

TITLE 840 INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS

NOTE: Originally adopted by the Indiana State Board of Registration and Education for Health Facility Administrators. Name changed by P.L.149-1987, SECTION 37, effective September 1, 1987.

ARTICLE 1. GENERAL PROVISIONS

Rule 1. Definitions; Licensure; Examinations

840 IAC 1-1-1 Title of rules; authority to promulgate rules (Repealed)

Sec. 1. *(Repealed by Indiana State Board of Health Facility Administrators; filed May 1, 2002, 10:35 a.m.: 25 IR 2861)*

840 IAC 1-1-2 Definitions

Authority: IC 25-19-1-4

Affected: IC 25-19-1-2

Sec. 2. Whenever used in this rule, unless expressly otherwise stated, or unless the context or subject matter requires a different meaning, the following terms apply throughout this rule:

- (1) "H.F." means health facility.
- (2) "Practice of health facility administration" means the practice of the person designated by legal owner(s) of health facilities to perform any act or the making of any decision involved in the planning, organizing, developing, directing, and/or control of the operation of an H.F.
- (3) "H.F.A." means health facility administrator.
- (4) "Preceptor" means a duly licensed H.F.A. who has been approved by the board under section 17(a) of this rule to serve in a teaching role who has the training, knowledge, professional activity, and a facility or organizational setting at their disposal to participate actively in the developing and refining of prospective H.F.A.s. This individual shall meet any and all criteria that may be established by the board.
- (5) "Administrator-in-training" or "A.I.T." means a person who has registered with the board prior to commencing internship and who desires to become involved in a program of professional health care training. No person shall serve or act as an A.I.T. without being registered with the board, and shall meet any and all criteria that may be established by the board.
- (6) "A.I.T. program" means an internship of a continuous educational experience in an H.F. approved by the board; such program to be administered under the supervision of a preceptor.
- (7) "Person" means a natural individual and does not include the terms firm, corporation, association, partnership, institution, public body, joint stock association, or any other group of individuals.
- (8) "Residential license" shall be one granting authority to administer an H.F., licensed as a residential facility.
- (9) "Comprehensive license" shall be one granting authority to administer any or all categories of health facilities.
- (10) "Related health care administration" is defined as administration practiced in one (1) or more health related institutions.

However, health care administration shall not mean:

- (A) the administration of services to an individual;
- (B) administrative services which do not have as a major component the supervision of more than one (1) profession or discipline; or
- (C) an administrative position in which the individual has not assumed direct responsibility for and is not held accountable for his own acts.

(Indiana State Board of Health Facility Administrators; Rule 3; filed May 26, 1978, 9:09 a.m.: 1 IR 243; filed May 18, 1979, 9:02 a.m.: 2 IR 842; filed May 2, 1985, 10:33 a.m.: 8 IR 1146; filed Sep 29, 1987, 2:08 p.m.: 11 IR 792; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2855; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA)

840 IAC 1-1-3 License required; use of title and H.F.A. initials

Authority: IC 25-19-1-4

Affected: IC 25-19-1-5; IC 25-19-1-11

Sec. 3. (a) No H.F. in this state may operate unless it is under the supervision of an H.F.A. who holds a current valid H.F.A. license issued by the board under this rule.

(b) No person shall practice or offer to practice H.F. administration in this state or use any title, sign, card, or device to indicate that he is an H.F.A. unless such person shall have been duly licensed as an H.F.A. pursuant to the laws of this state and the rules of this board lawfully promulgated.

(c) A person, not licensed as an H.F.A., shall not use the title "Assistant H.F. Administrator", inasmuch as the employment of this title constitutes a fraudulent inducement to the public to rely on the expertise implied by the term "administrator" and is in violation of Indiana law. The designations "assistant-to-the-administrator" and "administrative assistant" can serve the same purpose and be in compliance with the law.

