

Chapter N 8

POLICIES GOVERNING BOARD AND
EXAMINING COUNCILS

N 8.01	Board of nursing	N 8.04	Examining council on registered nurses
N 8.02	Policies of board of nursing	N 8.05	Examining council on licensed practical nurses
N 8.03	Division of nurses		

History: Chapter N 8 as it existed on December 31, 1968 was repealed and a new chapter N 8 was created effective January 2, 1969.

N 8.01 Board of nursing. (1) **OFFICERS.** The officers of the board shall consist of a chairman, vice-chairman and secretary.

(2) **ELECTION.** The officers of the board, except the secretary, shall be elected annually by ballot at the meeting in January. The candidates receiving the largest number of votes shall be declared elected. Officers shall assume office at the close of the meeting at which they are elected. The administrator of the division of nurses serves as the secretary.

(3) **VACANCIES IN OFFICE.** (a) *Chairman.* A vacancy occurring in the office of the chairman shall be filled by the vice-chairman for the period of the unexpired term.

(b) *Vice-chairman.* A vacancy in the office of vice-chairman shall be filled by appointment by the chairman for the period of the unexpired term.

(c) *Chairman and vice-chairman.* Vacancies in both the offices of chairman and vice-chairman require a special election. Persons so elected shall hold office for the unexpired term of the person who vacated the office.

(d) *Secretary.* A vacancy in the office of secretary shall be filled by the designated deputy administrator until the administrator of the division of nurses has been appointed.

(4) **DUTIES OF OFFICERS.** (a) *Chairman.* The chairman shall preside at meetings and shall appoint members to serve on committees, regular and special, as may be created. The chairman shall be an ex-officio member of all committees.

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

(c) *Secretary.* 1. The secretary shall make the necessary arrangements for the meetings of the board, and send notices of meetings to members, prepare the agenda and record the minutes of the meetings and conduct the necessary correspondence for the board.

2. Previous to the expiration of the term of office of a member of the examining council on registered nurses and the examining council on licensed practical nurses he shall obtain a list of eligible candidates and their credentials as herein provided and present the same to the board.

(5) COMMITTEES. (a) There shall be 3 standing committees. Each committee shall consist of at least 3 members who shall be appointed by the chairman with the consent of the board following the annual meeting in July.

1. Committee on credits
2. Committee on scholarships
3. Executive committee

(b) The committee on credits shall review and approve or disapprove the schools' plan for readmission or transfer of an applicant.

(c) The committee on scholarships shall prepare rules and policies for the granting of scholarships, prepare announcements and send forms as are necessary for scholarships subject to the approval of the board. The committee shall assemble and evaluate the credentials of applicants for scholarships and submit to the board a list of eligible candidates.

(d) The executive committee shall review complaints regarding registered nurses and licensed practical nurses and recommend action to the board. It shall be represented by at least one member at all hearings. It shall assume other duties as designated by the board.

(e) A special committee may be created by the board, as necessary, and shall cease to exist upon completion of the special work for which it was created.

(6) MEETINGS. The meetings of the board shall be designated as regular and special. (a) Regular meetings shall be held 4 times a year. The board shall determine the exact dates of meetings for the year at its annual meeting in July. Effort will be made to hold meetings in January, April, July and November. The chairman may alter the dates of meeting if circumstances so indicate. A notice of a regular meeting shall be sent to each member at least 10 days before the date of meeting.

(b) The July meeting shall be the annual meeting.

(c) Special meetings may be called by the chairman or by a majority of the members.

(d) A quorum shall consist of 6 members.

(e) The business at each regular meeting shall follow Robert's Rules of Order, revised.

(7) EXAMINING COUNCIL ON REGISTERED NURSES. (a) *Candidates.* Several months prior to the expiration of the term of office of a member of the examining council on registered nurses the secretary of the board shall request the names of possible candidates from the educational administrators of accredited schools of nursing, the Wisconsin Nurses' Association, the Wisconsin League for Nursing and the members of the board. The secretary shall obtain the credentials of the candidates and prepare a list of eligible candidates with their qualifications for presentation to the board at the regular meeting preceding the date of expiration of the councilor's term of office.

(b) *Qualifications.* 1. Registered in Wisconsin.

2. A qualified instructor who is currently engaged in teaching of his clinical field and has had a minimum of 3 years of practice in his area of specialization.

3. Knowledge of principles underlying test construction and experience in constructing, administering and scoring objective tests.

(c) *Selection of candidates.* Candidates shall be elected by ballot and the candidate receiving the highest number of votes shall be appointed.

