

Chapter N 5

LICENSURE TO PRACTICE AS A TRAINED
PRACTICAL NURSE

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History: Chapter N 5 as it existed on September 30, 1971 was repealed and a new chapter N 5 was created, Register, September 30, 1971, effective October 1, 1971.

N 5.01 Proof of intention to qualify for licensure. A nurse shall be considered to have indicated his intention to qualify for licensure if the licensing fee of \$20 has been paid to the division of nurses.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.02 Eligibility for examination. (1) GRADUATES OF STATE ACCREDITED SCHOOL. (a) Shall be a U. S. citizen or submit proof of intention to become a citizen; be at least 18 years of age; have completed 2 years (8 credits) of high school or its equivalent; hold a diploma from an accredited school of practical nursing in a state whose minimum standards meet Wisconsin's standards. A graduate of a program in a state not meeting Wisconsin's standard but whose program is equivalent to the minimum standards of Wisconsin may be eligible for examination.

(b) Application, transcripts, statements and \$20 shall be on file 28 days prior to the date of examination.

(c) Shall be able to speak, read and write English. The board shall designate an agency or institution to determine English proficiency.

(2) PERSON WITH COMPARABLE TRAINING. (a) A person who is a U. S. citizen or submits proof of intention to become a citizen; is at least 18 years of age; has completed 2 years (8 credits) of high school or its equivalent; holds a diploma from a state accredited program of practical nursing which offers a course of not less than 9 months and is comparable to Wisconsin's minimum program may be admitted to the examination provided section N 5.01^v has been met.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.03 Comparable training. (1) PARTIAL PREPARATION. A person may be considered to have had comparable preparation when, within 10 years prior to date of application, he has completed approximately 18 months in an accredited program leading to licensure as a registered nurse. Such program will have included experience in the clinical areas which, with the applicant's other satisfactory experience,

is equivalent to Wisconsin's 9 month minimum program. He shall show evidence of orientation to practical nursing. The 10 year limitation may be waived or extended in the discretion of the board when the circumstances indicate current competency.

(2) **STUDENT ENROLLED IN A PROGRAM IN PROFESSIONAL NURSING.** A student currently enrolled in a nursing program leading to licensure as a registered nurse does not meet the intent of subsection (1).

(3) **LICENSURE IN FOREIGN COUNTRY.** A person who holds a license in a foreign country as a registered nurse but who does not have the educational qualifications to obtain a Wisconsin certificate of registration may be considered to have comparable preparation if he meets section N 5.02 (2) and has had instruction and practice in the care of medical and surgical patients, mothers, newborn infants and children plus 3 months satisfactory supervised nursing practice in a health agency acceptable to the board.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.04 Eligibility without examination. (1) **RECOGNITION OF OUT-OF-STATE LICENSE.** A license shall be granted without examination to a person who is licensed as a licensed attendant or licensed trained practical nurse or under a comparable title in another state or territory or province of Canada if:

(a) His general education, training, prior practice and other qualifications, in the opinion of the board, are at least comparable to those of this state (Section 441.10 (3) (d), Wis. Stats.);

(b) The applicant meets Wisconsin's standards.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.05 Temporary license. (1) **ELIGIBILITY.** An applicant who is qualified for admission to examination may be granted a temporary license. This may be issued upon the receipt of completion of the program in practical nursing, the license fee of \$20 and the temporary license fee of \$2.

(a) The diploma from a Wisconsin program, or a notarized statement by the educational administrator or his authorized representative, or the official school transcript signed by the educational administrator or his representative shall be considered proof of completion of the program.

(b) An individual seeking licensure in Wisconsin by examination who completed a program in another jurisdiction shall have his general and nursing education evaluated to determine eligibility before a temporary license is issued.

(c) A temporary license shall expire 3 months from the date it is issued.

(d) A second temporary license may be issued if the nurse has been unable to take the first examination scheduled. It is to be dated to expire 3 months from the date of issuance. The fee of \$2 shall be charged. A person who has forfeited part or all of his original fee of \$20 may not be issued a second temporary license unless a valid fee for examination is on file.

(e) No more than 2 temporary licenses shall be issued to any individual except in an extreme hardship case. Authorization of a third temporary license may be made by the secretary of the board after investigation.

(f) A temporary license shall not be issued to a person who has been unsuccessful on examination in Wisconsin or another jurisdiction.

