

Chapter NHA 2

REQUIREMENTS FOR EXAMINATION

NHA 2.01 Examinations.
NHA 2.02 Application for examination.

NHA 2.04 Passing grades.
NHA 2.05 Rules of conduct.

Note: Chapter NHA 2 as it existed on June 30, 1980, was repealed and a new chapter NHA 2 was created effective July 1, 1980.

NHA 2.01 Examinations. (1) The board shall determine the subjects for examination of applicants for license as a nursing home administrator. The scope, content, form and character of the examinations shall be the same for all candidates.

(2) Examinations shall be held at a time and place designated by the board.

(3) The examination shall consist of the following:

- (a) Part I – the national examination prepared by NAB, and
- (b) Part II – the state law examination prepared by the board.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; cr. (3), Register, February, 1995, No. 470, eff. 3-1-95.

NHA 2.02 Application for examination. An applicant for examination for a license as a nursing home administrator shall apply on a form provided by the board. An applicant shall also submit to the board:

(2) The fees authorized by s. 440.05 (1), Stats.

(3) A statement relating to any pending criminal charge or conviction record, subject to ss. 111.321, 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has a conviction record shall provide the board with all related information necessary for the board to determine whether the circumstances of the pending charge or conviction substantially relate to the practice of nursing home administration.

(4) A qualified applicant with a disability shall be provided with reasonable accommodations requested in connection with

the completion of an application for examination submitted under this section.

Note: Applications are available from the Department of Safety and Professional Services, Division of Professional Credentialing, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708, or from the department's website at: <http://dsps.wi.gov>.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; r. and recr. Register, May, 1986, No. 365, eff. 6-1-86; am. (1) (c) 1. to 3., Register, June, 1991, No. 426, eff. 7-1-91; cr. (1) (d), Register, February, 1995, No. 470, eff. 3-1-95; r. and recr. Register, September, 1997, No. 501, eff. 10-1-97; CR 01-101: am. (intro.), Register February 2002 No. 554, eff. 3-1-02; **CR 14-078: r. (1), am. (4) Register November 2015 No. 719, eff. 12-1-15.**

NHA 2.04 Passing grades. (1) NATIONAL. To pass the national examination, each applicant shall receive a grade determined by the board to represent minimum competence to practice. The board may adopt the passing grade recommended by the examination provider.

(2) STATE. To pass the state law examination, each applicant shall receive a grade determined by the board to represent minimum competence to practice. The board shall determine the passing grade after consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics.

History: Cr. Register, September, 1997, No. 501, eff. 10-1-97.

NHA 2.05 Rules of conduct. The board may deny the application for licensure of any applicant who violates the rules of conduct of the examination.

History: Cr. Register, September, 1997, No. 501, eff. 10-1-97.