06. Administrator Designee Qualification. To practice as an Administrator Designee, an individual must: ()

a. Provide proof of at least one (1) year of management experience in a skilled nursing facility; and ()

b. Submit an agreement signed by an Idaho-licensed Nursing Home Administrator, in good standing, who will serve as a consultant to assist the designee in the administration of the facility. ()

07. Health Services Executive. Any applicant holding a Health Services Executive credential issued by NAB has met all educational and training requirements for licensure of either profession in Idaho. ()

101. – 103. (RESERVED)

104. CONTINUING EDUCATION REQUIREMENTS.

01. Educational Requirements. In order to qualify as continuing education, a seminar or course of study must be sponsored by an accredited university or college, State or National health related associations, and/or approved by NCERS (National Continuing Education Review Service), or as otherwise approved by the Board. ()

02. Renewal of License. Applicants for renewal of license are required to complete, in a twenty-four (24) month renewal cycle, twelve (12) job-related continuing education hours relevant to long-term care administration. ()

03. Waiver. The Board may waive the requirements of this rule for reasons of individual hardship including health or other good cause. The licensee shall request the waiver in advance of renewal and will provide any information requested by the Board to assist in substantiating hardship cases. This waiver is granted at the sole discretion of the Board. ()

105. – 299. (RESERVED)

300. DISCIPLINE.

01. Costs and Fees. The Board may order a licensed long-term care administrator to pay the costs and fees incurred by the Board in the investigation or prosecution of the licensee for violation of any section of the practice act or these rules, as set forth in Section 54-1615(1), Idaho Code. ()

301. – 399. (RESERVED)

400. FEES.

The following annual fees may be aggregated for biennial licensure.

FEE	AMOUNT (Not to Exceed)
Original Application	\$200
License	\$400
Biennial Renewal	\$400
Endorsement Application	\$200
Administrator-in-Training	\$200
Provisional Permit	\$200
Reinstatement	As provided in Section 67-2614, Idaho Code

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401. – 999. (RESERVED)