

including reports of survey of schools, shall be returned to the secretary.

(2) **AGENDA.** (a) A copy of the agenda for each meeting shall be sent to each member at least 3 days prior to the meeting.

(b) Any member wishing to have a special topic introduced for discussion at a regular meeting shall submit the same to the secretary at least 7 days prior to the date of the meeting for placement on the agenda.

(3) **REPORTS OF SURVEYS AND VISITS TO SCHOOLS.** (a) Written reports of surveys of schools and affiliated agencies with a list of requirements to be met and recommendations for improvement shall be sent to each member with the agenda.

(b) After the board has approved the report, the requirements and recommendations, copies shall be sent to the director of the school, the assistant director of nursing education, the chairman of the nursing school committee and the administrator or president of the governing body.

(c) A written report of each visit to a school shall be placed on file but shall not be presented for discussion except upon request of one or more members or unless action by the board is indicated.

**N 8.03 Committee of examiners for nurses.** (1) **OFFICERS.** The officers of the committee shall consist of a chairman, a vice-chairman, and a secretary.

(2) **ELECTION.** The officers of the committee, except the secretary, shall be elected by the members at the meeting preceding the fall examination of the odd years and shall assume office at the close of the meeting at which they are elected. They shall hold office for a period of 2 years or until their successors are elected.

(3) **VACANCIES.** (a) *Chairman.* A vacancy in the office of the chairman shall be filled by the vice-chairman until the next meeting of the committee at which time it will elect a chairman for the unexpired term.

(b) *Vice-chairman.* A vacancy in the office of vice-chairman may be filled by the chairman, the appointee to serve for the period of the unexpired term.

(c) *Secretary.* A vacancy in the office of secretary shall be filled by the assistant director of nursing education who shall serve until the position of director of nursing education has been filled.

(4) **DUTIES OF OFFICERS.** (a) *Chairman.* The chairman shall preside at all meetings of the committee and appoint such standing and special committees as may be necessary.

(b) *Vice-chairman.* The vice-chairman shall preside at meetings in the absence of the chairman and discharge the duties of the chairman.

(c) *Secretary.* 1. The secretary shall record the minutes of all meetings, send out notices of and prepare the agenda for all meetings.

2. She shall make arrangements for conducting examinations, preparing the notice and schedule of the examinations, sending them to the schools at least 6 weeks prior to the date of the examination.

3. She shall obtain the credentials of applicants for the examination, review their qualifications and notify them of their eligibility for the examination.

4. She shall recommend the temporary appointment of the number of assistants necessary to conduct the examination, efficiently.

(5) **MEETINGS.** Meetings shall be held at least once a year. Notices of meetings shall be sent to members of the committee at least one week prior to the meeting.

(6) **EXAMINATION.** (a) *Regular and Special.* 1. A regular examination is for candidates writing a licensing examination for the first time.

2. A special examination is for candidates who are rewriting one or more tests and for persons who are licensed in foreign countries.

(b) *Time and Place.* Examinations shall be held at the times and in places designated by the committee.

(c) *Final date for filing.* 1. Application, fees and all credentials (general and professional education) shall be in the office of the state department of nurses no later than 4:30 P.M., 28 days before the examination is to be conducted.

2. If the number of approved candidates exceeds the seating space provided and the proctors available for the scheduled examination and another examination is not scheduled within 60 days the secretary may arrange for extension of the examination into the first 2 days immediately following the scheduled date. When this procedure is followed it shall be considered as one examination. The deadline for filing application and credentials shall be no later than 4:30 P.M., 28 days before the scheduled date of examination.

(d) *Admission.* 1. Priority shall be given to candidates whose application and credentials were complete and approved first on a calendar basis.

2. A candidate who has completed the total educational program but is on a terminal vacation may be admitted to examination if subsections N 8.03, 6, (c) & (d), above have been met and his records show inclusive dates of the terminal vacation.

(e) *Areas.* The examination shall be based upon the content of the curriculum and shall be incorporated in subject areas.

(f) *Test items.* Shall be held strictly confidential and shall not be reviewed by those assisting with the conduct of the examination.

(g) *Credentials to examination center.* Each candidate shall present an admission card and a signed photograph which is a duplicate of the one attached to his application at the opening session of the examination.

(h) *Critical score.* 1. The standard score used to determine whether or not the candidate has been successful in each nursing area shall be based upon the standard deviation method. The committee shall determine the critical or passing standard score in each nursing area; and shall issue a certificate of registration to candidates with passing scores in all nursing areas.

2. The standard scores shall be used on records in the files of the department and for the report to the candidate's school.

