

**PROFESSIONAL LICENSURE DIVISION[645]**

**Notice of Intended Action**

**Proposing rulemaking related to continuing education for nursing home administration  
and providing an opportunity for public comment**

The Board of Nursing Home Administrators hereby proposes to rescind Chapter 143, “Continuing Education for Nursing Home Administration,” Iowa Administrative Code, and to adopt a new chapter with the same title.

*Legal Authority for Rulemaking*

This rulemaking is proposed under the authority provided in Iowa Code chapters 147 and 272C and section 155.10.

*State or Federal Law Implemented*

This rulemaking implements, in whole or in part, Iowa Code chapters 17A, 147, 155 and 272C.

*Purpose and Summary*

This proposed rulemaking sets forth continuing education requirements for nursing home administrators. It includes definitions related to continuing education, the required number of hours of continuing education that licensees are required to obtain, the standards that licensees need to meet in order to comply with the rules, and the types of continuing education courses that are permissible. The intended benefit of continuing education is to ensure that nursing home administrators maintain up-to-date practice standards and, as a result, provide high-quality services to Iowans.

*Fiscal Impact*

This rulemaking has no fiscal impact to the State of Iowa.

*Jobs Impact*

After analysis and review of this rulemaking, no impact on jobs has been found.

*Waivers*

A waiver provision is not included in this rulemaking because all administrative rules of the professional licensure boards in the Professional Licensure Division are subject to the waiver provisions accorded under 645—Chapter 18.

*Public Comment*

Any interested person may submit written or oral comments concerning this proposed rulemaking. Written or oral comments in response to this rulemaking must be received by the Department of Inspections, Appeals, and Licensing no later than 4:30 p.m. on January 31, 2024. Comments should be directed to:

Jessica O’Brien  
Iowa Department of Inspections, Appeals, and Licensing  
6200 Park Avenue  
Des Moines, Iowa 50321  
Phone: 515.281.6352  
Email: [jessica.o'brien@dia.iowa.gov](mailto:jessica.o'brien@dia.iowa.gov)

*Public Hearing*

Public hearings at which persons may present their views orally or in writing will be held as follows:

January 30, 2024 11:30 to 11:50 a.m.	6200 Park Avenue Des Moines, Iowa Video call link: <a href="https://meet.google.com/jji-jaoj-uqy">meet.google.com/jji-jaoj-uqy</a> Or dial: 1.904.330.1060 PIN: 744 558 427#
January 31, 2024 11:30 to 11:50 a.m.	6200 Park Avenue Des Moines, Iowa Video call link: <a href="https://meet.google.com/jji-jaoj-uqy">meet.google.com/jji-jaoj-uqy</a> Or dial: 1.904.330.1060 PIN: 744 558 427#

Persons who wish to make oral comments at a public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rulemaking. In an effort to ensure accuracy in memorializing a person's comments, a person may provide written comments in addition to or in lieu of oral comments at a hearing.

Any persons who intend to attend a public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Board and advise of specific needs.

*Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rulemaking by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rulemaking at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rulemaking action is proposed:

ITEM 1. Rescind 645—Chapter 143 and adopt the following **new** chapter in lieu thereof:

CHAPTER 143  
CONTINUING EDUCATION FOR NURSING HOME ADMINISTRATION

**645—143.1(272C) Definitions.** For the purpose of these rules, the following definitions will apply:

*“Active license”* means the license is current and has not expired.

*“Approved program/activity”* means a continuing education program/activity meeting the standards set forth in these rules.

*“Audit”* means the selection of licensees for verification of satisfactory completion of continuing education requirements during a specified time period.

*“Continuing education”* means planned, organized learning acts designed to maintain, improve, or expand a licensee's knowledge and skills in order for the licensee to develop new knowledge and skills relevant to the enhancement of practice, education, or theory development to improve the safety and welfare of the public.

*“Hour of continuing education”* means at least 50 minutes spent by a licensee in actual attendance at and completion of an approved continuing education activity.

*“Inactive license”* means a license that has expired because it was not renewed by the end of the grace period.

*“Independent study”* means a subject/program/activity that a person pursues autonomously that meets standards for approval criteria in the rules and includes a posttest.

*“License”* means license to practice.

“Licensee” means any person licensed to practice as a nursing home administrator in the state of Iowa.

“National Continuing Education Review Service (NCERS)” means the continuing education review service operated by the National Association of Boards of Examiners for Nursing Home Administrators.

**645—143.2(272C) Continuing education requirements.**

**143.2(1)** The biennial continuing education compliance period will extend for a two-year period beginning on January 1 of each even-numbered year and ending on December 31 of the next odd-numbered year. Each biennium, each person who is licensed to practice as a licensee in this state will be required to complete a minimum of 40 hours of continuing education. Continuing education hours do not carry over.

**143.2(2)** Requirements of new licensees. Those persons licensed for the first time will not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used.

**143.2(3)** Hours of continuing education credit may be obtained by attending and participating in a continuing education activity.

**143.2(4)** The licensee is responsible for the cost of continuing education.

**645—143.3(155,272C) Standards.**

**143.3(1) General criteria.** A continuing education activity that meets all of the following criteria is appropriate for continuing education credit if the continuing education activity:

- a. Is an organized program of learning fundamental to the practice of the profession that contributes directly to the professional competency of the licensee;
- b. Is conducted by individuals who have specialized education, training and experience in the subject matter of the program;
- c. Fulfills stated program goals, objectives, or both; and
- d. Provides proof of attendance including:
  - (1) Date(s), location, course title, presenter(s);
  - (2) Number of program contact hours; and
  - (3) Certificate of completion or evidence of successful completion of the course provided by the course sponsor.

**143.3(2) Specific criteria.** Licensees may obtain continuing education hours of credit by:

a. Participating in the continuing education programs approved by the National Continuing Education Review Service (NCERS).

b. Academic coursework that meets the criteria set forth in these rules. Continuing education credit equivalents are as follows:

1 academic semester hour = 15 continuing education hours

1 academic quarter hour = 10 continuing education hours

c. Attendance at or participation in a program or course that meets the requirements in subrule 143.3(1).

d. Making presentations; conducting research; producing publications; preparing new courses; participating in home study courses; attending electronically transmitted courses; and attending workshops, conferences, or symposiums.

e. Self-study coursework that meets the criteria set forth in these rules. Continuing education credit equivalent for self-study is as follows:

180 minutes of self-study work = 1 continuing education hour

The maximum number of hours for self-study, including television viewing, video or sound-recorded programs, correspondence work, or research, or by other similar means that is not directly sponsored by and supervised by an accredited postsecondary college or university or NCERS, is eight hours.

**645—143.4(155,272C) Exemptions.** A licensee is exempt from the continuing education requirement when that person:

1. Served honorably on active duty in the military service;
2. Resided in another state with continuing education requirements that the applicant met;
3. Was a government employee working in the licensee's specialty and assigned to duty outside the United States; or
4. Has a disability, illness, or primary caregiver status requiring an extension of time or exemption upon approval by the board office.

These rules are intended to implement Iowa Code section 272C.2 and chapter 155.