Chapter N 4

REGISTRATION FOR THE PRACTICE OF PROFESSIONAL NURSING

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History: Chapter N 4 as it existed on September 30, 1971 was repealed and a new chapter N 4 was created, Register, September, 1971, effective October 1, 1971.

N 4.01 Proof of intention to qualify for registration. A nurse shall be considered to have indicated his intention to qualify for registration if the registration fee of $30. has been paid to the division of nurses.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.02 Eligibility for examination. (1) GRADUATE OF STATE ACCREDITED SCHOOL. (a) Shall be a U.S. citizen or submit proof of intention to become a citizen; has graduated from high school or its equivalent; and holds a diploma of graduation from an accredited school of nursing.

(b) Application, statements, documents, and $30. shall be on file as specified in section N 8.04 (6) (d).

(c) Shall be able to speak, read and write English. The board shall designate an agency or institution to determine English proficiency.

(2) GRADUATE OF EXPERIMENTAL PROGRAM. A nurse who holds a license in another state, territory or province of Canada, who graduated from an accredited experimental program and who has met the requirements as outlined in section N 4.02 (1), may be granted a certificate of registration provided the board has reviewed the program and the minutes indicate its approval.

(3) GRADUATE OF SCHOOL IN FOREIGN COUNTRY. (a) A nurse licensed in a foreign country, with the exception of Canada, is required to meet the requirements outlined in section N 4.02 (1).

(b) All statements and documents written in a foreign language shall be accompanied by notarized translations. The cost of the translation is to be paid by the nurse.

(c) A nurse with credentials shall submit proof of instruction and experience which the board determines to be comparable to the preparation required in a Wisconsin accredited school at the time the applicant was in school. In addition 6 months of supervised practice in medical and surgical nursing in a hospital associated with an accredited school of nursing is required. A report of the applicant's professional competency shall be submitted by the educational administrator

or his designee upon completion of the period of practice. Additional practice may be required in any clinical area in which there is a deficiency.

1. In courses which do not meet the minimum requirements the national league for nursing's achievement tests shall be taken. A score at or above the 50th percentile is required.

(d) A nurse without credentials shall submit certified statements attesting to his nursing preparation. At least 2 certifications are required, one of which may be made by the applicant. A 12-month period of supervised practice in a hospital associated with an accredited school of nursing is required. Such experience shall be under the aegis of the department of nursing service and the school of nursing jointly. Twelve weeks of practice is required in each of 4 areas; medical and surgical nursing, nursing of children, maternity nursing, and nursing the mentally ill. A notation shall be made by the division of nurses on the permit of the nurse required to take supervised experience to gain admission to examination to the effect that such nurse may not be permitted to be employed as a registered nurse until such deficiencies have been removed. A report of the applicant's competency shall be submitted by the educational administrator or his designee at the completion of each 3 months. In addition, the national league for nursing's achievement tests shall be taken. A score at or above the 50th percentile is required. Exception shall be made only by the board under unusual circumstances.

(e) A nurse meeting (a), (b) and (c) or (d) shall be qualified for admission to examination.

(4) GRADUATE NURSES REGISTERED IN OTHER STATES BUT NOT ELIGIBLE FOR REGISTRATION WITHOUT EXAMINATION. A nurse who holds a license from another state, territory or province of Canada shall be required to qualify and take the examination if his professional educational qualifications and other qualifications are not comparable to those required of Wisconsin nurses during the years he was in school.

(5) CREDENTIALS ON GENERAL AND PROFESSIONAL EDUCATION. (1) All records submitted to the board must be received directly from the issuing agent.

2. They must be original records, or may be a photocopy on paper which has permanent characteristics.

3. They must have the authorized signature and school seal or be notarized.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.03 Eligibility without examination. (1) RECOGNITION OF OUT-OF-STATE LICENSES. A nurse licensed as a registered nurse in another state, territory or province of Canada "may be granted a certificate without examination if her credentials of general and professional educational qualifications and other qualifications are comparable to those required in Wisconsin during the same period and if the board is satisfied from her employment and professional record that she is currently competent to practice her profession." (section 441.06 (1) Wis. Stats.)

(2) RECOGNITION OF FIRST WAIVER. A nurse licensed as a registered nurse under the first waiver in another state, territory or province of Canada shall be granted a certificate of registration without examination.