(i) *Unsuccessful candidates.* 1. A candidate who fails to meet the critical score in one or more subject areas shall be required to rewrite these areas.

2. An unsuccessful candidate for registration shall appear for re-examination within one year or rewrite the entire examination. Exceptions are to be made only by the committee.

- (7) **TEST ITEMS.** (a) *Type.* Items, objective in type will be used.
- (b) *Submitting.* Items should be submitted to the office of the state department of nurses for typing at least 3 weeks preceding the meeting at which they are to be reviewed.
- (c) *Review.* Items will be reviewed and approved by the committee before release for printing.
- (d) *Selection.* The committee may enter into a contract with an agency providing a test pool service provided the committee may select the nursing areas and the security procedures are satisfactory.
- (e) *Member responsibility.* Members of the committee are expected to participate in the preparation of each new series of the examination.
- History:** 1-2-56; r. and recr. (6) (a), (b), (c), (d), (e) and (f); (6) (g) is renum. to be (i); cr. (6) (g) and (h); Register, December, 1962, No. 84, eff. 1-1-63.

**N 8.04 Committee of examiners for trained practical nurses.**

- (1) **OFFICERS.** The officers of the committee shall consist of a chairman, a vice-chairman and a secretary.
- (2) **ELECTION.** The officers of the committee, except the secretary, shall be elected by the members at the meeting preceding the fall examination of the odd year and shall assume office at the close of the meeting at which they are elected. They shall hold office for a period of 2 years or until their successors are elected.
- (3) **VACANCIES.** (a) *Chairman.* A vacancy in the office of the chairman shall be filled by the vice-chairman until the next meeting of the committee at which time it will elect a chairman for the unexpired term.
- (b) *Vice-chairman.* A vacancy in the office of vice-chairman may be filled by the chairman, the appointee to serve for the period of the unexpired term.
- (c) *Secretary.* A vacancy in the office of secretary shall be filled by the assistant director of nursing education who shall serve until the position of director of nursing education has been filled.
- (4) **DUTIES OF OFFICERS.** (a) *Chairman.* The chairman shall preside at all meetings of the committee and appoint such standing and special committees as may be necessary.
- (b) *Vice-chairman.* The vice-chairman shall preside at meetings in the absence of the chairman and discharge the duties of the chairman.
- (c) *Secretary.* 1. The secretary shall record the minutes of all meetings, send out notices of and prepare the agenda for all meetings.
2. She shall make arrangements for conducting examinations, preparing the notice and schedule of the examinations, sending them to the schools at least six weeks prior to the date of the examination.
3. She shall obtain the credentials of applicants for the examination, review their qualifications and notify them of their eligibility for the examination.
4. She shall recommend the temporary appointment of the number of assistants necessary to conduct the examination efficiently.
- (5) **PROCTORS.** A minimum of 2 proctors is required for the conduct of an examination, one of whom shall be a licensed trained practical nurse.
- (6) **MEETINGS.** Meetings shall be held at least once a year. Notices of meetings shall be sent to members of the committee at least one week prior to the meeting.

(7) **EXAMINATION.** (a) *Place.* Examinations shall be held in places designated by the committee.

(b) *Final date for filing.* All credentials (application (C1), proof of 10th grade education, final school record (C2), or verification of experience and birth certification) and the fee shall be on file 21 days prior to the date of examination.

(c) *Areas.* The examination shall be based upon the content of the minimum curriculum.

(d) *Test items.* Shall be held strictly confidential and shall not be reviewed by those assisting with the conduct of the examination.

(e) *Credentials to examination center.* Each candidate shall present at the opening session the card of admittance (E7) and a photograph (a duplicate of the one attached to the application) bearing the candidate's signature.

(f) *Critical score.* 1. The standard score used to determine whether or not the candidate has been successful in the examination shall be based upon the standard deviation method. The committee shall determine the standard score above which the candidate shall receive a license.

2. The standard score shall be used on records in the files of the department and for the report to the candidate's school.

(g) *Repeating.* No person shall be admitted to the examination after 2 failures unless additional requirements outlined by the committee are met.

(8) **TEST ITEMS.** (a) *Type.* Items, objective in type will be used.

(b) *Submitting.* Items should be submitted to the office of the state department of nurses for typing at least 3 weeks preceding the meeting at which they are to be reviewed.

(c) *Review.* Items will be reviewed and approved by the committee before release for printing.

(d) *Selection.* The committee may enter into a contract with an agency providing a test pool service provided the committee may select the nursing areas and the security procedures are satisfactory.

(e) *Member responsibility.* Members of the committee are expected to participate in the preparation of each new series of the examination.