(d) A person licensed as an H.F.A. in Indiana may use the initials H.F.A. after the name. (*Indiana State Board of Health Facility Administrators; Rule 4; filed May 26, 1978, 9:09 a.m.: 1 IR 244; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2855; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

840 IAC 1-1-4 Qualifications for licensure

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3

Sec. 4. (a) All applicants for licensure as an H.F.A. must have completed, at the time of application, the requirements of IC 25-19-1-3(a)(1) and any of the following educational attainments and administrator-in-training programs:

(1) Possession of a baccalaureate or higher degree from an accredited institution of higher learning approved by the board, and completion of a required administrator-in-training program.

(2) Possession of an associate degree in health care from an accredited institution of higher learning approved by the board, completion of a specialized course of study in long term health care administration approved by the board, and completion of a required administrator-in-training program.

(3) Completion of a specialized course of study in long term health care administration prescribed by the board, and completion of a required six (6) month administrator-in-training program.

(b) Applicants for licensure by endorsement as an H.F.A. may request that the board consider previous experience to satisfy the requirements of subsection (a). Educational and A.I.T. requirements may be satisfied by two (2) years of active work experience as a licensed health facility administrator in another state. Evidence must be presented to the board demonstrating competency of practice.

(c) Applicants for licensure as an H.F.A. may request that the board consider previous experience to satisfy the A.I.T. requirements of subsection (a). A.I.T. requirements may be satisfied by:

(1) one (1) year of active work experience as a licensed H.F.A.;

(2) completion of a training program required for licensure as an H.F.A. in another state that is determined by the board to be equivalent to the A.I.T. requirements of this state;

(3) completion of a residency-internship in health care administration completed as part of a degree requirement of subsection (a)(1) and (a)(2) that is determined by the board to be equivalent to the A.I.T. requirements of this state;

(4) one (1) year of active work experience as a chief executive officer or chief operations officer in a hospital; or

(5) a master's degree in health care administration and six (6) months of active work experience as a licensed H.F.A. in another state.

(*Indiana State Board of Health Facility Administrators; Rule 5; filed May 26, 1978, 9:09 a.m.: 1 IR 244; filed May 2, 1985, 10:33 a.m.: 8 IR 1147; filed Sep 29, 1987, 2:08 p.m.: 11 IR 793; filed Dec 22, 1987, 2:36 p.m.: 11 IR 1604; errata filed Mar 25, 1991, 4:40 p.m.: 14 IR 1626; errata filed Jul 8, 1991, 5:00 p.m.: 14 IR 2066; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2856; filed Jan 24, 2003, 1:55 p.m.: 26 IR 1943*)

840 IAC 1-1-5 Application for license; interview

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3; IC 25-19-1-5

Sec. 5. (a) An applicant for licensure as an H.F.A. shall:

(1) make application for licensure in writing on forms provided by the board; and

(2) furnish evidence satisfactory to the board that the qualifying requirements have been met as provided for in the state licensing statutes and section 4 of this rule.

(b) The board may designate a time and place at which an applicant may be required to appear for an interview at the discretion of the board. (*Indiana State Board of Health Facility Administrators; Rule 6; filed May 26, 1978, 9:09 a.m.: 1 IR 245; 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 2856; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

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 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 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 successfully pass the licensure examination within one (1) calendar year from the date of sitting for the exam.

(e) If an applicant exhausts all of the examination attempts within the one (1) year allowed under subsection (d), the applicant shall submit the following:

- (1) Proof of the completion of at least two hundred (200) contact hours of continuing education approved by the board.
- (2) A new application for entry into the administrator-in-training program.
- (3) Upon completion of 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; filed Jul 9, 2007, 8:58 a.m.: 20070808-IR-840060513FRA*)

840 IAC 1-1-7 Categories of licenses; renewal; fee (Repealed)

Sec. 7. (*Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798*)

840 IAC 1-1-8 Disapproval; re-application (Repealed)

Sec. 8. (*Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798*)