(g) A practical nurse holding a valid temporary license shall be referred to as a Trained Practical Nurse and he may use the letters T.P.N. on documents related to nursing.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.06 Application and temporary license fees to be earned. Effective July 1, 1962 a fee received in connection with an application for a license by or without examination shall be an earned fee upon receipt and shall not be refunded. The applicant shall be notified in writing of the results of the evaluation of the application. The applicant is not entitled to a refund of the fee if the license is denied.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.07 Abandonment of application. (1) **BY EXAMINATION.** (a) An applicant whose application for examination has been accepted shall be deemed to have abandoned his application if he does not take such examination within a 3-year period from the date of the first examination for which he is eligible under said application.

(b) An applicant who has been issued an admission card but did not appear at the examination center at the specified time but did give 7 days' advance written notice as provided in section N 8.05 (7) (b) shall have \$7 refunded as provided in section 441.10 (1), Wis. Stats. Should he desire to be admitted to examination within a 3-year period as specified in subsection (a) he shall be required to pay the \$20 fee. If more than 3 years have elapsed he shall be required to file all new credentials in addition to the \$20 fee.

(c) An applicant who has been issued an admission card and does not appear at the examination center or notifies the division of nurses as provided in section N 8.05 (7) (b) is not entitled to the \$7 refund and is required to pay a \$20 fee before being re-certified to examination. In extreme circumstances the board may waive after investigation.

(d) An applicant whose application for examination has been rejected shall be deemed to have abandoned his application if he does not qualify himself by removing the deficiencies specified in the written evaluation notice and writing the examination within a 3-year period from the date of the written evaluation notice.

(2) **WITHOUT EXAMINATION.** An applicant whose application for a trained practical nurse license without examination has been rejected shall be deemed to have abandoned his application if he does not qualify by removing the deficiencies specified in the written evaluation notice within a 3-year period from the date of the evaluation.

(3) **NO EXCEPTIONS.** (a) Submission of additional data, requests for reconsideration or re-evaluation, or other inquiries or statements involving an application, shall not extend the time periods specified in subsections (1) and (2).

(b) An application submitted subsequent to the abandonment of a former application shall be treated as a new application.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

Register, August, 1978, No. 272

N 5.08 Renewal of license. (1) **COMPLETION OF RENEWAL APPLICATION.** A trained practical nurse practicing for compensation shall renew his license as provided in section 441.10 (3) (b), Wis. Stats. If he does not complete the application for relicensing as directed it may be returned to him for completion before issuance of a renewal card.

(2) **ADVICE TO INACTIVE NURSE.** A licensed trained practical nurse who has been inactive in nursing for a period of 5 or more years shall be advised in writing to have a refresher course in nursing prior to resuming practice. He shall be urged, also, to seek employment in an agency offering an orientation and in-service program and adequate supervision. The danger to the patient and the nurse which could result by his resuming practice without current knowledge and abilities shall be stressed.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.09 Inactive list of licensees. A trained practical nurse not practicing nursing for compensation in Wisconsin shall request placement on the inactive list by August 1, and no fee shall be charged.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.10 Delinquent licensee. A trained practical nurse who has been currently licensed during the preceeding year and who does not request placement on the inactive list shall be declared delinquent on August 1. Delinquent licensees shall not be endorsed to other states.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.11 Replacement of license. (1) **ORIGINAL.** An original license which has been lost or destroyed may be replaced upon proper identification of the licensee. Proper identification includes the name of the school, month and year of graduation, the year of original licensure, date of birth, and such other pertinent information as the board may deem necessary. The replacement fee shall be \$10. A license replaced shall be marked duplicate.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71; r. (2), Register, August, 1978, No. 272, eff. 9-1-78.

N 5.12 Change of name. CREDENTIALS REQUIRED. The name of the nurse shall be changed on the records in the division of nurses only after approval of the secretary of the board. There shall be submitted for review an affidavit, a certified copy of a court record or a certified copy of a marriage certificate before a change of name is authorized.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.

N 5.13 High school education equivalent. Education equivalent to 10th grade high school education (8 credits) may be established by any one of the following:

(1) **ADVISORS.** The university of Wisconsin through its department of admissions or the extension division and the department of public instruction shall be the agencies which shall advise the board regard

ing the amount of high school credit which shall be granted the applicant.

(2) **GENERAL EDUCATIONAL DEVELOPMENT TEST.** A standard score of 35 or above in each of the five tests, or an average standard score of 45 or above on the entire five tests of the general educational development test.

(3) **DEGREE.** A degree from a regionally accredited junior college, college, or university in the United States.

(4) **EDUCATIONAL EQUIVALENCY TEST.** If the applicant has no high school credentials he shall pass the 10th grade equivalency examination designated by the board.

History: Cr. Register, September, 1971, No. 189, eff. 10-1-71.