(3) CURRENTLY COMPETENT TO PRACTICE. An applicant shall be requested to identify employers for the past 10 years or all employers since graduation if less than a 10 year period. Evaluation by employers shall be used in determining whether the nurse qualifies for registration by inter-state endorsement. An applicant with a history of unreliable or poor nursing practice, mental illness, habitual intemperance, excessive use of medications or drug addiction shall be required to submit proof, satisfactory to the board, of rehabilitation to the level of being capable of practicing professional nursing as a registered nurse.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.04 Nurse with deficiencies. (1) Time allowed to qualify. A nurse whose qualifications are not comparable shall be granted 12 months from the date of notification in which to meet the requirements. An extension of time may be granted by the secretary of the board for justifiable cause.

(2) A person with deficiencies may be given the opportunity to demonstrate that he has comparable knowledge and experience by taking a standardized test as determined by the board. A score at or above the 50th percentile shall be acceptable.

History: Cr. Register. September, 1971, No. 189, eff. 10-1-71.

N 4.05 Other qualifications. Other qualifications as specified in section 441.06, Wis. Stats., is interpreted to mean the nurse shall be a U.S. citizen or submit proof of intention to become a citizen.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.06 Permits. (1) GRADUATE NURSES NOT REGISTERED. A graduate of an accredited school of nursing in any state, territory or province of Canada who is preparing for Wisconsin certification as a registered nurse and who desires to practice nursing for compensation may be granted a permit from the board upon receipt of proof of graduation, the registration fee of $30., and the permit fee of $2. Canadian graduates shall present, in addition to the forementioned, proof of declaration to become a United States citizen.

(a) The diploma from the school, or a notarized statement signed by the director or his authorized representative, or the official school transcript signed by the director or his representative shall be considered proof of graduation.

(b) A permit may be issued to a graduate nurse who is writing the examination for the first time and may be renewed once.

(c) A permit may be issued to a nurse who is unsuccessful on his first examination provided he has only one area in which to rewrite.

(d) A permit shall not be issued to a nurse who has failed in 2 or more areas in the first examination nor to one who has failed any part of the examination 2 or more times.

(e) A nurse holding a valid permit shall be referred to as a graduate nurse. He may use the letters "G.N." on documents related to nursing.

(2) GRADUATE NURSE LICENSED IN ANOTHER JURISDICTION. (a) A graduate nurse licensed in a state, territory, or province of Canada who desires to practice nursing for compensation may be granted a permit from the board upon the receipt of a non-lapsed state license,

the registration fee of $30., and the permit fee of $2. If the name on the license is different from the one used in making application an affidavit of change of name shall be filed.

(b) A permit shall be issued for a 3 month period during which time the nurse is expected to complete his registration. A second permit, for which $2. shall be charged, may be issued if for justifiable reason the nurse has been unable to complete his registration within the 3 month period.

(c) A permit may be issued to a nurse who has deficiencies to remove before qualifying for registration. Removing of deficiencies shall be considered to be a hardship as specified in section 441.08, Wis. Stats. Permits are issued for a 3-month period on payment of $2.

(d) No nurse shall be issued more than 2 permits except in an extreme hardship case. Authorization for additional permits not to exceed a total of four permits may be made by the secretary of the board after investigation.

(e) A nurse holding a valid permit and who is licensed in a United States jurisdiction shall be referred to as a registered nurse and he may use the letters R.N. on documents related to nursing.

(3) GRADUATE OF SCHOOL IN FOREIGN COUNTRY. A nurse who is a graduate of a school in another country who does not hold licensure by examination in another United States' jurisdiction shall be considered to have deficiencies and shall be governed by 2 (c) and (b) [(2) (c) and (d)] above. When deficiencies have been removed the nurse shall be given the permit privileges specified in (1) above.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.07 Application and permit fee to be earned. Effective July 1, 1962 fees received in connection with an application for a certificate or a permit shall be earned fees upon receipt and shall not be refunded. The applicant is not entitled to a refund of the fee if a certificate or permit is denied. The applicant shall be notified in writing of the results of the evaluation of the application.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.08 Abandonment of application. (1) BY EXAMINATION. (a) An applicant whose application for examination has been accepted shall be deemed to have abandoned his application if he does not take such examination within a 3 year period from the date of the first examination for which he is eligible under said application.

