

Chapter N 5

RENEWAL OF REGISTRATION, LICENSE OR CERTIFICATE

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N 5.01 Authority and intent. (1) The rules in this chapter are adopted pursuant to authority of ss. 15.08, 15.403, 227.014, and 441.01 (3), Stats., and interpret ss. 441.06 (3), (4), 441.10 (3) (b), (c) and 441.15 (3) (b), Stats.

(2) The intent of the board of nursing in adopting rules in this chapter is to specify the requirements and procedures for renewal of the registration of a registered nurse, license of a licensed practical nurse and certificate of a nurse-midwife, for obtaining a duplicate renewal card, and for notifying the bureau of nursing of name or address changes.

History: Cr. Register, September, 1985, No. 357, eff. 10-1-85.

N 5.02 Definitions. As used in this chapter, (1) "Bureau" means bureau of nursing within the department of regulation and licensing.

(2) "Certificate" means a certificate of a nurse-midwife.

(3) "Certificate holder" means a registered nurse certified as a nurse-midwife under s. 441.15, Stats.

(4) "Department" means the department of regulation and licensing.

(5) "License" means a license of a licensed practical nurse.

(6) "Licensee" means a person licensed as a licensed practical nurse under s. 441.10, Stats.

(7) "Registrant" means a person who holds a certificate of registration as a registered nurse granted under s. 441.06, Stats.

(8) "Registration" means a certificate of registration of a registered nurse.

Note: The bureau and department are located at 1400 East Washington Avenue, Madison, Wisconsin. The mailing address for the bureau and department is P.O. Box 8935, Madison, Wisconsin 53708-8935.

N 5.03 Current registration, license or certificate required for practice. (1) REGISTERED NURSES. Except as provided for in s. N 3.05 (4) (c), no person may practice or attempt to practice professional nursing, nor use the title, letters or anything else to indicate that he or she is a registered or professional nurse unless he or she has been granted registration under s. 441.06 (1), Stats., and holds current registration as set forth in the provisions for biennial renewal under s. N 5.04 (1) or 5.05.

(2) LICENSED PRACTICAL NURSES. Except as provided for in s. N 3.05(4)(d), no person may hold himself or herself out as a licensed practi-

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cal nurse nor use the title or letters "Licensed Practical Nurse" or "L.P.N.", "Trained Practical Nurse" or "T.P.N.", unless he or she has been granted a license under s. 441.10 (3) (a) or (d), Stats., and holds a current license as set forth in the provisions for biennial renewal under s. N 5.04 (2) or 5.05.

(3) **NURSE-MIDWIVES.** No person may practice or attempt to practice nurse-midwifery, nor use the title or letters "Certified Nurse-Midwife" or "C.N.M.", "Nurse-Midwife" or "N.M.", or anything else to indicate that he or she is a nurse-midwife unless he or she has been granted a certificate under s. 441.15 (3) (a), Stats., and holds a current certificate as set forth in provisions for biennial renewal under s. 5.04 (3) or 5.05.

History: Cr. Register, September, 1985, No. 357, eff. 10-1-85.

N 5.04 Biennial renewal during established renewal period. (1) REGISTERED NURSES. (a) The department shall mail an application for renewal of registration on or before January 1 of even-numbered years to every registered nurse on record holding current registration. Applicants desiring to renew their registration shall file with the department the completed application and the fee specified in s. 440.05 (3), Stats.

(b) The expiration date of the registration of a registered nurse is January 31 of every even-numbered year. The department shall assess a penalty fee if the envelope containing the returning renewal application with fee is not received by the department by January 31 of every even-numbered year.

(2) **LICENSED PRACTICAL NURSES.** (a) The department shall mail an application for renewal of a license on or before April 1 of odd-numbered years to every licensed practical nurse on record holding a current license. Applicants desiring to renew their licenses shall file with the department the completed application and the fee specified in s. 440.05 (3), Stats.

(b) The expiration date of a license of a licensed practical nurse is April 30 of every odd-numbered year. The department shall assess a penalty fee if the envelope containing the returning renewal application with fee is not received by the department by April 30 of every odd-numbered year.

(3) **NURSE-MIDWIVES.** (a) The department shall mail an application for renewal of a certificate on or before January 1 of even-numbered years to every nurse-midwife on record holding a current certificate. Applicants desiring to renew their certificates shall file with the department the completed application and the fee specified in s. 440.05 (3) and shall also have renewed their registration as a registered nurse as set forth in the provisions for biennial renewal under s. N 5.04 (1) or 5.05.

(b) The expiration date of a certificate of a nurse-midwife is January 31 of every even-numbered year. The department shall assess a penalty fee if the envelope containing the returning renewal application with fee is not received by the department by January 31 of every even-numbered year.

History: Cr. Register, September, 1985, No. 357, eff. 10-1-85.

N 5.05 Biennial renewal outside of established renewal period. Registered nurses, licensed practical nurses and nurse-midwives may renew
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their registration, license or certificate outside of the renewal periods set forth in s. N 5.04 by making application for renewal, paying the renewal fee specified in s. 440.05 (3), Stats., and the penalty for late renewal specified in s. 440.05 (4) or (5), Stats. This may not be construed to authorize practice contrary to the requirements of s. N 5.03.

History: Cr. Register, September, 1985, No. 357, eff. 10-1-85.

N 5.06 Change of name or address. (1) A registered nurse, licensed practical nurse and nurse-midwife shall notify the bureau within 30 days by means of a statement on a form provided by the bureau when the registrant, licensee or certificate holder changes his or her name.

(2) A registered nurse, licensed practical nurse and nurse-midwife shall notify the bureau within 30 days of a change in the registrant's, licensee's or certificate holder's mailing address.

History: Cr. Register, September, 1985, No. 357, eff. 10-1-85.

N 5.07 Duplicate renewal card. (1) A duplicate renewal card may be issued to a registered nurse, licensed practical nurse or nurse-midwife whose card has been lost, stolen, or destroyed, or whose name or address has been changed, upon the filing with the bureau of an application for duplicate renewal card. The application shall include:

(a) A completed identification statement supplied by the bureau, which includes the reason for requesting the duplicate card;

(b) Fee specified in s. 440.05 (7), Stats.; and,

(c) Returned current renewal card if the duplicate card is requested due to name or address change.

(2) A duplicate renewal card issued for lost, stolen or destroyed cards shall be marked "duplicate".

History: Cr. Register, September, 1985, No. 357, eff. 10-1-85.