

## 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**Note:** Chapter NHA 2 as it existed on June 30, 1980, was repealed and a new chapter NHA 2 was created effective July 1, 1980.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.** An applicant for a license as a nursing home administrator shall pass all of the following examinations:

(1) The Core of Knowledge Examination for Long Term Care Administrators administered by NAB.

(2) The National Nursing Home Administrators Line of Service Examination administered by NAB.

(3) An examination administered by the board on laws and administrative rules of this state governing nursing home administration.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; cr. (3), Register, February, 1995, No. 470, eff. 3-1-95; CR 18-054; r. and recr. Register June 2021 No. 786, eff. 7-1-21.

**NHA 2.02 Application for examination.** An applicant for examination for a license as a nursing home administrator shall submit all of the following to the board:

(1m) An application on a form provided by the board. 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.

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

(3) 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.

**Note:** Applications are available from the department of safety and professional services at (608) 266-2112 or [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov), 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; CR 18-054; am. (intro), (3), renum. (4) to (1m) and am. Register June 2021 No. 786, eff. 7-1-21.

**NHA 2.04 Passing grades. (1) NATIONAL.** To pass the national examination under s. NHA 2.01 (1) or (2), an applicant shall receive a grade determined by the board to represent minimum competence to practice. The board may adopt the passing grade recommended by NAB.

(2) STATE. To pass the examination under s. NHA 2.01 (3), an 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; CR 18-054; am. Register June 2021 No. 786, eff. 7-1-21.

**NHA 2.05 Rules of conduct.** The board may deny the application for licensure of any applicant who violates the rules of conduct of an examination under s. NHA 2.01.

**History:** Cr. Register, September, 1997, No. 501, eff. 10-1-97; CR 18-054; am. Register June 2021 No. 786, eff. 7-1-21.