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

LSA Document #01-242(F)

DIGEST

Readopts rules in anticipation of IC 4-22-2.5-2, providing that an administrative rule adopted under IC 4-22-2 expires January 1 of the seventh year in which the rule takes effect, unless the rule contains an earlier expiration date. *NOTE: IC 4-22-2.5-5 authorizes the governor, by executive order to postpone the expiration date for one year. Executive Order 01-18, issued December 21, 2001, extends the rules listed in this document to expire January 1, 2003.* Effective 30 days after filing with the secretary of state.

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SECTION 1. UNDER IC 4-22-2.5-3, 840 IAC 1-1-2 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

840 IAC 1-1-2 Definitions

Authority: IC 25-19-1-4

Affected: IC 16-10-4-2; IC 25-19-1-2

Sec. 2. (a) Whenever used in ~~840 IAC 1-1-1~~, **this rule**, unless expressly otherwise stated, or unless the context or subject matter requires a different meaning, the following terms ~~shall have the respective meanings hereinafter set forth or indicated:~~ **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 ~~a~~ **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" ~~hereafter designated as or~~ "A.I.T." **is means** a person who ~~shall have~~ **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 ~~a~~ **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 a health 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)

SECTION 2. UNDER IC 4-22-2.5-3, 840 IAC 1-1-3 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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. ~~License Required.~~ (a) ~~After July 1, 1970~~ No H.F. in this state may operate unless it is under the supervision of a health facility administrator who holds a current valid H.F.A. license issued by the board ~~pursuant to these rules.~~ **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 a health facility administrator unless such person shall have been duly licensed as a health facility administrator pursuant to the laws of this state and the rules of this board lawfully promulgated.

(c) A person, not licensed as a health facility administrator, 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 a health facility administrator 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)*

SECTION 3. UNDER IC 4-22-2.5-3, 840 IAC 1-1-4 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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 a health facility administrator **an H.F.A. before July 1, 2002**, must have completed, at the time of application, the requirements of IC 25-19-1-3(a)(1) and the following educational attainments and administrator-in-training programs:

(1) Possession of a baccalaureate or higher degree in any subject from an accredited institution of higher learning approved by the board, and completion of a required six (6) month administrator-in-training program. ~~or~~

(2) Possession of an associate degree in long term care, health care administration, or equivalent from an accredited institution of higher learning approved by the board, and completion of a required six (6) month administrator-in-training program. ~~or~~

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

(b) All applicants for licensure as an H.F.A. on or after July 1, 2002, must have completed, at the time of application, the requirements of IC 25-19-1-3(a)(1) and 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)~~ **(c) Applicants for licensure by endorsement as a health facility administrator 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 satisfactory active work experience as a licensed health facility administrator in another state. Evidence must be presented to the board demonstrating competency of practice.**

~~(c)~~ **(d) Applicants for licensure as a health facility administrator 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 health facility administrator, or H.F.A.;**
- (2) an appropriate completion of a training program required for licensure as a health facility administrator an H.F.A. in another state or that is determined by the board to be equivalent to the A.I.T. requirements of this state;**
- (3) an appropriate completion of a residency-internship in health care administration completed as part of a degree requirement or of:**

(A) subsection (a)(1) and (a)(2) before July 1, 2002, that is determined by the board to be equivalent to the A.I.T. requirements of this state;

(B) subsection (b)(1) and (b)(2) on or after July 1, 2002, 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 health facility administrator 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)

SECTION 4. UNDER IC 4-22-2.5-3, 840 IAC 1-1-5 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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 a an H.F.A. shall:

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

(2) furnish evidence satisfactory to the board that the qualifying requirements have been met as provided for in the state licensing statutes and ~~840 IAC 1-1-4~~ 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)*

SECTION 5. UNDER IC 4-22-2.5-3, 840 IAC 1-1-6 IS READOPTED AND 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 a ~~an~~ H.F.A., after meeting the requirements for qualification as set forth in ~~840 IAC 1-1-4, section 4 of this rule,~~ shall pass successfully a written and/or oral examination at the discretion of the board ~~which 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 a ~~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. ~~The application and fee will be returned to the applicant and the application may be resubmitted, in accordance with these provisions, for the next regularly scheduled examination.~~

~~(d) The licensure examination for H.F.A.s. shall be given only in Indianapolis under the supervision of the board.~~

~~(e)~~ (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. ~~and~~
- (2) Submit a new application for entry into the administrator-in-training program. ~~and~~
- (3) 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*)