840 IAC 1-1-9 Suspension or revocation of license; restoration (Repealed)

Sec. 9. *(Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798)*

840 IAC 1-1-10 Complaints and disciplinary hearings (Repealed)

Sec. 10. *(Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798)*

840 IAC 1-1-11 Display of license

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 11. Every individual licensed as a *[sic., an]* H.F.A. shall display the H.F.A.'s current license in a prominent location in that individual's principal office. *(Indiana State Board of Health Facility Administrators; Rule 12; filed May 26, 1978, 9:09 a.m.: 1 IR 247; filed Sep 29, 1987, 2:08 p.m.: 11 IR 795; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA)*

840 IAC 1-1-12 Duplicate licenses

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 12. Upon receipt of satisfactory evidence that a license has been lost, stolen, mutilated, or destroyed, the board may issue a duplicate license upon compliance with conditions as the board may prescribe and payment of a fee as determined by the board. *(Indiana State Board of Health Facility Administrators; Rule 13; filed May 26, 1978, 9:09 a.m.: 1 IR 247; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA)*

840 IAC 1-1-13 Educational institutions and courses; approval by board

Authority: IC 25-19-1-4

Affected: IC 25-19-1-8

Sec. 13. Any course of study, offered by an educational institution, association, professional society, or organization for the purpose of qualifying an applicant for licensure must be approved by the board. *(Indiana State Board of Health Facility Administrators; Rule 14; filed May 26, 1978, 9:09 a.m.: 1 IR 247; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA)*

840 IAC 1-1-14 Provisional licenses

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3

Sec. 14. (a) An individual may be issued a provisional administrator's license for a specific licensed health facility if the individual has at least two (2) years of administrative experience in a licensed H.F. and has complied with the conditions of IC 25-19-1-3(a)(1).

(b) Under subsection (a), the director of the board may issue a provisional license to an individual who appears to be qualified; however, this license will be subject to the approval of the board at its next following meeting, at which time the board may withdraw the provisional license if it determines that the licensee fails to meet all applicable qualifications for said license.

(c) Experienced *[sic., Experience]* gained under provisional licensure shall not satisfy the educational or A.I.T. requirements of section 4(a) of this rule. *(Indiana State Board of Health Facility Administrators; Rule 15; filed May 18, 1979, 9:02 a.m.: 2 IR 841; filed Sep 29, 1987, 2:08 p.m.: 11 IR 795; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2858; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA)*

840 IAC 1-1-15 Preceptor program for administrator-in-training

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3; IC 25-19-1-8

Sec. 15. The A.I.T. shall satisfactorily complete a course of instruction and training prescribed by the board that occurs in a comprehensive care facility and that shall include, but not be limited to, personnel, insurance, law, Medicare/Medicaid, accounting, maintenance, and physical plant, health and safety regulations, public and labor relations, patient activities, volunteer organization, dental care, pastoral care, general management, medical records, nursing services, food service, therapies and aspects of aging, corporate compliance, social services, ethical conduct, abuse prohibition, standards of competent practice, information systems, laundry, and housekeeping. (*Indiana State Board of Health Facility Administrators; Rule 16; filed May 18, 1979, 9:02 a.m.: 2 IR 841; filed Sep 12, 1985, 3:25 p.m.: 9 IR 285; filed Sep 29, 1987, 2:08 p.m.: 11 IR 795; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2858; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

840 IAC 1-1-16 Qualifications and duties of administrator-in-training

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3; IC 25-19-1-8

Sec. 16. (a) The A.I.T. shall:

(1) file an A.I.T. application with the board and be approved prior to starting the internship program; and
(2) have met the requirements of IC 25-19-1-3(a)(1) and the educational attainments of section 4(a) of this rule at the time the application is filed.

(b) The A.I.T. shall:

(1) observe and become familiar with the responsibilities and duties of the preceptor and A.I.T.;
(2) be assigned responsibilities in each department, with experience on every shift, including weekends;
(3) not hold a position in the facility during the hours of the A.I.T. program;
(4) serve as an A.I.T. a minimum of thirty-two (32) hours per week, but no more than eight (8) hours daily;
(5) complete the 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;
(6) seek and accept instruction and assistance from preceptor;
(7) notify the board on suitable forms of any change of status or discontinuance of the A.I.T. program; and
(8) forward to the board at the end of the A.I.T. program an affidavit stating the requirements of the program have been fulfilled.