(d) *Vacancy.* A vacancy shall be filled in the same manner as for new appointments or from an existing list of eligible candidates provided such list has been compiled within one year and as provided in subsection (7) (a).

(8) EXAMINING COUNCIL ON LICENSED PRACTICAL NURSES. (a) *Candidates.* Several months prior to the expiration of the term of office of a member of the examining council on licensed practical nurses, the secretary of the board shall request the names of possible candidates from the nursing faculty of accredited programs in practical nursing, the Wisconsin Nurses' Association, the Wisconsin League for Nursing, the Wisconsin Association of Licensed Practical Nurses, and the members of the board. The secretary shall obtain the credentials of the candidates and prepare a list of eligible candidates with their qualifications for presentation to the board at the regular meeting preceding the date of expiration of the councilor's term of office.

(b) *Qualifications.* 1. Trained practical nurse:

a. Licensed in Wisconsin;

b. Actively engaged in nursing for 3 years immediately preceding appointment;

c. High school graduate or its equivalent; graduation from college preferred;

d. Knowledge of content in present curriculum in practical nursing;

e. Interest in and willingness to devote sufficient time to study of principles underlying test construction to contribute to the construction, administration and scoring of objective tests.

2. Registered nurse:

a. Registered in Wisconsin;

b. Actively engaged in nursing for 3 years immediately preceding appointment;

c. Holds at least a baccalaureate degree;

d. See subsection (b) 1, d. above;

e. See subsection (b) 1, e. above.

3. Registered nurse faculty member:

a. Registered in Wisconsin;

b. Holds a baccalaureate degree;

c. Currently engaged in teaching in a practical nursing program;

d. See subsection (b) 1, e. above.

(c) *Selection.* Candidates shall be elected by ballot and the candidate receiving the highest number of votes shall be appointed.

(d) *Vacancy.* A vacancy shall be filled in the same manner as for new appointments or from an existing list of eligible candidates provided such list has been compiled within one year and as provided in subsection (8) (a).

(9) AMENDMENTS. These rules may be amended at any regular meeting by majority vote of those members present and voting.

History: Cr. Register, December, 1968, No. 156, eff. 1-2-69.

N 8.02 Policies of board of nursing. (1) BOARD MATERIALS. Each new member, upon appointment, shall receive a copy of the Wisconsin statutes applicable to the functions of the board, and chapter N Wisconsin administrative code.

(a) Within 2 weeks after retiring from the board, all materials, 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 of the board at least 10 days prior to the meeting for placement on the agenda.

(3) **REPORTS OF SURVEYS AND VISITS TO SCHOOLS.** (a) Written reports of surveys of schools, associate and extended units with a list of suggested 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 copies shall be sent to the educational administrator, assistant educational administrator 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.

History: Cr. Register, December, 1968, No. 156, eff. 1-2-69.

N 8.03 Division of nurses. When the administrator of the division of nurses is out of the office or otherwise engaged he shall designate a deputy administrator to act in his behalf. If the position of administrator is vacant or the administrator has been unable to make the designation, the chairman of the board shall appoint a deputy administrator until the next meeting of the board at which time the board shall appoint an acting administrator. The designation of a deputy administrator shall be in writing and the selection limited to persons within the division who are registered nurses.

History: Cr. Register, December, 1968, No. 156, eff. 1-2-69.

N 8.04 Examining council on registered nurses. (1) OFFICERS. The officers of the examining council shall be a chairman, a vice-chairman, and a secretary.

(2) **ELECTIONS.** The officers of the examining council, except the secretary, shall be elected annually by the members at the first meeting in the year and shall assume office at the close of the meeting at which they are elected. The administrator of the division serves as secretary.

(3) **VACANCIES.** (a) *Chairman.* A vacancy in the office of chairman shall be filled by the vice-chairman until the next meeting of the examining council 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 deputy administrator of the division of nurses. He shall serve

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until the position of administrator of the division and secretary of the board has been filled.

(4) DUTIES OF OFFICERS. (a) *Chairman*. The chairman shall preside at all meetings of the examining council and appoint such standing or 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. He shall make arrangements for conducting examinations, prepare the notices and schedules of examinations, and send notice of examination to schools as least once each year.

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

4. He shall authorize and supervise the preparation and distribution of all admission cards to qualified candidates.

5. He shall select and arrange for temporary appointment of the number of assistants necessary to conduct all examinations, efficiently and securely.

(5) MEETINGS. (a) Meetings shall be held at least once a year. Notice of meeting shall be sent to members of the examining council at least one week prior to the meeting.

