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

**Proposed Rule**  
LSA Document #03-190

DIGEST

Amends 840 IAC 1-2-1 concerning continuing education for renewal of licensure to practice as a health facility administrator. Effective 30 days after filing with the secretary of state.

**840 IAC 1-2-1**

SECTION 1. 840 IAC 1-2-1 IS 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) 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 conducted by a board approved sponsor.

(g) Continuing education courses offered by accredited colleges **are acceptable** if the course content pertains to the practice of ~~health facility~~ **H.F.** administration.

(h) Accredited college courses related to the practice of ~~health facility~~ **H.F.** 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.~~ **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.

*(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)*

***Notice of Public Hearing***

*Under IC 4-22-2-24, notice is hereby given that on December 4, 2003 at 10:45 a.m., at the Indiana Government Center-South, 402 West Washington Street, Conference Center Room C, Indianapolis, Indiana the Indiana State Board of Health Facility Administrators will hold a public hearing on proposed amendments concerning continuing education for renewal of licensure to practice as a health facility administrator. Copies of these rules are now on file at the Indiana Government Center-South, 402 West Washington Street, Room W066 and Legislative Services Agency, One North Capitol, Suite 325, Indianapolis, Indiana and are open for public inspection.*

Lisa R. Hayes  
Executive Director  
Health Professions Bureau