

## Chapter NHA 4

### LICENSURE

NHA 4.01	Registration of license	NHA 4.04	Scheduling of reciprocal examinations
NHA 4.02	Biennial renewal		
NHA 4.03	Reciprocity		

Note: Chapter NHA 4 as it existed on June 30, 1980 was repealed and a new chapter NHA 4 was created effective July 1, 1980.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 Registration of license.** 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.

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

- (a) An application for renewal on a form prescribed by the board;
- (b) Evidence that the licensee has, during the biennial period immediately preceding application, completed the continuing education requirements specified in s. NHA 3.02;

(c) A fee in the amount required by s. 440.05 (3), Stats.

(2) **REQUIREMENTS FOR LATE RENEWAL.** A licensee who fails to meet the requirements of sub. (1) of this section by the renewal date shall cease and desist from acting as a nursing home administrator. A licensee who has failed to meet the requirements of sub. (1) may renew and obtain a new certificate of registration by filing with the board:

- (a) An application for renewal on a form prescribed by the board; and,
- (b) An affidavit that the licensee has not acted as a nursing home administrator after July 1 of the biennial period for which the licensee was last currently registered; and,
- (c) Evidence that the licensee has, within the 24 months immediately preceding application, completed the continuing education requirements specified in s. NHA 3.02; and,

(d) A fee in the amount required by s. 440.05 (3) plus a late renewal fee in the amount required by s. 440.05 (4) or (5), Stats.

(3) **REQUIREMENTS FOR REINSTATEMENT.** A licensee who did not hold a certificate of registration in the immediately preceding 2-year registration period may be reinstated as a nursing home administrator by:

- (a) Meeting the requirements for renewal in sub. (1);
- (b) Filing an affidavit that the licensee has not practiced as a nursing home administrator during the period in which a certificate of registration was not renewed; and

## NHA 4

(c) Successfully completing an examination on Wisconsin laws governing long-term care facilities.

(4) **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:** Cr. Register, June, 1980, No. 294, eff. 7-1-80.

**NHA 4.03 Reciprocity.** The board at its discretion and otherwise subject to laws pertaining to licensure of nursing home administrators may grant a license as a nursing home administrator to an applicant who holds a current license issued by the proper authorities of any other state, upon payment of the fee specified in s. 440.05 (1), Stats., and submission of evidence satisfactory to the board:

(1) That the other state maintains a system and standard of qualification and examination for a nursing home administrator license, which are substantially equivalent to those required in this state;

(2) That the applicant holds a valid license as a nursing home administrator which has not been revoked or suspended in any state; and

(3) That the applicant has passed the reciprocal examination on Wisconsin law governing long-term care facilities.

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

**NHA 4.04 Scheduling of reciprocal examinations.** If an applicant submits a written request, the reciprocal examination must be scheduled at a time mutually convenient to the applicant and the board except that no reciprocal examination will be given within the 30-day period immediately preceding the examinations scheduled under s. NHA 2.01.

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