(b) A quorum shall be 3 members.

(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.

3. An examination may be classified as both regular and special if in the judgment of the secretary the number of candidates to be examined does not justify separate examination centers.

(b) *Time and place*. Examinations shall be held at the time designated by the examining council and approved by the board. The secretary, in arranging for examining centers, shall conform to standards provided in the test pool contract and criteria established by the American Nurses' Association Council on State Boards of Nursing.

(c) *Proctors*. A minimum of 2 proctors and a professional nurse employee of the division of nurses shall be assigned to each examining center.

(d) *Final date for filing*. 1. Application, fee and all credentials (general and professional education) shall be in the office of the division of nurses no later than 4:30 P.M., 28 days before the examination is to be conducted. Should it be necessary to schedule 2 sections, the filing deadline date shall be 28 days before the first test is administered.

2. If the number of approved candidates exceeds the seating space provided and the proctors available for the scheduled examination, the secretary may arrange for extension of the examination into the first 2 days immediately following the scheduled date, if in his

judgment a hardship will be created for eligible candidates unable to be seated. When this procedure is followed it shall be considered as one examination.

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

(f) *Credentials.* 1. The application shall be filled out completely. A photograph of head and shoulders, which has the signature of the applicant and the signature of the director or dean of his school or his designee, taken within the past 2 years shall be affixed to the application.

2. General and professional education transcripts shall be original documents and shall contain the authorized signature and the school seal. Notarization is acceptable in lieu of a school seal. Legible photocopies of transcripts are acceptable provided the reproduction has permanency, contains an authorized signature and school seal.

3. Each candidate shall present at the opening session of the examination an admission card and a signed photograph which is a duplicate of the one submitted with his application.

(g) *Areas.* The examination shall be based upon the content of the curriculum and shall be incorporated in subject areas also referred to as tests.

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

(i) *Passing score.* 1. The passing score in each nursing area shall be a standard score. The examining council shall determine the passing score in each nursing area and shall authorize the issuance of a certificate of registration to each candidate receiving a **passing** score in all nursing areas.

2. The standard scores shall be used on all records in the files of the division of nurses, for the report to the candidate's school and for certification ~~of~~ other jurisdictions. Only employees of the division who are responsible to the secretary of the examining council and board shall have access to this information.

(j) *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 shall appear for re-examination within one calendar year or rewrite the entire examination. Exceptions shall be made only by the examining council.

3. Candidates rewriting any part of the examination shall pay the fee of \$30.

(k) *Proctoring.* 1. By other jurisdictions. The examining council will not authorize the writing of the candidate's first Wisconsin examination in another jurisdiction. A candidate is advised to apply for and write the examination in the jurisdiction in which he resides. The secretary of the examining council may arrange for an unsuccessful candidate residing in another state to have his test proctored by another jurisdiction if undue hardship would be caused by his return to Wisconsin. In this instance the candidate shall pay all charges made by the proctoring jurisdiction in addition to the Wisconsin examination fee of \$30. The latter shall be on file in the division before arrangements are made with another jurisdiction.

2. For other jurisdictions. The secretary of the examining council, upon the request of another jurisdiction, may arrange for the proctoring of an examination or test for the person specified. The individual may either be assigned to a scheduled regular or special examination or have the examination proctored in the division provided a satisfactory environment can be provided. If the person has made application for Wisconsin registration and paid the required fee, a service fee of \$5 shall be charged. This fee is payable prior to examination. If the person has not made application for Wisconsin registration the service charge shall be \$30 for the entire examination. When only a part of the examination is written the charge shall be \$15 for one or 2 tests and \$5 for each additional test.

(7) **TEST ITEMS.** (a) *Submit.* Items shall be submitted to the secretary of the examining council for typing at least 3 weeks preceding the meeting at which they are to be reviewed.

(b) *Review.* Only members of the examining council and the division's professional nurse employees shall review test items and only in a regular meeting called for this purpose.

(c) *Reproduce.* Only a selected employee directly responsible to the secretary of the examining council shall type, mimeograph and assemble test items under strict security measures.

(d) *Select.* The secretary of the examining council shall be authorized to enter into a contract with an agency offering a test pool service provided the examining council selects the nursing areas for use and the security procedures are satisfactory. In participating in a test pool examination the examining council shall be able to demonstrate it is in the best interest of the candidates and Wisconsin citizens.

(e) *Member responsibility.* Members of the examining council are expected to participate in the preparation of each new series of the examination, attend meetings of the examining council and proctor examinations as needed. All knowledge of test items shall be held in strict confidence.

