

## Chapter NHA 4

### LICENSURE

NHA 4.01 Licensure by examination, education, and experience.  
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**Note:** Chapter NHA 4 as it existed on June 30, 1980 was repealed and a new chapter NHA 4 was created effective July 1, 1980.

**NHA 4.01 Licensure by examination, education, and experience.** (1) APPLICATION. An applicant for licensure shall submit all of the following:

(a) An application for licensure on a form provided by the board.

(b) Evidence of satisfying the examination requirements under s. NHA 2.01. Active certification as a health services executive granted by NAB shall be accepted as evidence of satisfying the requirements under s. NHA 2.01 (1) and (2).

**Note:** Applications are available from the department of safety and professional services at (608) 266-2112, [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov), or from the department's website at <http://dsps.wi.gov>.

(d) Evidence of successful completion of one of the following educational and experience requirements:

1. A regular course of study.
2. A program of study and one year of experience in the field of institutional administration.
3. Specialized courses and one year of experience in the field of institutional administration.
4. Active certification as a health services executive granted by NAB.

(e) Subject to ss. 111.321, 111.322, and 111.335, Stats., if an applicant has a pending criminal charge or an arrest or conviction record, documentation necessary for the board to determine whether the circumstances substantially relate to the practice of nursing home administration.

**(3) REGISTRATION.** Every person granted a license as a nursing home administrator shall be deemed registered for the current registration period. Registrants must qualify biennially for certificates of renewal.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; r. and recr. Register, February, 1995, No. 470, eff. 3-1-95; am. (1) (b), r. and recr. (1) (c), cr. (1) (d) and (e), Register, September, 1997, No. 501, eff. 10-1-97; am. (1) (c), Register, January, 2000, No. 529, eff. 2-1-00; CR 01-101: am. (1) (d), Register February 2002 No. 554, eff. 3-1-02; CR 14-078: renum. (1) (d) to (1) (d) (intro.), cr. (1) (d) 1. to 3. Register November 2015 No. 719, eff. 12-1-15; CR 18-054: am. (title), (1) (intro), (a), (b), r. (1) (c), am. (1) (d) (intro.), 2., 3., cr. (1) (d) 4., am. (1) (e), r. (2) Register June 2021 No. 786, eff. 7-1-21.

**NHA 4.015 Licensure by reciprocity.** The board may grant a license as a nursing home administrator to an applicant who holds a current and unrestricted license issued by the proper authorities in any other jurisdiction, upon submission of an application form provided by the board, along with all of the following:

(1) Evidence of a bachelor's degree in any field that was obtained from an accredited college or university, current certification as a nursing home administrator granted by the American College of Health Care Administrators, or current certification as a health services executive granted by NAB.

**Note:** Note: The American College of Health Care Administrators may be contacted at <http://www.achca.org>.

(2) Evidence of at least 2,000 hours of practice as a nursing home administrator in any consecutive 3-year period within the 5-year period immediately preceding the date of application for licensure.

(3) Evidence of passing the examination required for licensure under s. NHA 2.01 (3).

(4) Subject to ss. 111.321, 111.322, and 111.335, Stats., if an applicant has a pending criminal charge or an arrest or conviction record, documentation necessary for the board to determine whether the circumstances substantially relate to the practice of nursing home administration.

(5) The fee required under s. 440.05 (2), Stats.

**History:** CR 18-054: renum. (title), (intro.), (1) to (4) from NHA 4.03 (title), (intro.), (1) to (4) and am., cr. (5) Register June 2021 No. 786, eff. 7-1-21.

**NHA 4.02 Biennial renewal.** (1) REQUIREMENTS FOR RENEWAL. To renew and obtain a new certificate of registration a licensee shall, by July 1 of the even-numbered year following initial licensure and every 2 years thereafter, file all of the following with the board all of the following:

(a) An application for renewal on a form prescribed by the board.

(b) Certification from the licensee that, during the biennial period immediately preceding application, the licensee has completed the continuing education requirements specified in s. NHA 3.02.

(c) The fee required under s. 440.03 (9) (a), Stats.

**(2) FAILURE TO RENEW.** A licensee who fails to meet the requirements of sub. (1) by the renewal date shall cease and desist from practicing as a nursing home administrator. A licensee who has failed to meet the requirements under sub. (1) may renew and obtain a new certificate of registration by satisfying the following requirements:

(a) If applying less than 5 years after the renewal date, submitting to the board:

1. An application for renewal on a form prescribed by the board.

2. An affidavit that the licensee has not practiced as a nursing home administrator after July 1 of the biennial period for which the licensee was last currently registered.

3. Certification from the licensee that the continuing education required under s. NHA 3.02 has been completed.

4. The required renewal fees under ss. 440.03 (9) (a) and 440.08 (3), Stats.

(b) If applying 5 years or more after the renewal date, satisfying the requirements under par. (a) and submitting evidence of successful completion of any educational coursework or examination required by the board to ensure protection of the public health, safety, and welfare. This paragraph does not apply to a licensee who has unmet disciplinary requirements or whose license has been surrendered or revoked.

**(3) REINSTATEMENT.** (a) A licensee who has unmet disciplinary requirements and has not renewed a license within 5 years of the renewal date or whose license has been surrendered or revoked may apply for reinstatement of the license by submitting all of the following:

1. Evidence of completion of the requirements under s. NHA 4.02 (2) (b).

2. Evidence of completion of disciplinary requirements, if applicable.

3. Evidence of rehabilitation or change in circumstances warranting reinstatement of the license.

(b) A licensee whose license has been revoked may not apply for reinstatement of the license until one year after revocation of the license, in accordance with s. 456.11 (2), Stats.

(c) A licensee may not practice as a nursing home administrator prior to being granted reinstatement of a license under this subsection.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; correction in (2) (intro.) made under s. 13.93 (2m) (b) 4., Stats., Register, September, 1989, No. 405; am. (3) (c), Register, June, 1991, No. 426, eff. 7-1-91; am. (1) (c), r. and recr. (2), r. (3), renum. (4) to be (3), Register, October, 1993, No. 454, eff. 11-1-93; renum. (3) to be NHA 4.05, Register, September, 1997, No. 501, eff. 10-1-97; CR 14-078: am. (1) (c), (2) (a) 4., cr. (3) Register November 2015 No. 719, eff. 12-1-15; **CR 18-054: am. (1) (intro.), (a), (b), (2) (intro.), (a) 1. to 4., renum. (2) (b) (intro.) to (2) (b) and am., r. (2) (b) 1., 2., am. (3) (a) (intro.), 1., 3., (b), (c) Register June 2021 No. 786, eff. 7-1-21.**

**NHA 4.04 Accommodations relating to a disability.**

A qualified applicant with a disability shall be provided with reasonable accommodations requested in connection with the completion of an application for licensure submitted under s. NHA 4.01 or 4.015.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; r. and recr., Register, September, 1997, No. 501, eff. 10-1-97; **correction made under s. 13.92 (4) (b) 7., Stats., Register June 2021 No. 786.**

**NHA 4.05 Display of license and current registration certificate.** The license and certificate of biennial registration shall be displayed in a prominent place by every person licensed and currently registered by the board.

**History:** Renum. from NHA 4.02 (3), Register, September, 1997, No. 501, eff. 10-1-97.