(b) An applicant who has been issued an admission card and did not appear at the examination center at the time specified but did give 7 days advance written notice as provided in section N 8.04 (8) (b) shall have $10. refunded as provided in section 441.04, Wis. Stats. Should he desire to be admitted to examination within a 3 year period as specified in (a) he shall be requested to pay a $30. fee. If more than 3 years have elapsed he shall be required to file all new credentials in addition to the $30. fee.

(c) An applicant who has been issued an admission card and does not appear at the examination center or notify the division of nurses as provided in section N 8.04 (8) (b) is not entitled to the $10. refund and is required to pay a $30. fee before being recertified to examination. In extreme circumstances the board may waive this provision after investigation.

(d) An applicant whose application for examination has been rejected shall be deemed to have abandoned his application if he does not qualify himself by removing the deficiencies specified in the written evaluation notice and writing the examination within a 3 year period from the date of the written evaluation notice.

(2) WITHOUT EXAMINATION. An applicant whose application for certification without examination has been rejected shall be deemed to have abandoned his application if he does not qualify by removing the deficiencies specified in the written evaluation notice within a 3 year period from the date of the evaluation.

(3) NO EXCEPTIONS. (a) Submission of additional data, requests for reconsideration or re-evaluation, or other inquiries or statements involving an application, shall not extend the time periods specified in subsections (1) and (2)

(b) An application submitted subsequent to the abandonment of a former application shall be treated as a new application.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.09 Renewal of certificate of registration. (1) COMPLETION OF RENEWAL APPLICATION. A registered nurse practicing for compensation shall renew his certificate as provided in section 441.06 (3) Wis. Stats. If the nurse does not complete the application for re-registration as directed it may be returned to him for completion before issuance of his re-registration card.

(2) ADVICE TO INACTIVE NURSES. A registered nurse who has been inactive in nursing for a period of 5 or more years shall be advised in writing to take a refresher course in nursing prior to resuming his practice. He shall be urged, also, to seek employment in an agency offering an orientation and in-service program and adequate supervision. The danger to the patient and the nurse which could result by his resuming practice without current knowledge and abilities shall be stressed.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.10 Inactive list of registrants. A registered nurse not practicing professional nursing in Wisconsin for compensation shall request placement on the inactive list by February 1 and no fee shall be charged.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.11 Delinquent registrant. A registered nurse who has been currently registered during the preceding year and who does not request placement on the inactive list shall be declared delinquent on February 1. Delinquent registrants shall not be endorsed to other states. A nurse, in order to clear his record, shall submit an affidavit to the effect that he has not engaged in the practice of professional nursing in Wisconsin for compensation from the date on which he was recorded as delinquent. If he is unable to sign the affidavit he shall be required to submit the fee for each year in which he has practiced.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.12 Replacement of certificate. (1) ORIGINAL. An original certificate of registration which has been lost or destroyed may be replaced upon proper identification of the registrant. Proper identification in-

cludes the name of the school, month and year of graduation, the year of original registration, date of birth, and such other pertinent information as the board may deem necessary. The replacement fee shall be $10. A certificate replaced shall be marked duplicate.

(2) RE-REGISTRATION CARD. Duplicate re-registration cards are not issued. A written statement signed by the secretary of the board may be issued if the person making the request has provided the identification as specified in subsection (1).

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.13 Change of Name. CREDENTIALS REQUIRED. The name of the nurse shall be changed on the records in the division of nurses only after approval of the secretary of the board. There shall be submitted for review an affidavit, a certified copy of a court record or a certified copy of a marriage certificate before a change of name is authorized.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 4.14 High school education equivalent. Education equivalent to a high school education may be established by any one of the following: (1) ADVISORS. The university of Wisconsin through its department of admissions or the extension division and the department of public instruction shall be the agencies which may advise the board regarding the amount of high school credit which may be granted.

(2) GENERAL EDUCATIONAL DEVELOPMENT TEST. A standard score of 35 or above on each of the 5 tests, or an average standard score of 45 or above on the entire 5 tests of the general educational development test.

(3) DEGREE. A degree from a regionally accredited junior college, college or university in the United States.

(4) EDUCATIONAL EQUIVALENCY TEST. If applicant has no high school credentials he shall pass the 12th grade equivalency test as designated by the board.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.