SECTION 6. UNDER IC 4-22-2.5-3, 840 IAC 1-1-11 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

840 IAC 1-1-11 Display of license

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 11. ~~Display of License.~~ Every individual licensed as a [*sic., an*] H.F.A. shall display ~~such 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*)

SECTION 7. UNDER IC 4-22-2.5-3, 840 IAC 1-1-12 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

840 IAC 1-1-12 Duplicate licenses

Authority: IC 25-19-1-4
Affected: IC 25-19-1

Sec. 12. ~~Duplicate License~~: Upon receipt of satisfactory evidence that a license has been lost, stolen, mutilated, or destroyed, the board may issue a duplicate license upon ~~such 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*)

SECTION 8. UNDER IC 4-22-2.5-3, 840 IAC 1-1-13 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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. ~~Approval of Institutions and Courses of Study~~: (A) Any course of study, offered by an educational institution, association, professional society, or organization for the purpose of qualifying an applicant for licensure ~~or for purposes of meeting continuing education requirements that may be adopted by the Board for licensed H.F.A.s;~~ must be approved by the board.

(B) ~~The Board does not accept or approve "educational correspondence courses", which it defines as material (lessons and examinations) delivered by mail to the residence and later returned to the institution.~~ (*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*)

SECTION 9. UNDER IC 4-22-2.5-3, 840 IAC 1-1-14 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

840 IAC 1-1-14 Provisional licenses

Authority: IC 25-19-1-4
Affected: IC 25-19-1-3

Sec. 14. ~~Provisional License~~: (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 ~~health facility~~ **H.F.** and has complied with the conditions of IC 25-19-1-3(a)(1).

(b) ~~Pursuant to the provisions of 840 IAC 1-1-14(a)~~ **Under subsection (a)**, the ~~executive~~ 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 ~~840 IAC 1-1-14(a)~~: **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*)

SECTION 10. UNDER IC 4-22-2.5-3, 840 IAC 1-1-15 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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. ~~A.I.T. - Preceptor Program~~: (a) The A.I.T. shall acquire a working knowledge of health facility administration and shall be expected to become familiar with the following aspects of this management **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 and 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*)

SECTION 11. UNDER IC 4-22-2.5-3, 840 IAC 1-1-16 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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) ~~Qualifications:~~ The A.I.T. shall:

- (1) **file an A.I.T. application with the board and be approved prior to starting the internship program;**
- (2) have met the requirements of ~~IC 25-19-1-3(a)~~ **IC 25-19-1-3(a)(1)** and the educational attainments of ~~840 IAC 1-1-4 section 4(a)~~ **section 4(a)** of this rule at the time the application is filed.

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

- (1) ~~shall~~ observe and become familiar with the responsibilities and duties of the preceptor and A.I.T.;
- (2) ~~shall file an A.I.T. application with the board and be approved prior to starting the internship program;~~
- (3) ~~shall~~ (2) be assigned responsibilities in each department, with experience on every shift, including weekends;
- (4) ~~shall~~ (3) not hold a position in the facility during the hours of the A.I.T. program;
- (5) ~~shall~~ (4) serve as an A.I.T. a minimum of ~~forty (40)~~ **thirty-two (32)** hours per week, but no more than ~~ten (10)~~ **eight (8)** hours daily;
- (6) ~~may serve up to four (4) weeks of the internship in a setting other than the preceptor's facility;~~
- (7) ~~shall~~ (5) complete the program in a minimum of six (6) months and a maximum of ~~nine (9)~~ **twelve (12)** months **for a minimum total of one thousand forty (1,040) hours;**
- (8) ~~shall~~ (6) seek and accept instruction and assistance from preceptor;
- (9) ~~shall~~ (7) notify the board on suitable forms of any change of status or discontinuance of the A.I.T. program; **and**
- (10) ~~shall~~ (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.**

~~(e)~~ (d) ~~The health facility administrators 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*)

SECTION 12. UNDER IC 4-22-2.5-3, 840 IAC 1-1-17 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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) ~~Must~~ be a currently licensed Indiana H.F.A.;
 - (2) ~~Must complete and forward to file an application with~~ the board a preceptor application for approval: **and be approved prior to serving as the preceptor;**
 - (3) ~~Must~~ have attended, **within the five (5) years prior to applying to serve as a preceptor,** a board approved educational seminar. ~~A preceptor's certificate will be awarded by the board to those persons completing this conference.~~ **program and forward to the board a certificate of completion;**
 - (4) ~~Prior to serving as a preceptor an administrator will have been practicing health facility administration 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) ~~While serving as a preceptor, the administrator shall 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.~~
- (5) not have any disciplinary action taken by the board against H.F.A. license in the last two (2) years.**