(c) The A.I.T. may serve up to four (4) weeks of the internship in a setting other than the preceptor's facility.

(d) The board reserves the right to take appropriate action for failure of an A.I.T. to comply with the duties enumerated above.

(*Indiana State Board of Health Facility Administrators; Rule 17; filed May 18, 1979, 9:02 a.m.: 2 IR 840; filed Sep 12, 1985, 3:25 p.m.: 9 IR 285; filed Sep 29, 1987, 2:08 p.m.: 11 IR 796; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2858; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

840 IAC 1-1-17 Qualifications and duties of preceptors

Authority: IC 25-19-1-8

Affected: IC 25-19-1-12

Sec. 17. (a) The applicant for approval as a preceptor shall file a new application for each A.I.T. applicant for whom the preceptor applicant desires to serve as a preceptor.

(b) In order to qualify as a preceptor, the applicant shall:

(1) be a currently licensed Indiana H.F.A.;
(2) file an application with the board and be approved prior to serving as the preceptor;
(3) have attended, within the five (5) years prior to applying to serve as a preceptor, a board approved educational program and forward to the board a certificate of completion;
(4) have active work experience as an H.F.A. for at least two (2) out of the immediate preceding three (3) years prior to the date of application; and
(5) not have any disciplinary action taken by the board against H.F.A. license in the last two (2) years.

(c) Each approved preceptor shall:

(1) act as a teacher rather than an employer and should provide the A.I.T. with educational opportunities;
(2) inform the board if the A.I.T. presents any problems that may affect the facility's service and operation, or the A.I.T.'s

program;

(3) notify the board on suitable forms of any change of status or discontinuance of the A.I.T. program;

(4) submit to the board at the completion of the program an affidavit, as prescribed by the board, stating that the requirements of the A.I.T./preceptor program as stated in section 15 of this rule have been met;

(5) ensure that the records of A.I.T. programs are maintained for a period of five (5) years, during which time the board may request review of these records; and

(6) spend a majority of the required work hours during normal daytime business hours in the facility where training is to occur, except as deemed necessary to accommodate special situations or emergencies.

(d) The board reserves the right to take appropriate action for failure of a preceptor to comply with the duties enumerated above.

(e) A preceptor may not supervise more than one (1) A.I.T. at any given time, except at the discretion of the board.

(f) The preceptor approval expires when the A.I.T. applicant completes the course of instruction and training prescribed by the board or fails to complete the requirements of section 16 of this rule. (*Indiana State Board of Health Facility Administrators; Rule 18; filed May 18, 1979, 9:02 a.m.: 2 IR 843; filed Dec 31, 1981, 8:55 a.m.: 5 IR 398; filed Sep 12, 1985, 3:25 p.m.: 9 IR 286; filed Sep 29, 1987, 2:08 p.m.: 11 IR 796; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2859; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

840 IAC 1-1-18 Temporary permits

Authority: IC 25-19-1-3.5; IC 25-19-1-8

Affected: IC 25-19-1-3.5

Sec. 18. Persons holding a valid H.F.A. license in another state who seek licensure by endorsement in Indiana may be granted a temporary permit. Applicants for a temporary permit will be required to take the Indiana jurisprudence examination for licensure within ninety (90) days of its issuance. In addition to the provisions of IC 25-19-1-3.5, temporary permits of applicants who fail to appear for the scheduled examination will be invalidated. If the applicant presents compelling reasons to the board in writing for missing the scheduled examination, the board may allow the applicant to submit a new application for temporary permit. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-1-18; filed Dec 22, 1987, 2:37 p.m.: 11 IR 1603; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2859; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

Rule 2. Continuing Education for Renewal of License

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 offered by approved 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 Sep 29, 1987, 2:08 p.m.: 11 IR 797; filed Feb 14, 1991, 1:30 p.m.: 14 IR 1438; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2859; filed Feb 6, 2004, 9:15 a.m.: 27 IR 1881; filed Jun 5, 2008, 11:28 a.m.: 20080702-IR-840070825FRA*)

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; 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; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

840 IAC 1-2-3 Reporting of credits (Repealed)

Sec. 3. (*Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798*)

840 IAC 1-2-4 Approval of sponsor; responsibility

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 4. (a) Sponsors of programs must file application with the board and be approved at least thirty (30) days prior to the date of the first presentation.

