

CR 85-146

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CERTIFICATE

STATE OF WISCONSIN

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NURSING HOME ADMINISTRATOR EXAMINING BOARD)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Wilma Morris, director of the Bureau of Business Professions in the Department of Regulation and Licensing, and custodian of the official records of the Nursing Home Administrator Examining Board, do hereby certify that the annexed rules, relating to examination, institutional experience and reciprocal licensing requirements for nursing home administrators, were duly approved and adopted by the board on February 24, 1986.

I further certify that the attached copy has been compared by me with the original on file in this department and that the same is a true copy thereof, and of the whole of the original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the board at 1400 East Washington Avenue, Madison, Wisconsin, this 17 day of March, A. D. 1986



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Wilma Morris, Director  
Bureau of Business Professions  
Department of Regulation and Licensing

6-1-86

STATE OF WISCONSIN  
BEFORE THE  
NURSING HOME ADMINISTRATOR EXAMINING BOARD

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IN THE MATTER OF RULEMAKING	:	ORDER OF THE NURSING
PROCEEDINGS BEFORE THE	:	HOME ADMINISTRATOR EXAMINING
NURSING HOME ADMINISTRATOR	:	BOARD REPEALING, AMENDING
EXAMINING BOARD	:	OR ADOPTING RULES

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AN ORDER to amend NHA 1.02(6)(intro.), 4.03(intro.) and (1) and 4.03(3); and, to repeal and recreate NHA 2.02 and 4.03(2), relating to examination, institutional experience and reciprocal licensing requirements for nursing home administrators.

ANALYSIS

In this order of the nursing home administrator examining board several provisions relating to examination, institutional experience and reciprocal requirements are revised as follows:

1. Section NHA 1.02(6)(intro.) is amended to delete references to chs. 441 and 448, Stats., the effect of which is to require a person fulfilling experience requirements for licensing as a nursing home administrator to be supervised by a nursing home administrator only. The rule interprets s. 456.02(1), Stats., relating to experience in the field of institutional administration.
2. An applicant for a license to practice as a nursing home administrator is eligible for examination prior to completion of the experience requirement specified in s. 456.02(1), Stats. Section NHA 2.02 is repealed and recreated to reorganize the rule to indicate that examination applicants who have completed either a program of study or specialized courses under s. 456.04(4), Stats., need not provide evidence of having completed the experience required until the applicant has successfully completed the examination. The current rule requires proof of completion of the experience requirement prior to admittance to the examination. The rule interprets s. 456.04(4), Stats., relating to examination requirements.
3. Section NHA 4.03(intro.) and (1) are amended to permit a person who is licensed as a nursing home administrator in another jurisdiction to satisfy either one of two requirements to qualify for a Wisconsin license. The current rule requires a licensee from another jurisdiction to provide proof of having met licensing requirements equivalent to Wisconsin's requirements as well as proof that the applicant holds a current license against which no disciplinary action has been taken in another jurisdiction. The rule revised in sub. (1) specifies that a current licensee from another jurisdiction who has not been

subject to disciplinary action may provide proof of equivalency and in a repeal and recreation of sub. (2) of s. NHA 4.03 provide proof of active practice for a period specified in the rule. The rules amended or repealed and recreated in s. NHA 4.03 interpret s. 456.04(4), Stats., relating to examination requirements.

ORDER

Pursuant to authority vested in the nursing home administrator examining board in ss. 15.08(5)(b), 227.014(2)(a), 456.02(1), 456.04(4), 456.05 and 456.08, Stats., the nursing home administrator examining board hereby amends and repeals and recreates rules, interpreting ss. 456.02(1), 456.04(4), 456.05, and 456.08, Stats., as follows:

SECTION 1. NHA 1.02(6)(intro.) is amended to read:

NHA 1.02(6)(intro.) "Experience in the field of institutional administration" means work experience acquired as an employe, student, trainee or intern in the total operation and activities of a regulated health care facility, under the supervision of persons licensed under ~~chs. 441, 448~~ and ch. 456, Stats., and exposure to and knowledge of the following:

SECTION 2. NHA 2.02 is repealed and recreated to read:

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.

SECTION 3. NHA 4.03(intro.) and (1) are amended to read:

NHA 4.03(intro.) The board at its discretion and otherwise subject to laws pertaining to licensure of nursing home administrators may grant a license as a nursing home administrator to an applicant who holds a current license issued by the proper authorities ~~of any other state in any other jurisdiction, which has not been revoked or suspended,~~ upon payment of the fee specified in s. 440.05(1), Stats., and submission of evidence satisfactory to the board that:

(1) ~~That the~~ The other state jurisdiction maintains a system and standard of qualification and examination for a nursing home administrator license which are substantially equivalent to those required in this state; or,

SECTION 4. NHA 4.03(2) is repealed and recreated to read:

NHA 4.03(2) The applicant has been engaged in practice as a nursing home administrator for no fewer than 2,000 hours in any 12-month period within the 5-year period immediately preceding application; and,

SECTION 5. NHA 4.03(3) is amended to read:

NHA 4.03(3) ~~That the~~ The applicant has passed the reciprocal examination on Wisconsin law governing long-term care facilities.

The rules amended, repealed and recreated and adopted in this order shall take effect on the first day of the month following publication in the Wisconsin administrative register, pursuant to s. 227.026(1)(intro.), Stats.

Dated this 14<sup>th</sup> day of March, 1986.

By: Michael Kittleson NHA  
Michael Kittleson, N.H.A., Chairman  
Nursing Home Administrator Examining Board

FISCAL ESTIMATE

There is no statewide or local fiscal estimate.

REGULATORY FLEXIBILITY ANALYSIS

The rules proposed will have no significant economic impact on small businesses, as defined in s. 227.016(1)(a), Stats.

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