

Chapter N 5

LICENSURE TO PRACTICE AS A TRAINED PRACTICAL NURSE

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**History:** Chapter N 5 as it existed on June 30, 1962 was repealed and a new chapter N 5 was created effective July 1, 1962.

**N 5.01 Proof of intention to qualify for licensure.** A nurse shall be considered to have indicated his intention to qualify for licensure if the licensing fee of \$15.00 has been paid to the state department of nurses.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62.

**N 5.02 Application fee to be earned fee.** Effective July 1, 1962 a fee received in connection with an application for a license by or without examination shall be an earned fee upon receipt. The applicant shall be notified in writing of the results of the evaluation of the application. The applicant is not entitled to a refund of the fee if the license is denied.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62.

**N 5.03 Eligibility for examination.** (1) GRADUATES OF STATE ACCREDITED SCHOOL. (a) Shall be a U. S. citizen or submit proof of intention to become a citizen; be at least 18 years of age; have completed 2 years (8 credits) of high school or its equivalent; hold a diploma from an accredited school of practical nursing in a state whose minimum standards meet Wisconsin's standards. A graduate of a program in a state not meeting Wisconsin's standard but whose program is equivalent to the minimum standards of Wisconsin may be eligible for examination.

(b) Application, statements, documents, and the \$15.00 shall be on file 21 days prior to date of examination.

(c) Shall be able to speak, read, and write English.

(2) PERSON WITH COMPARABLE TRAINING. (a) A person who is a U. S. citizen, or submits proof of intention to become a citizen; is at least 18 years of age; has completed 2 years (8 credits) of high school or its equivalent and can provide evidence of comparable preparation (section N 5.04) satisfactory to the board may be admitted to examination provided section N 5.01 has been met.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62.

**N 5.04 Comparable training.** (1) PARTIAL PROFESSIONAL. A person who within 10 years prior to date of application has completed approximately 18 months in an accredited school of professional nursing which has included nursing experience in the clinical areas

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which, together with her other satisfactory nursing experience, is equivalent to the nine month minimum program in a state accredited practical nursing school may be considered to have had comparable preparation. The 10-year limitation may be waived or extended in the discretion of the board when the circumstances indicate current competency.

(2) **LICENSE IN FOREIGN COUNTRY.** A person who holds a license in a foreign country as a professional nurse but who does not have the educational qualifications to receive a Wisconsin certificate of registration may be considered to have comparable preparation if he meets section N 5.03 (2), and has had instruction and practice in the care of medical and surgical patients, mothers, newborn infants and children plus 6 months satisfactory nursing experience in Wisconsin.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62. am. (1), Register, February, 1964, No. 98, eff. 3-1-64.

**N 5.05 Eligibility without examination.** (1) **RECOGNITION OF OUT-OF-STATE LICENSE.** A license shall be granted without examination to a person who is licensed as a licensed attendant or licensed trained practical nurse or under a comparable title in another state or territory or province of Canada if his (a) general education, training, prior practice and other qualifications, in the opinion of the board, are at least comparable to those of this state and current licensing or renewal. (Section 149.09 (4) (d) Wis. Stats.)

(b) The applicant (whose program meets Wisconsin's standards) has written the same examination and received a score acceptable to Wisconsin.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62; r. and recr. (1) (intro. par.) and (1) (a), Register, September, 1964, No. 105, eff. 10-1-64.

**N 5.06 Renewal of license.** (1) **COMPLETION OF RENEWAL APPLICATION.** A trained practical nurse practicing for compensation shall renew his license as provided in section 149.09 (4) (b) Wis. Stats. If he does not complete the application for relicensing as directed it may be returned to him for completion before issuance of a renewal card.

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

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62; am. Register, September, 1964, No. 105, eff. 10-1-64.

**N 5.07 Inactive list of licensees.** A trained practical nurse not practicing nursing for compensation in Wisconsin shall request placement on the inactive list by August 1, and no fee shall be charged.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62.

**N 5.08 Delinquent licensee.** A trained practical nurse who has been currently licensed during the preceding year and who does not request placement on the inactive list shall be declared delinquent on August 1. Delinquent licensees shall not be endorsed to other states.

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A nurse, in order to clear his record, shall submit an affidavit to the effect that he has not engaged in the practice of nursing as a trained practical nurse 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, June, 1962, No. 78, eff. 7-1-62.

**N 5.09 Replacement of license.** (1) ORIGINAL. An original license which has been lost or destroyed may be replaced upon proper identification of the nurse. Proper identification includes the name of the school and date of graduation, date of original license and date of birth. The replacement fee shall be \$10. A license replaced shall be marked duplicate.

(2) RENEWAL CARD. A duplicate renewal card may be issued for a fee of \$2.50 and upon receipt of proper identification as outlined in (1).

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62; r. and recr. (1) and (2), Register, September, 1964, No. 105, eff. 10-1-64.

**N 5.10 Change of name.** (1) CREDENTIALS REQUIRED. The name of a trained practical nurse shall be changed on the records in the state department of nurses upon receipt of an affidavit, a certified copy of a court record or a certified copy of a marriage certificate.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62.

**N 5.11 High school education equivalent.** Education equivalent to 10th grade high school education (8 credits) 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 shall advise the board regarding the amount of high school credit which shall be granted the applicant.

(2) GENERAL EDUCATIONAL DEVELOPMENT TEST. A standard score of 35 or above in each of the five tests, or an average standard score of 45 or above on the entire five tests of the General Educational Development Test.

(3) DEGREE. A degree from an accredited junior college, college, or university.

(4) EDUCATIONAL EQUIVALENCY TEST. If the applicant has no high school credentials he shall pass the 10th grade equivalency examination designated by the board.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62.

**N 5.12 Abandonment of application.** (1) BY EXAMINATION. An applicant whose application for examination has been accepted shall be deemed to have abandoned the 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. An applicant whose application for examination has been rejected shall be deemed to have abandoned the application if he does not qualify himself by overcoming the deficiencies specified in the written evaluation notice and take an examination within a 3 year period from the date of the evaluation notice.

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(2) **WITHOUT EXAMINATION.** An applicant whose application for license without examination has been rejected shall be deemed to have abandoned the application if he does not qualify himself by overcoming the deficiencies specified in the written evaluation notice.

(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.

(c) An applicant whose application was filed prior to the effective date of the section amended in 1962 shall have the applicable time periods designated in sections (1) and (2) of this section without the application having been deemed to have been abandoned.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62.

**N 5.13 Temporary License.** (1) **ELIGIBILITY.** An applicant who is qualified for admission to examination may be granted a temporary license. A temporary license may be issued upon the receipt of proof of completion of the program in practical nursing; the licensing fee of \$15 and the temporary license fee of \$2. (a) The diploma from a Wisconsin 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 completion of the program.

(b) Individuals seeking licensure in Wisconsin by examination who completed programs in other jurisdictions shall have their general education and training evaluated to determine eligibility before a temporary license is issued.

(c) A temporary license shall expire 3 months from the date it is issued.

(d) A second temporary license may be issued if the nurse has been unable to take the first examination scheduled. It has to be dated to expire 3 months from the date of issuance. The fee of \$2 shall be charged.

(e) No more than 2 temporary licenses shall be issued to the same individual.

(f) A temporary license shall not be issued to a person who has been unsuccessful on examination in Wisconsin or another jurisdiction.

**History:** Cr. Register, September, 1964, No. 105, eff. 10-1-64.