

## Chapter NHA 2

### REQUIREMENTS FOR EXAMINATION

NHA 2.01 Examinations.  
 NHA 2.02 Application for examination.  
 NHA 2.03 Examination requirements.

NHA 2.04 Passing grades.  
 NHA 2.05 Rules of conduct.

Note: Chapter NHA 2 as it existed on June 30, 1980, was repealed and a new chapter NHA 2 was created effective July 1, 1980.

**NHA 2.01 Examinations.** (1) The board shall determine the subjects for examination of applicants for license as a nursing home administrator. The scope, content, form and character of the examinations shall be the same for all candidates.

(2) Examinations shall be held at a time and place designated by the board.

(3) The examination shall consist of the following:

- (a) Part I – the national examination prepared by NAB, and
- (b) Part II – the state law examination prepared by the board.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; cr. (3), Register, February, 1995, No. 470, eff. 3-1-95.

**NHA 2.02 Application for examination.** An applicant for examination for a license as a nursing home administrator shall apply on a form provided by the board at least 60 calendar days prior to the date of the examination. An applicant shall also submit to the board:

(1) Evidence satisfactory to the board of having completed any one of the following:

- (a) A regular course of study.
- (b) A program of study.
- (c) Specialized courses.

(2) The fees authorized by s. 440.05 (1), Stats.

(3) A statement relating to any pending criminal charge or conviction record, subject to ss. 111.321, 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has a conviction record shall provide the board with all related information necessary for the board to determine whether the circumstances of the pending charge or conviction substantially relate to the practice of nursing home administration.

(4) A qualified applicant with a disability shall be provided with reasonable accommodations requested in connection with

the completion of an application for examination submitted under this section, or relating to the administration of an examination required under s. NHA 2.03.

Note: Application forms are available on request to the board office at 1400 East Washington Avenue, P. O. Box 8935, Madison, Wisconsin 53708.

Note: A list of all current examination fees may be obtained at no charge from the Office of Examinations, Department of Regulation and Licensing, 1400 East Washington Avenue, P. O. Box 8935, Madison, Wisconsin 53708.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; r. and recr. Register, May, 1986, No. 365, eff. 6-1-86; am. (1) (c) 1. to 3., Register, June, 1991, No. 426, eff. 7-1-91; cr. (1) (d), Register, February, 1995, No. 470, eff. 3-1-95; r. and recr. Register, September, 1997, No. 501, eff. 10-1-97.

**NHA 2.03 Examination requirements.** An applicant for a license as a nursing home administrator after meeting the requirements for qualification for examination shall pass the examination under s. NHA 2.01 (3).

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; am. (1), Register, June, 1991, No. 426, eff. 7-1-91; renum. (intro.) to be NHA 2.03, r. (1), (2) and (3), Register, September, 1997, No. 501, eff. 10-1-97.

**NHA 2.04 Passing grades.** (1) NATIONAL. To pass the national examination, each applicant shall receive a grade determined by the board to represent minimum competence to practice. The board may adopt the passing grade recommended by the examination provider.

(2) STATE. To pass the state law examination, each applicant shall receive a grade determined by the board to represent minimum competence to practice. The board shall determine the passing grade after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics.

History: Cr. Register, September, 1997, No. 501, eff. 10-1-97.

**NHA 2.05 Rules of conduct.** The board may deny the application for licensure of any applicant who violates the rules of conduct of the examination.

History: Cr. Register, September, 1997, No. 501, eff. 10-1-97.