



EFFECTIVE 7-1-2023
NEW HFA REQUIREMENTS - MUST MEET ONE OF THE FOLLOWING

1. Possess a bachelor’s degree or higher degree from an accredited post-secondary educational
2. Possess an associate degree from an accredited postsecondary educational institution and complete a specialized course of study in long term health care administration, as prescribed by the board (HOPE’s HFA course meets this requirement).
3. Completes a specialized course of study in long term care administration prescribed by the board HOPE’s (HFA course meets this requirement).

EFFECTIVE 7-1-2023
NEW Administrator-In-Training (AIT) Requirements

| Educational Level | Requires State Approved Course LTC Administration ¹ | Required AIT Hours | Required AIT Hours | Required AIT Hours |
|---------------------|--|--------------------|--------------------|------------------------|
| High School Diploma | YES | 880 ² | 880 ² | See Below ⁴ |
| Associate Degree | YES | X | 680 ² | 480 ³ |
| Bachelor’s Degree | NO - OPTIONAL | 880 | 680 ² | 480 ³ |
| Master’s Degree | NO - OPTIONAL | 880 | 680 ² | 480 ³ |
| Doctorate Degree | NO - OPTIONAL | 880 | 680 ² | 480 ³ |

1. HOPE’s 6-week HFA course meets this requirement.
2. 200-hour AIT credit granted for successfully completing a state approved specialized course in long-term care administration. HOPE HFA course meets this requirement.
3. 200-hour credit, if approved by the HFA board, for 2-years long term care experience
4. The HFA board may waive up to 30% for the total required training hours for the administrator in training hours described in subsection (a) (6) (C) if: (1) the administrator in training has served in a long term care facility department manager position, based upon criteria approved by the board; and (2) the administrator in training’s experience described in subdivision (1) is verifiable to the board’s satisfaction.

These and other changes were the result of a new law that was passed by the Indiana General Assembly. You can learn the complete details of [HEA 1461](#), that authorizes multiple changes to long-term care services.