

Chapter NHA 3

EDUCATIONAL PROGRAMS

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**NHA 3.01 Registration of institutions and courses of study.** Any courses of study offered by an educational institution, association, professional society, or organization for the purpose of qualifying applicants for licensure as nursing home administrators and for renewal of licenses shall first be registered with the board and approved by the board.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

**NHA 3.02 Approval of programs of study.** (1) **ACCEPTABLE PROGRAMS.** Programs of study designed to train and qualify applicants for licensure as nursing home administrators as required by the state licensing statute and these rules and regulations which shall be offered by any accredited university or college shall be deemed acceptable and approved for such purpose, provided, however, that:

(a) Such program shall have been registered with the board as required by section NHA 3.01 of these rules and regulations; and,

(b) Such program shall include the following general subject areas or their equivalents:

1. Applicable standards of environmental health and safety.
2. Local health and safety regulations.
3. General administration.
4. Psychology of patient care.
5. Principles of medical care.
6. Personal and social care.
7. Therapeutic and supportive care and services in long-term care.
8. Departmental organization and management.
9. Community interrelationships; and,

(c) Such programs shall meet the academic requirements of the college or university for awarding of academic credit; or, such program is within the jurisdiction of an academic department of an accredited university or college and does not offer academic credit.

(2) **JOINTLY-SPONSORED PROGRAMS OF STUDY.** Any program offered by an educational institution except as provided under sub. (1) of this rule, or association, professional society, or organization other than an accredited college or university, shall be approved by the board, provided however,

(a) Such program shall have been registered with the board as required by section NHA 3.01 of these rules and regulations; and,

(b) Such program shall include the following general subject areas or their equivalents:

1. Applicable standards of environmental health and safety.
2. Local health and safety regulations.
3. General administration.
4. Psychology of patient care.
5. Principles of medical care.

6. Personal and social care.
7. Therapeutic and supportive care and services in long-term care.
8. Department organization and management.
9. Community interrelationships; and,

(c) Announcement and/or publication of the proposed program to include faculty assignments shall be submitted to the board for approval, by the provider, at least 60 days before the program is scheduled for presentation.

(3) CONTINUING EDUCATION. A program of study designed to meet the requirements for renewal of a license as nursing home administrator under and pursuant to the state licensing statute and these rules and regulations shall:

(a) Be registered as required under section NHA 3.01 of these rules and regulations; and

(b) Include subject areas selected from the list of subjects provided for in paragraph (1) and (2) of this rule; and

(c) Be submitted to the board for approval prior to announcement and/or publication at least 60 days before the program is scheduled for presentation.

(d) The board shall determine the continuing education hours value of program clock hours, this determination shall be based on an analysis of program clock hours submitted. Programs that provide substantial education in long-term care administration may receive additional value in establishing assigned continuing education hours.

(4) EVIDENCE OF ATTENDANCE. Upon completion of an approved program of study, the sponsor or sponsors of the program shall issue certificates of attendance or other evidence of attendance.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73; cr. (d), emerg. effective 9-11-73; cr. (d), Register, February, 1974, No. 218, eff. 3-1-74.

**NHA 3.03 Certification of program of study.** Programs of study may be certified by the board in a manner consistent with the requirements of the federal government in order to qualify for federal financial participation.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

**NHA 3.04 Administrator-in-training.** (1) APPLICATION. (a) Every administrator-in-training shall register with the board at least 30 days prior to the initial date of training on a form prescribed by the board.

(b) A registration fee of \$35. shall accompany the application.

(c) The fee shall be waived if an individual has made application for licensure and was denied a regular license because the applicant did not achieve the passing level of examination, if said applicant enters the administrator-in-training program within 12 months of the date the application was evaluated.

(2) QUALIFICATIONS OF APPLICANT. (a) No applicant shall be approved unless the application is accompanied by evidence satisfactory to the board that such applicant is:

1. Age: not less than 18 years.

2. Education: high school graduate or equivalency until July 1, 1972, thereafter as stated in chapter 456, Wis. Stats.

3. Moral character and suitability: a. Written references from 2 persons (not related to or employed by the applicant) who have

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known the applicant for not less than 2 years, b. Satisfactory completion of written suitability measurement instrument.

4. Physical and mental health: A written statement from a regularly licensed physician that the applicant has no physical or mental impairments which would make the applicant unsuitable or unfit to be approved for the administrator-in-training program.

(b) The board reserves the right to conduct a detailed investigation of the applicant.

