

**481—980.7(147,155) License renewal.**

**980.7(1)** The biennial license renewal period for a license to practice nursing home administration will begin on January 1 of each even-numbered year and end on December 31 of the next odd-numbered year. All licensees will renew on a biennial basis. The licensee is responsible for renewing the license prior to its expiration.

**980.7(2)** An individual who was issued a license within six months of the license renewal date does not need to renew the license until the subsequent renewal two years later.

**980.7(3)** A licensee applying for renewal shall:

*a.* Meet the continuing education requirements of rule 481—981.2(272C) and the mandatory reporting requirements of subrule 980.9(8). A licensee whose license was reactivated during the current renewal compliance period may use continuing education credit earned during the compliance period for the first renewal following reactivation; and

*b.* Submit the completed renewal application and renewal fee before the license expiration date.

**980.7(4)** A two-year license will be issued after the requirements of this rule are met. If the board receives adverse information on the renewal application, the board shall issue the renewal license but may refer the adverse information for further consideration or disciplinary investigation.

**980.7(5)** Late renewal. The license will become late when the license has not been renewed by the expiration date on the renewal. The licensee will be assessed a late fee as specified in 481—subrule 507.10(3). To renew a late license, the licensee will complete the renewal requirements and submit the late fee within the grace period.

**980.7(6)** Inactive license. A licensee whose license is inactive continues to hold the privilege of licensure in Iowa, but may not practice as a nursing home administrator in Iowa until the license is reactivated.

**980.7(7)** Licensees will display their license certificate and proof of active licensure will be in a conspicuous public place at the primary site of practice.

**980.7(8)** Mandatory reporter training requirements.

*a.* A licensee who examines, attends, counsels, or treats children, dependent adults, or both in the scope of the licensee's professional practice will complete the applicable department of health and human services training relating to the identification and reporting of child abuse, dependent adult abuse, or both. Written documentation of training completion should be maintained for three years. The training is not required if the licensee is engaged in active duty military service or holds a waiver demonstrating a hardship in complying with these training requirements.

*b.* The board may select licensees for audit of compliance with the requirements in subrule 980.7(8).

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