

## Chapter NHA 4

## LICENSURE

NHA 4.01 Registration of license  
NHA 4.02 Biennial renewal

NHA 4.03 Reciprocity  
NHA 4.04 Scheduling of reciprocal examinations

Note: Chapter NHA 4 as it existed on June 30, 1980 was repealed and a new chapter NHA 4 was created effective July 1, 1980.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 under s. 440.08 (2) (a) 51, Stats.

**(2) FAILURE TO RENEW.** A licensee who fails to meet the requirements of sub. (1) by the renewal date shall cease and desist from acting as a nursing home administrator. A licensee who has failed to meet the requirements under sub. (1) may renew and obtain a new certificate of registration by satisfying the following requirements:

(a) If applying less than 5 years after the renewal date, submitting to the board:

1. An application for renewal on a form prescribed by the board;

2. 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;

3. Evidence that the licensee has, within the 24 months immediately preceding application, completed 24 contact hours in approved continuing education programs as required under s. NHA 3.02; and,

4. The renewal fees specified in s. 440.08 (2) (a) 51 and (3), Stats.

(b) If applying 5 years or more after the renewal date, satisfying the requirements in par. (a) and submitting proof of:

1. Successful completion of educational coursework required by the board to ensure protection of the public health, safety and welfare; and,

2. Successful completion of an examination required by the board to ensure protection of the public health, safety and welfare.

**(3) 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; correction in (2) (intro.) made under s. 13.93 (2m) (b) 4, Stats., Register, September, 1989, No. 405; am. (3) (c), Register, June, 1991, No. 426, eff. 7-1-91; am. (1) (c), r. and recr. (2), r. (3), renum. (4) to be (3), Register, October, 1993, No. 454, eff. 11-1-93.

**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 in any other jurisdiction, which has not been revoked or suspended, upon payment of the fee specified in s. 440.05 (1), Stats., and submission of evidence satisfactory to the board that:

(1) The other jurisdiction 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; or,

(2) The applicant has been engaged in practice as a nursing home administrator for no fewer than 2,000 hours in any 12-month period within the 5-year period immediately preceding application; and,

(3) The applicant has passed the reciprocal examination on Wisconsin law governing licensed nursing homes.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; am. (intro.), (1) and (3), r. and recr. (2), Register, May, 1986, No. 365, eff. 6-1-86; am. (3), Register, June, 1991, No. 426, eff. 7-1-91.

**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.