## **Chapter NHA 2**

## REQUIREMENTS FOR EXAMINATION

NHA 2.01Examinations.NHA 2.04Passing grades.NHA 2.02Application for examination.NHA 2.05Rules 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Note: Chapter NHA 2 as it existed on June 30, 1980, was repealed and a new chapter NHA 2 was created effective July 1, 1980.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.** An applicant for a license as a nursing home administrator shall pass all of the following examinations:

- (1) The Core of Knowledge Examination for Long Term Care Administrators administered by NAB.
- (2) The National Nursing Home Administrators Line of Service Examination administered by NAB.
- (3) An examination administered by the board on laws and administrative rules of this state governing nursing home administration

**History:** Cr. Register, June, 1980, No. 294, eff. 7–1–80; cr. (3), Register, February, 1995, No. 470, eff. 3–1–95; CR 18–054; r. and recr. Register June 2021 No. 786, eff. 7–1–21.

**NHA 2.02 Application for examination.** An applicant for examination for a license as a nursing home administrator shall submit all of the following to the board:

- (1m) An application on a form provided by the board. 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.
  - (2) The fees authorized by s. 440.05 (1), Stats.
- (3) Subject to ss. 111.321, 111.322, and 111.335, Stats., if an applicant has a pending criminal charge or an arrest or conviction record, documentation necessary for the board to determine

whether the circumstances substantially relate to the practice of nursing home administration.

**Note:** Applications are available from the department of safety and professional services at (608) 266–2112 or dsps@wisconsin.gov, or from the department's website at: http://dsps.wi.gov.

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; CR 01–101; am. (intro.), Register February 2002 No. 554, eff. 3–1–02; CR 14–078: r. (1), am. (4) Register November 2015 No. 719, eff. 12–1–15; CR 18–054; am. (intro.), (3), renum. (4) to (1m) and am. Register June 2021 No. 786, eff. 7–1–21.

- **NHA 2.04 Passing grades. (1)** NATIONAL. To pass the national examination under s. NHA 2.01 (1) or (2), an applicant shall receive a grade determined by the board to represent minimum competence to practice. The board may adopt the passing grade recommended by NAB.
- **(2)** STATE. To pass the examination under s. NHA 2.01 (3), an 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; CR 18–054; am. Register June 2021 No. 786, eff. 7–1–21.

**NHA 2.05 Rules of conduct.** The board may deny the application for licensure of any applicant who violates the rules of conduct of an examination under s. NHA 2.01.

History: Cr. Register, September, 1997, No. 501, eff. 10–1–97; CR 18–054: am. Register June 2021 No. 786, eff. 7–1–21.