

## Chapter NHA 2

### REQUIREMENTS FOR EXAMINATION

NHA 2.01 Examinations

NHA 2.02 Application for examination

NHA 2.03 Subject areas for examination

**Note:** Chapter NHA 2 as it existed on June 30, 1980, was repealed and a new chapter NHA 2 was created effective July 1, 1980.

**NHA 2.01 Examinations.** (1) The board shall determine the subjects for examination of applicants for license as a nursing home administrator. The scope, content, form and character of the examinations shall be the same for all candidates.

(2) Examinations shall be held at a time and place designated by the board.

(3) The examination shall consist of the following:

(a) Part I - the national examination prepared by NAB, and

(b) Part II - the state law examination prepared by the board.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; cr. (3), Register, February, 1995, No. 470, eff. 3-1-95.

**NHA 2.02 Application for examination.** (1) An applicant for examination for license as a nursing home administrator shall make application on a form approved by the board at least 30 days prior to the date of the examination. The board shall notify the applicant within 30 business days of receipt of a completed application whether the application is approved or denied. The applicant shall also submit to the board:

(a) Two letters which attest to the applicant's suitability to practice as a nursing home administrator from individuals not related to or employed by the applicant who have known the applicant for at least 3 years;

(b) A current, passport-type photograph of the applicant; and,

(c) Evidence of having completed any one of the following:

1. A regular course of study;

2. A program of study or,

3. Specialized courses.

(d) The fees specified in s. 440.05 (1), Stats.

**Note:** A list of all current examination fees may be obtained at no charge from the Office of Examinations, Department of Regulation and Licensing, 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

(2) Upon successful completion of the examination, an applicant who applies under:

(a) Subsection (1) (c) 2 shall provide evidence of having completed 6 months of experience in the field of institutional administration.

(b) Subsection (1) (c) 3 shall provide evidence of having completed one year of experience in the field of institutional administration.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; r. and recr. Register, May, 1986, No. 365, eff. 6-1-86; am. (1) (c) 1. to 3., Register, June, 1991, No. 426, eff. 7-1-91; cr. (1) (d), Register, February, 1995, No. 470, eff. 3-1-95.

**NHA 2.03 Subject areas for examination.** Every applicant for a license as a nursing home administrator after meeting the requirements for qualification for examination shall successfully pass an examination which may include any of the following general subject areas in nursing home administration:

(1) General administration of a licensed nursing home.

(2) Long-term patient care.

(3) Organization of health-care systems.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; am. (1), Register, June, 1991, No. 426, eff. 7-1-91.