

## Chapter N 4

REGISTRATION FOR THE PRACTICE OF  
PROFESSIONAL NURSING

N 4.01	Proof of intention to qualify for registration	N 4.08	Application fee to be earned fee
N 4.02	Eligibility for examination	N 4.09	Abandonment of application
N 4.03	Eligibility without examination	N 4.10	Renewal of certificate of registration
N 4.04	Nurse with deficiencies in professional preparation	N 4.11	Inactive list of registrants
N 4.05	Nurse with practice in un-accredited hospital	N 4.12	Delinquent registrants
N 4.06	Other qualifications	N 4.13	Replacement of certificate
N 4.07	Permits	N 4.14	Change of name
		N 4.15	High school education equivalent

**History:** Chapter N 4 as it existed on June 30, 1962 was repealed and a new chapter N 2 was created effective July 1, 1962.

**N 4.01 Proof of intention to qualify for registration.** A nurse shall be considered to have indicated her intention to qualify for registration if the registration fee of \$25.00 has been paid to the state department of nurses.

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

**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; have graduated from high school or its equivalent; and hold a diploma from an accredited school of nursing.

(b) Application, statements, documents, and \$25.00 shall be on file as specified in section N 8.03 (6).

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

(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 preparation required in a Wisconsin accredited 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 director of nursing upon completion of the period of practice. Additional practice may be required in any clinical area in which there is a deficiency.

Register, August, 1970, No. 176

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 professional 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. Twelve weeks of practice is required in each of these 4 areas: medical and surgical nursing, pediatric, obstetric and psychiatric nursing. A report on the applicant's professional competency shall be submitted by the director of nursing at the completion of every 3 months. In addition, the national league for nursing's achievement tests shall be taken in all subjects. A score at or above the 50th percentile is required.

(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.

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

**N 4.03 Eligibility without examination. (1) RECOGNITION OF OUT-OF-STATE LICENSES.** A nurse licensed as a professional 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 149.06 (1) Wis. Stats.)

(2) RECOGNITION OF FIRST WAIVER. A nurse licensed as a professional 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. Applicants 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 (licensure) 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.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62; r. and recr. (1); cr. (3), Register, September, 1964, No. 105, eff. 10-1-64.

**N 4.04 Nurse with deficiencies in professional preparation. (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

Register, August, 1970, No. 176

meet the requirements. An extension of time may be granted by the director for justifiable cause.

(2) **FIFTH SERVICE.** A nurse graduated between January 1, 1930 and December 31, 1947 who has not had clinical practice in one of these 4 areas—tuberculosis, public health, communicable disease or psychiatry, 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, June, 1962, No. 78, eff. 7-1-62.

**N 4.05 Nurse with practice in unaccredited hospital.** A nurse who holds a license in another state, territory or province of Canada whose experience as a student was obtained in a hospital which was not accredited by the joint commission on accreditation of hospitals or its predecessor, may be granted a certificate of registration provided he meets all other requirements.

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

**N 4.06 Other qualifications.** Other qualifications as specified in section 149.06 (1) 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, June, 1962, No. 78, eff. 7-1-62.

**N 4.07 Permits. (1) GRADUATE NURSES NOT REGISTERED.** A graduate of an accredited school of professional nursing in any state, territory or province of Canada who desires to practice nursing for compensation shall be granted a permit from the board upon the receipt of proof of graduation; the registration fee of \$25, and the permit fee of \$2. (a) The diploma from the school or a notarized statement signed by the director of the school 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 in his first examination provided he has been successful in at least 4 areas. A charge of \$2 is made for the permit which is issued for a 3 month period. This may be extended not to exceed one month as provided in (b) above.

(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 with a valid permit shall be called a graduate nurse. He may use the letters "G.N."

(2) **GRADUATE NURSES LICENSED IN OTHER STATES.** (a) A graduate nurse licensed in a state, territory or province of Canada who desires to practice nursing for compensation shall be granted a permit from the board upon the receipt of a non-lapsed state license, the registration fee of \$25 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 per-

mit, 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 149.08 Wis. Stats. Permits are issued for a 3 month period on payment of \$2.

(d) No nurse shall be issued more than 4 permits except in an extreme hardship case. Authorization for one additional permit may be made by the director of the state department of nurses after investigation.

(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 (d) above. When deficiencies have been removed the nurse will be given the permit privileges specified in (1) above.

**History:** Cr. Register, June, 1962, No. 78, eff. 7-1-62; r. and recr. (1) (b), (c); (2) (b), (c), (d), and (3), Register, September, 1964, No. 105, eff. 10-1-64.

**N 4.08 Application and permit fees to be earned fees.** Effective July 1, 1962, a fee received in connection with an application for a certificate by interstate endorsement or a permit 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 a certificate or permit is denied.

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

**N 4.09 Abandonment of application. (1) BY EXAMINATION.** 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. 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 written evaluation notice. See Wis. Adm. Code section N 8.03 (8) (a) and (b) for exception.

(2) **WITHOUT EXAMINATION.** An applicant whose application for certificate 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 within a three-year period from the date of 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.

Register, August, 1970, No. 176

(c) An applicant whose application was filed prior to the effective date of the section as amended in 1962 shall have the applicable time periods designated in subsections (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; am. (1), Register, September, 1964, No. 105, eff. 10-1-64.

**N 4.10 Renewal of certificate of registration. (1) COMPLETION OF RENEWAL APPLICATION.** A registered nurse practicing for compensation shall renew his certificate as provided in section 149.06 (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 NURSE.** A registered nurse who has been inactive in nursing for a period of 5 or more years should be advised in writing to take a refresher course in nursing prior to resuming his 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; r. and recr. Register, September, 1964, No. 105, eff. 10-1-64.

**N 4.11 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, June, 1962, No. 78, eff. 7-1-62.

**N 4.12 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, June, 1962, No. 78, eff. 7-1-62; am. Register, September, 1964, No. 105, eff. 10-1-64.

**N 4.13 Replacement of certificate. (1) ORIGINAL.** An original certificate of registration 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 registration and date of birth. The replacement fee shall be \$10. A certificate replaced shall be marked duplicate.

(2) **RE-REGISTRATION CARD.** A duplicate re-registration card may be issued for a fee of \$2.50 upon receipt of proper identification as outlined in (1).

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

**N 4.14 Change of name. (1) CREDENTIALS REQUIRED.** The name of a nurse shall be changed on the records in the state department of nurses

Register, August, 1970, No. 176

upon receipt of an affidavit, or a certified copy of the court record, or a certified copy of a marriage certificate.

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

**N 4.15 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 any accredited junior college, college or university.

(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, June, 1962, No. 78, eff. 7-1-62.