(8) **FEE.** (a) *Earned.* Twenty dollars of the \$30 examination fee is an earned fee upon receipt.

(b) *Refunded.* Ten dollars of the \$30 fee shall be returned to an applicant who gives 7 days advance written notice that he is unable to be present for the examination. Exceptions may be made if after review of the facts, the examining council believes the circumstances which resulted in non-attendance could not have been anticipated.

History: Cr. Register, December, 1968, No. 156, eff. 1-2-69.

N 8.05 Examining council on licensed practical nurses. (1) OFFICERS. See section N 8.04 (1).

(2) **ELECTIONS.** See section N 8.04 (2).

(3) **VACANCIES.** See section N 8.04 (3).

(4) **DUTIES OF OFFICERS.** See section N 8.04 (4).

(5) **MEETINGS.** (a) See section N 8.04 (5) (a).

(b) A quorum shall be 4 members.

(6) **EXAMINATION.** (a) *Time and place.* See section N 8.04 (6) (b).

(b) *Proctors.* A minimum of 2 proctors and a professional nurse employee of the division of nurses shall be assigned to each examin-

ing center. One of the proctors shall be a licensed trained practical nurse.

(c) *Final date for filing.* 1. Application, fee and all credentials (general and vocational education) shall be in the office of the division of nurses no later than 4:30 P.M., 28 days before the examination is to be conducted. Should it be necessary to schedule 2 sections, the filing deadline date shall be 28 days before the first test is administered.

2. If the number of approved candidates exceeds the seating space provided and the proctors available for the scheduled examination, the secretary may arrange for extension of the examination into the next day, if in his judgment a hardship will be created for eligible candidates unable to be seated. When this procedure is followed it shall be considered as one examination.

(d) *Admission.* See section N 8.04 (6) (e).

(e) *Credentials.* 1. The application shall be filled out completely. A photograph of head and shoulders, which has the signature of the applicant and the signature of the educational administrator in nursing or his designee, taken within the past 2 years shall be affixed to the application.

2. General and vocational education transcripts shall be original documents and shall contain the authorized signatures and the school seal. Notarization is acceptable in lieu of a school seal. Legible photocopies of transcripts are acceptable provided the reproduction has permanence, contains an authorized signature and school seal.

3. See section N 8.04 (6) (f) 3.

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

(g) *Test items.* See section N 8.04 (6) (h) and (7).

(h) *Passing score.* 1. The passing score shall be determined by the examining council and reported as a standard score.

2. The examining council shall authorize the issuance of a license to each candidate receiving a passing score.

3. The standard score shall be used on all records in the files of the division of nurses, for the report to the candidate's school and for certification to other jurisdictions. Only employees of the division who are responsible to the secretary of the examining council and board shall have access to this information.

(i) *Member responsibility.* 1. Members of the examining council are expected to attend all meetings, review test items, and proctor examinations as needed.

2. Registered nurse members are expected to participate in the preparation of each new form of the examination.

3. All knowledge of test items shall be held in strict confidence.

(j) *Proctoring.* 1. By other jurisdictions. The examining council will not authorize the writing of the candidate's first Wisconsin examination in another jurisdiction. A candidate is advised to apply for and write the examination in the jurisdiction in which he resides. The secretary of the examining council may arrange for an unsuccessful candidate residing in another state to have his test proctored by another jurisdiction if undue hardship would be caused by his return to Wisconsin. In this instance the candidate shall pay all

charges made by the proctoring jurisdiction in addition to the Wisconsin examination fee of \$20. The latter shall be on file in the division of nurses before arrangements are made with another jurisdiction.

2. For other jurisdictions. The secretary of the examining council, at the request of another jurisdiction, may arrange for proctoring the examination for a specified person. The individual may either be assigned to a scheduled examination or have it proctored in the offices of the division of nurses. If the person has made application for Wisconsin licensure and paid the required licensing fee, a service charge of \$5 shall be made. This fee is payable prior to examination. If he has not made application for Wisconsin licensure, the service charge shall be \$20.

(7) FEE. (a) *Earned*. The \$20 examination fee is an earned fee upon receipt.

(b) *Refunded*. Seven dollars of the \$20 fee shall be returned to an applicant who gives 7 days advance written notice that he is unable to be present for the examination. Exceptions may be made if after review of the facts, the examining council believes the circumstances which resulted in non-attendance could not have been anticipated.

History: Cr. Register, December, 1968, No. 156, eff. 1-2-69.