(b) The sponsor is responsible for monitoring attendance of programs in such a way that verification of attendance throughout the program can be reliably assured.

(c) Approval of a sponsor will be valid for a maximum period of one (1) year. All approvals expire on January 31 of each year.

(d) Under extenuating circumstances, the board may approve an application for a sponsor of continuing education programs which did not meet the thirty (30) day submission requirement. Such cases will be considered on an individual basis only. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-2-4; 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; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

840 IAC 1-2-5 Exemptions

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 5. Licensees who fail to comply with this rule shall not be issued a renewal license, except for the following exemptions:

(1) An H.F.A. who holds a valid license, but submits a statement from a physician or surgeon stating that the licensee is unable to practice due to illness or physical disability.

(2) An H.F.A. on active military duty.

(*Indiana State Board of Health Facility Administrators; 840 IAC 1-2-5; filed Jan 5, 1984, 2:33 p.m.: 7 IR 578; filed Sep 29, 1987,*

2:08 p.m.: 11 IR 797; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2861; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA)

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*)

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*)

840 IAC 1-2-6 Persons exempt from fee

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 6. (a) The Indiana state board of H.F.A. shall exempt the following from payment of a fee for continuing education sponsorship:

- (1) Any state or federal agency.
- (2) Any state funded school.

(b) Exemption from payment of a fee for continuing education sponsorship does not relieve the sponsor of any other requirements or duties prescribed by law. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-2-6; filed May 2, 1985, 10:33 a.m.: 8 IR 1150; filed Sep 29, 1987, 2:08 p.m.: 11 IR 797; filed Feb 14, 1991, 1:30 p.m.: 14 IR 1439; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2861; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

840 IAC 1-2-7 Administrator-in-training program; preceptor experience credit

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3; IC 25-19-1-8

Sec. 7. Two (2) credit hours of continuing education will be granted for each complete month an H.F.A. has served as preceptor for an approved A.I.T. program. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-2-7; filed Sep 12, 1985, 3:25 p.m.: 9 IR 286; filed Sep 29, 1987, 2:08 p.m.: 11 IR 798; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2861; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA*)

Rule 3. Schedule of Fees

840 IAC 1-3-1 Fees (Repealed)

Sec. 1. *(Repealed by Indiana State Board of Health Facility Administrators; filed Dec 26, 2001, 2:47 p.m.: 25 IR 1634)*

840 IAC 1-3-2 Fees

Authority: IC 25-1-8-2; IC 25-19-1-8; IC 25-19-1-12

Affected: IC 25-19-1-5; IC 25-19-1-9

Sec. 2. (a) The board shall charge and collect the following fees:

Application for licensure	\$100
Application to repeat jurisprudence examination	\$100
Application to repeat national examination	\$50
License renewal	\$100 biennially
Provisional license	\$100
Preceptor application	\$50
Temporary permit	\$50
Verification of licensure	\$10
Duplicate wall license	\$10
Application for continuing education sponsorship	\$100
Continuing education sponsorship renewal	\$100 annually

(b) Applicants required to take the national examination for licensure shall pay a fee directly to a professional examination service in the amount set by the examination service. *(Indiana State Board of Health Facility Administrators; 840 IAC 1-3-2; filed Dec 26, 2001, 2:47 p.m.: 25 IR 1634; readopted filed Sep 26, 2008, 10:51 a.m.: 20081015-IR-840080338RFA)*

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