

Chapter NHA 3

**EDUCATIONAL PROGRAMS  
MEETING LICENSING AND  
CONTINUING EDUCATIONAL REQUIREMENTS**

NHA 3.01 Board approval  
NHA 3.02 Continuing education

NHA 3.03 Approval of continuing education programs

**Note:** Chapter NHA 3 as it existed on June 30, 1980 was repealed and a new chapter NHA 3 was created effective July 1, 1980.

**NHA 3.01 Board approval.** All regular courses of study, programs of study and specialized courses in the subject area of nursing home administration shall be approved by the board.

**Note:** A list of approved regular courses of study, programs of study and specialized courses is available upon request to the board office at 1400 East Washington Avenue, Madison, Wisconsin 53702.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80.

**NHA 3.02 Continuing education.** (1) Every nursing home administrator shall complete at least 24 contact hours in approved continuing education programs in each biennial renewal period.

(2) Continuing education contact hours may apply only to the biennial renewal period in which the contact hours are acquired.

(3) To obtain credit for completion of continuing education programs, a nursing home administrator shall submit to the board a certificate of attendance issued by the provider or other evidence of attendance satisfactory to the board.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80.

**NHA 3.03 Approval of continuing education programs.** (1) To obtain approval of a continuing education program, an application on forms provided by the department shall be submitted to the office of the Nursing Home Administrator Examining Board, 1400 East Washington Avenue, Madison, Wisconsin 53702, and shall include a general description of the subject matter, the time and location, and the name and title of the instructor, of the program.

(2) An application for a continuing education program shall be approved if:

(a) The program relates to one or more of the general subject areas specified in s. NHA 2.03 or the Federal Register, Vol. 35, No. 41, Feb. 1970, and is specifically related to long-term care or health care administration.

(b) The program is available to all nursing home administrators regardless of membership in any organization.

(c) The provider of the continuing education program agrees to monitor the attendance and furnish to each participant evidence of having completed the program.

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(3) A separate application must be submitted for each continuing education program.

(4) Continuing education programs may include subject matter other than that specified in sub. (1); however, the board shall limit its approval to only that part of the program which relates to subject matter described in sub. (1).

(5) Home study programs and courses taken for academic credit shall be eligible for credit, if approved by the board.

(6) In-service programs sponsored by long-term care facilities are not eligible for approval unless the programs are available to all licensed nursing home administrators.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80.