

## Chapter NHA 3

### EDUCATIONAL PROGRAMS MEETING LICENSING AND CONTINUING EDUCATIONAL REQUIREMENTS

NHA 3.01 Board approval.  
NHA 3.02 Continuing education.

NHA 3.03 Approval of continuing education programs.

**Note:** Chapter NHA 3 as it existed on June 30, 1980 was repealed and a new chapter NHA 3 was created effective July 1, 1980.

**NHA 3.01 Board approval. (1)** Except as provided in sub. (1m), all regular courses of study, programs of study, and specialized courses shall be approved by the board.

**(1m)** Regular courses of study and programs of study accredited by NAB for Nursing Home Administrators and Health Services Executives shall be considered approved by the board. Approval will remain valid unless explicitly revoked by the board or its designated authority.

**(2)** An application for approval of a regular course of study shall include a current copy of the college or university catalog that contains a summary of the requirements for completion of the degree program, including a list of the required courses and a description of the supervised clinical practicum.

**(3)** An application for approval of a program of study shall include a current copy of the college or university catalog that contains a summary of the requirements for completion of the program of study, including a list and description of the required courses and the number of credits approved for each course.

**(4)** An application for approval of a specialized course shall include a current copy of the course syllabus, a description of the course, and the number of proposed credits.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; renum. NHA 3.01 to be NHA 3.01 (1), cr. (2), (3) and (4), Register, September, 1997, No. 501, eff. 10-1-97; CR18-054: am. Register June 2021 No. 786, eff. 7-1-21; CR 23-033: am. (1), cr. (1m) Register May 2024 No. 821, eff. 6-1-24.

**NHA 3.02 Continuing education. (1)** Except as provided in sub. (7), every nursing home administrator shall complete at least 24 contact hours in approved continuing education programs in each biennial renewal period.

**(1m)** Except as provided in s. NHA 3.03 (4) and (5), continuing education programs must be approved by NAB.

**Note:** A list of approved programs is available from the department of safety and professional services' website at: <http://dpsps.wi.gov>.

**(2)** Continuing education contact hours may apply only to the biennial renewal period in which the contact hours are acquired.

**(3)** If audited, a nursing home administrator shall submit to the board a certificate of attendance issued by the provider or other evidence of attendance satisfactory to the board.

**(4)** To audit for compliance, the board shall require any nursing home administrator who is under investigation by the board for alleged misconduct to submit evidence of completion of 24 hours of continuing education for the biennium preceding the renewal.

**(5)** Every nursing home administrator shall maintain records of continuing education hours for at least 5 years for auditing purposes.

**(6)** A licensee may claim continuing education hours for courses successfully completed at an accredited college or university if all of the following requirements are satisfied:

(a) The courses are relevant to the practice of nursing home

administration and cover one or more of the subject matter topics listed under s. NHA 3.03 (5).

(b) The courses are completed, with a passing grade, within the 2-year period immediately preceding the date of application for renewal.

(c) The licensee claims no more than 18 contact hours of the required 24 contact hours during the 2-year period immediately preceding the date of application for renewal.

(d) One semester credit hour earned from an accredited college or university shall equal 4 contact hours and one quarter credit hour earned shall equal 2 contact hours.

**(7)** During the time between initial licensure and commencement of a full 2-year licensure period, new licensees are not required to meet continuing education requirements.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; am. (3), cr. (4) and (5), Register, June, 1991, No. 426, eff. 7-1-91; cr. (1m), Register, September, 1997, No. 501, eff. 10-1-97; CR 01-101: am. (5), Register February 2002 No. 554, eff. 3-1-02; CR 06-010: am. (1) and (1m), cr. (6) and (7) Register July 2006 No. 607, eff. 8-1-06; CR18-054: am. (4) Register June 2021 No. 786, eff. 7-1-21.

**NHA 3.03 Approval of continuing education programs. (1)** An application for a continuing education program shall be submitted to NAB for approval. Any continuing education program approved by NAB shall be accepted by the board if all of the following are satisfied:

(a) The program relates to one or more of the following general subject areas:

1. General administration of a nursing home.
2. Long-term patient care.
3. Organization of health-care systems.

(b) The program is available to all nursing home administrators regardless of membership in any organization.

(c) The provider of the continuing education program agrees to monitor the attendance, furnish to each participant evidence of having completed the program, and maintain records verifying attendance for 5 years.

**Note:** To obtain an application for approval of a continuing education program, contact NAB at <http://www.nabweb.org>.

**(2)** Except as provided in sub. (5), a separate application shall be submitted for each continuing education program.

**(3)** In-service programs sponsored by nursing homes are not eligible for approval unless the programs are available to all nursing home administrators.

**(4)** Any continuing education program submitted to NAB in a timely manner according to NAB procedures which is not approved may be submitted to the board for consideration. The request must be submitted at least 20 days prior to the date the program will be offered, and shall include all of the following:

- (a) A copy of the notification from NAB indicating the reason or reasons the program was not approved.
- (b) An outline of the program.
- (c) A general description of the program's subject matter.
- (d) The time and location the program is to be held.

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(e) The name and title of the instructor of the program.

**Note:** Requests should be mailed to the Nursing Home Administrator Examining Board, P. O. Box 8366, Madison, Wisconsin 53708-8366.

**(5)** A course offered by an accredited college or university shall be accepted by the board, without NAB approval and without receipt of an application for approval from the accredited college or university, if the course is relevant to the practice of nursing home administration and covers at least one of the following subject areas:

(a) Behavioral science, including psychology, sociology, and social work.

(b) Business, including economics, marketing, accounting, finance, labor relations, human resources, and management of information systems.

(c) Management.

(d) Communications.

(e) Mathematics.

(f) Pharmacology.

(g) Toxicology.

(h) Biology.

(i) Environmental and public health.

(j) Medical ethics.

**History:** Cr. [Register, June, 1980, No. 294](#), eff. 7-1-80; r. (1), (4) and (5), renum. (2), (3) and (6) to be (1) to (3) and am. (1) (intro.), (a), (c) and (3), cr. (4), [Register, June, 1991, No. 426](#), eff. 7-1-91; am. (1) (a) 1., (3) and (4), [Register, September, 1997, No. 501](#), eff. 10-1-97; [CR 06-010](#): am. (1) (intro.) and (c) and (2), cr. (5) [Register July 2006 No. 607](#), eff. 8-1-06; [CR 18-054](#): renum. (4) to (4) (intro.) and am., cr. (4) (a) to (e) [Register June 2021 No. 786](#), eff. 7-1-21.