

Chapter N 4

LICENSURE BY EXAMINATION

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Note: Chapter N 4 as it existed on July 31, 1981 was repealed and a new chapter N 4 was created effective August 1, 1981.

N 4.01 Authority and intent. (1) The rules in this chapter are adopted pursuant to authority of ss. 15.08, 227.014 and 441.01 (3), Stats.

(2) The intent of the board of nursing in adopting rules in this chapter is to specify the requirements and procedures for obtaining a certificate of registration by examination as a registered nurse (R.N.), and for obtaining a license by examination as a licensed trained practical nurse (T.P.N.).

History: Cr. Register, July, 1981, No. 307, eff. 8-1-81.

N 4.02 Definitions. As used in this chapter,

(1) "Accredited school" means an institution which has a school, college, program or department of nursing which meets standards of the board or of an accrediting body approved by the board.

(2) "Board" means board of nursing.

(3) "Bureau" means bureau of nursing within the department of regulation and licensing, located at 1400 East Washington Avenue, Madison, Wisconsin 53702.

(4) "Supervision" means to coordinate, direct, and inspect continually and at first hand the practice of another.

History: Cr. Register, July, 1981, No. 307, eff. 8-1-81.

N 4.03 Qualifications for examination. (1) REGISTERED NURSE APPLICANTS. An applicant may be registered as a registered nurse (hereafter "R.N.") provided the applicant:

- (a) Is of good professional character;
- (b) Has been graduated from high school or its equivalent as determined by the board or its designee;
- (c) Has been graduated from an accredited school of professional nursing with a program in nursing education comparable to that of Wisconsin schools during the same period; however, deficiencies in nursing theory or clinical practice may be removed by any of the following:

1. Satisfactory completion of the required course in an accredited school of nursing;

2. Passing an achievement test approved by the board in the area of deficiency, with a score set by the board at or above 50;

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(2) **LICENSED TRAINED PRACTICAL NURSE APPLICANTS.** An applicant may be licensed as a trained practical nurse (hereafter "T.P.N.") provided the applicant:

- (a) Is of good moral character;
- (b) Has completed 2 years of high school or its equivalent;
- (c) Has been graduated from an accredited school of practical nursing.

History: Cr. Register, July, 1981, No. 307, eff. 8-1-81.

N 4.04 Application procedure for R.N. and T.P.N. applicants. (1) Each applicant shall file a completed, notarized application, on forms provided by the bureau, no later than 28 days prior to the examination date. The application shall include:

- (a) Signature of the applicant;
- (b) Recent photograph for identification purposes, signed on the back by both the applicant and the educational administrator of the nursing program or other person designated by the administrator;
- (c) Fee specified under s. 440.05 (1), Stats.;

(2) Official transcripts of nursing education from applicants who are graduates of nursing schools outside of the United States shall be forwarded by the school directly to the bureau.

(3) Certification of graduation from an accredited school shall be completed by the educational administrator of the nursing education program or other person designated by the educational administrator. The certification of graduation shall be filed with the bureau no later than 28 days prior to the examination, unless an extension for filing the certification is approved by the board in advance of the 28-day deadline. An applicant who is unable to submit educational certification from a foreign country shall request that the board make a determination of educational qualifications.

(4) All statements and documents written in a foreign language shall be accompanied by notarized translations. The cost of the translation shall be paid by the applicant.

(5) After filing the original application, any change of name shall be supported by an affidavit satisfactory to the board.

(6) Applicants who have been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the R.N. applicant is of good professional character or the T.P.N. is of good moral character.

(7) (a) An applicant for R.N. certification shall be considered to have the equivalent of 12th grade education if he or she has completed an accredited program of professional nursing.

(b) An applicant for T.P.N. licensure shall be considered to have the equivalent of 10th grade education if he or she has completed an accredited program of practical nursing.

(8) Any applicant who has been graduated from a school of professional or practical nursing in which English was not the primary language of communication shall submit evidence acceptable to the board, of his or her proficiency in the English language, prior to admission to examination.

History: Cr. Register, July, 1981, No. 307, eff. 8-1-81.

N 4.05 Licensure examination. (1) **ADMISSION TO EXAMINATION.** At least 10 days prior to the examination, the candidate shall be mailed an admission card and that card shall be presented at the door of the examination room, with a photograph which is a duplicate of that filed with the application for licensure.

(2) **PASSING SCORES.** (a) *Registered nurse licensure.* The passing score on the state board test pool examination for registered nurse licensure is a standard score set by the board in advance of the examination.

(b) *Licensed trained practical nurse licensure.* The passing score on the state board test pool examination is a standard score set by the board in advance of the examination.

(3) **ELIGIBILITY FOR PRACTICAL NURSE LICENSURE.** Any candidate who is unable to pass the registered nurse examination shall not be permitted to write the practical nurse examination until or unless the applicant has been graduated from an accredited program of practical nursing.

History: Cr. Register, July, 1981, No. 307, eff. 8-1-81.

N 4.06 Temporary permits. (1) **ELIGIBILITY.** An applicant for the next scheduled examination required for R.N. registration or T.P.N. licensure who has been graduated from an accredited school of professional or practical nursing, and who has paid the fee specified in s. 440.05 (6), Stats., shall be eligible for a temporary permit to practice.

(2) **SUPERVISION REQUIRED.** The holder of a temporary permit shall not practice beyond the scope of the certificate or license the holder is seeking to obtain. The holder is required to practice under the supervision of a registered nurse.

(3) **TITLE.** (a) *Registered nurse candidates.* The holder of a valid permit may use the title, "graduate nurse" and may append the letters "G.N." to his or her name.

(b) *Licensed trained practical nurse candidates.* The holder of a valid permit may use the title, "graduate practical nurse" and may append the letters "G.P.N." to his or her name.

(4) **DURATION.** (a) The duration of temporary permits granted by the board is for a period of 6 months or until the holder receives examination results, whichever is shorter. The permit of a candidate who is unsuccessful on the examination is void upon receipt of the examination results by the holder and shall be returned by the holder to the board immediately. Failure to immediately return the permit shall constitute grounds for the summary suspension of the permit.

(b) A temporary permit may be renewed once for a period of 3 months.

(c) A second renewal for a 3-month period may be granted in hardship cases, provided an affidavit is filed with the board identifying the

hardship. "Hardship cases," as used in this section, includes the inability to take or complete a scheduled examination because of illness, family illness or death, accident or natural disaster or the awaiting of examination results.

(d) Practice under temporary permits, including renewals for hardship cases, shall not exceed 12 months total duration. An additional permit may be granted by the board.

(5) **DENIAL.** A temporary permit shall be denied to any applicant who provides false information on an application for licensure.

(6) **REVOCATION.** A temporary permit may, after hearing, be revoked by the board for any of the following reasons:

(a) Violation of any of the rules of conduct for registered nurses or trained practical nurses set forth in ch. N 11, Wis. Adm. Code.

(b) Failure to pay the required fees under ss. 440.05 (1) or (6), Stats.

(c) Provision of fraudulent information on an application for licensure.

(7) **INELIGIBILITY OF UNSUCCESSFUL CANDIDATES FOR ADDITIONAL TEMPORARY PERMITS.** Candidates for examination who fail any part of the examination may reapply for admission to the examination, but shall not be eligible for additional temporary permits.

History: Cr. Register, July, 1981, No. 307, eff. 8-1-81.