

## Chapter NHA 2

### REQUIREMENTS FOR EXAMINATION

NHA 2.01 Scheduling of examinations      NHA 2.03 Subject areas for examination  
NHA 2.02 Application for examination

Note: Chapter NHA 2 as it existed on June 30, 1980, was repealed and a new chapter NHA 2 was created effective July 1, 1980.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

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80.

**NHA 2.02 Application and examination.** (1) An applicant for examination for license as a nursing home administrator shall make application on a form approved by the board at least 30 days prior to the date of the examination. The board shall notify the applicant within 30 business days of receipt of a completed application whether the application is approved or denied. The applicant shall also submit to the board:

(a) Two letters which attest to the applicant's suitability to practice as a nursing home administrator from individuals not related to or employed by the applicant who have known the applicant for at least 3 years;

(b) A current, passport-type photograph of the applicant; and,

(c) Evidence of having completed any one of the following:

1. A regular course of study as defined in s. NHA 1.02 (3);
2. A program of study as defined in s. NHA 1.02 (4); or,
3. Specialized courses, as defined in s. NHA 1.02 (5).

(2) Upon successful completion of the examination, an applicant who applies under:

(a) Subsection (1) (c)2. shall provide evidence of having completed 6 months of experience in the field of institutional administration.

(b) Subsection (1) (c)3. shall provide evidence of having completed one year of experience in the field of institutional administration.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; r. and recr. Register, May, 1986, No. 365, eff. 6-1-86.

**NHA 2.03 Subject areas for examination.** Every applicant for a license as a nursing home administrator after meeting the requirements for qualification for examination shall successfully pass an examination which may include any of the following general subject areas in nursing home administration:

Register, May, 1986, No. 365

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- (1) General administration of a long-term health care facility.
- (2) Long-term patient care.
- (3) Organization of health-care systems.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80.