~~(b)~~ **The (c) Each approved preceptor shall:**

- (1) ~~Shall~~ act as a teacher rather than an employer and should provide the A.I.T. with educational opportunities;
- (2) ~~May not supervise more than one A.I.T. at any given time, except at the discretion of the board.~~
- (3) ~~Shall~~ **(2)** inform the board if the A.I.T. presents any problems **which that** may affect the facility's service and operation, or the A.I.T.'s program;
- (4) ~~Shall~~ **(3)** notify the board on suitable forms of any change of status or discontinuance of the A.I.T. program;
- (5) ~~Shall~~ **(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;
- (6) ~~Shall insure~~ **(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.**

~~(e)~~ **(d)** The ~~health facility administrators~~ 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*)

SECTION 13. UNDER IC 4-22-2.5-3, 840 IAC 1-1-18 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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 **first available 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*)

SECTION 14. UNDER IC 4-22-2.5-3, 840 IAC 1-2-1 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

840 IAC 1-2-1 Continuing education; credit requirements

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 1. (a) ~~A health facility administrator~~ **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 practitioner's license is **was** issued.

(b) ~~Effective January 1, 1986, when a licensed administrator applies for renewal of license, proof must be submitted to the board that said administrator has completed~~ **An H.F.A. must complete at least forty (40) continuing education hours during the previous two (2) year licensing period.**

(c) ~~If a health facility administrator~~ **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 ~~may~~ **shall** be satisfied by participating in ~~the following types of programs which that~~ must be conducted by a board approved sponsor.

~~(1) Educational programs presented by state and professional organizations related to the practice of health facility administration.~~

~~(2) Lectures, seminars, or workshops, live or telecast, if the educational program is relevant to the practice of health facility administration.~~

~~(3)~~ **(g)** Continuing education courses offered by accredited colleges if the course content pertains to the practice of health facility administration. ~~(4)~~ Accredited college courses related to the practice of health facility administration. Proof of completion of the course, including the grade earned and the college credit earned, or a statement from the college that the course was audited, must be submitted with the renewal application. The following conversion will be used for continuing education credit:

~~(A)~~ **(1)** One (1) semester hour equals fifteen (15) contact hours.

~~(B)~~ **(2)** One (1) quarter hour equals ten (10) contact hours.

(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)

SECTION 15. UNDER IC 4-22-2.5-3, 840 IAC 1-2-2 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

840 IAC 1-2-2 Verification of attendance

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 2. (a) ~~Documentation of~~ **The H.F.A. shall retain copies of certificates of completion for** continuing education attendance will be submitted by the licensee at the time of renewal on a form supplied by the board. ~~courses for three~~ **(3) years from the end of the licensing period for which the continuing education applied. The H.F.A. shall 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. (*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*)

SECTION 16. UNDER IC 4-22-2.5-3, 840 IAC 1-2-4 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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 ~~submit written request for approval to offer continuing education programs~~ **file application with the board and be approved** at least thirty (30) days prior to the date of the first presentation.

(b) ~~The written request shall be on a form provided by the board and shall include the following:~~

(1) ~~Name of sponsor.~~

(2) ~~Address of sponsor.~~

(3) ~~Telephone number of sponsor.~~

(4) ~~Types of programs to be offered.~~

(5) ~~Description of evaluation technique which will be utilized for programs offered.~~

(6) ~~Sample of certificate to be awarded for completion of programs.~~

(~~e~~) (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.

(~~d~~) (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.

(~~e~~) (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*)

SECTION 17. UNDER IC 4-22-2.5-3, 840 IAC 1-2-5 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

840 IAC 1-2-5 Exemptions

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 5. (~~a~~) Licensees who fail to comply with ~~840 IAC 1-2~~ **this rule** shall not be issued a renewal license, except for the following exemptions:

(1) ~~a health facility administrator~~ **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) ~~a health facility administrator~~ **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*)

SECTION 18. UNDER IC 4-22-2.5-3, 840 IAC 1-2-6 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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 health facility administrators **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*)

SECTION 19. UNDER IC 4-22-2.5-3, 840 IAC 1-2-7 IS READOPTED AND AMENDED TO READ AS FOLLOWS:

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 a person 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*)

SECTION 20. 840 IAC 1-1-1 IS REPEALED.

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