(3) TRAINING PROGRAM. (a) The administrator-in-training applicant shall be approved only if the applicant is to be trained in a nursing home administered by a licensed nursing home administrator who has been approved for preceptorial training by the board.

(b) An application for registration as an administrator-in-training shall not be approved unless the following evidence is submitted to the board:

1. That such training shall be obtained in a licensed nursing home approved for participation by the board. The board shall have the right to survey a facility to determine its appropriateness as a training atmosphere.

2. That such training shall be under supervision of a licensed nursing home administrator who meets the qualifications of a preceptor under these rules.

3. That such training shall be approved by the board.

4. A training program outlining the plan of instruction for the training period shall be submitted by the preceptor to the board.

5. The training program shall provide for adequate instruction in all subjects outlined as the Core of Knowledge, in sections NHA 2.05, and NHA 3.02 (1) (b).

6. The training program agreement form shall be signed by the preceptor, the administrator-in-training, and representative(s) of the governing body of the approved facility.

7. The training program shall include a provision for the continuation of the supervised training of the applicant in the event the original preceptor is relieved of this responsibility during the tenure of the agreement.

8. The training program after final approval by the board may be signed by the representative(s) designated by the board.

9. The training period for each administrator-in-training shall cover a period of 12 months from the date supervised training actually begins, to be completed no later than 24 months after date the training begins.

10. The study of the core of knowledge (classroom or correspondence) should be provided by an accredited college, university or other educational providers approved by the board. Consideration may be given to other programs of instruction provided by the preceptor.

11. Training is to be given for a minimum of 40 hours weekly in steady bona fide employment and/or educational programs.

12. Alternating and rotating shifts of 8 working hours may be approved by the board as being acceptable upon request, provided that at least 50% of the training hours will be held between the hours of 7:00 a.m. and 10:00 p.m., in full-time employment under the personal supervision of a preceptor.

(4) PRECEPTOR QUALIFICATIONS. (a) The preceptor shall meet all requirements and qualifications established by the board and shall be approved as a preceptor by the board.

(b) Shall have performed full-time duties as a nursing home administrator for a minimum of 3 years, all of which shall have been in the state of Wisconsin, and shall hold a current license in the state of Wisconsin.

(c) The board shall have the right to investigate each preceptor applicant.

(d) No preceptor shall be responsible for the supervision of more than one administrator-in-training at any time, except with permission of the board.

(5) **REPORTS.** (a) Every administrator-in-training shall file quarterly detailed reports with the board on forms provided by the board.

(b) Every report filed by the administrator-in-training shall be countersigned by the preceptor and submitted to the board not more than 10 days following the end of each calendar quarter.

(c) If an administrator-in-training fails to file reports for a period of 6 months from the date of registration as such trainee or for a period of 6 months from the date of filing last report, such trainee will be deemed to have abandoned the administrator-in-training program.

(6) **INTERRUPTION OR DISCONTINUANCE.** (a) Discontinuance of the trainee as an administrator-in-training in the nursing home from which the trainee is registered shall be reported to the board by the preceptor and the trainee within 10 days after such discontinuance.

(b) If a preceptor, after proper hearing, shall be found by the board to be guilty of failing to provide the administrator-in-training an opportunity adequately and generally for training under proper supervision in the administrative, operational activities and functions of the nursing home such preceptor shall not be permitted to act as a preceptor for such period prescribed by the board.

(c) Any person who was a registered administrator-in-training whose training and experiences shall have been interrupted by mandatory service in the armed forces of the United States, shall be permitted to resume training at any time within one year after the date of discharge from active service.

(7) **RECIPROcity.** Any administrator-in-training in an approved preceptorial training program of another state that has entered into a reciprocity agreement with the state of Wisconsin, who transfers residence to the state of Wisconsin may receive credit at the discretion of the board toward an approved administrator-in-training program of this state; provided the said administrator-in-training applies for registration within 60 days after leaving the former training program.

(8) **MISCELLANEOUS.** (a) Any financial arrangements between preceptor and administrator-in-training are the joint responsibility of the parties involved and are *not* the responsibility of the board.

(b) The arrest or conviction of a preceptor or an administrator-in-training for an infraction of the law affecting the competency of a man in his work, may be the basis for an immediate investigation by the board. Training may be suspended until the case is settled.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

**NHA 3.05 Advisory councils.** The board may appoint such advisory councils as are necessary for the proper and efficient administration of chapter 456, Wis. Stats.

**History:** Cr. Register, December, 1972, No. 204, eff. 1-1-73.

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