

## Chapter NHA 3

### EDUCATIONAL PROGRAMS MEETING LICENSING AND CONTINUING EDUCATIONAL REQUIREMENTS

NHA 3.01 Board approval.  
NHA 3.02 Continuing education.

NHA 3.03 Approval of continuing education programs.

**Note:** Chapter NHA 3 as it existed on June 30, 1980 was repealed and a new chapter NHA 3 was created effective July 1, 1980.

**NHA 3.01 Board approval. (1)** All regular courses of study, programs of study and specialized courses shall be approved by the board.

**Note:** A list of approved regular courses of study, programs of study and specialized courses is available upon request to the board office at 1400 East Washington Avenue, P. O. Box 8935, Madison, Wisconsin 53708.

**(2)** An application for approval of a regular course of study shall include a current copy of the college or university catalog which contains a summary of the requirements for completion of the degree program, including a list of the required courses and a description of the supervised clinical practicum.

**(3)** An application for approval of a program of study shall include a current copy of the college or university catalog which contains a summary of the requirements for completion of the program of study, including a list and description of the required courses and the number of credits approved for each course.

**(4)** An application for approval of a specialized course shall include a current copy of the course syllabus, a description of the course and the number of proposed credits.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; renum. NHA 3.01 to be NHA 3.01 (1), cr. (2), (3) and (4), Register, September, 1997, No. 501, eff. 10-1-97.

**NHA 3.02 Continuing education. (1)** Every nursing home administrator shall complete at least 24 contact hours in approved continuing education programs in each biennial renewal period.

**(1m)** Except as provided in s. NHA 3.03 (4), continuing education programs must be approved by NAB.

**Note:** A list of approved programs is available upon request to the board office at 1400 East Washington Avenue, P. O. Box 8935, Madison, Wisconsin 53708.

**(2)** Continuing education contact hours may apply only to the biennial renewal period in which the contact hours are acquired.

**(3)** If audited, a nursing home administrator shall submit to the board a certificate of attendance issued by the provider or other evidence of attendance satisfactory to the board.

**(4)** To audit for compliance the board may require any nursing home administrator to submit evidence of completion of 24 hours of continuing education for the biennium preceding the renewal.

**(5)** Every nursing home administrator shall maintain records of continuing education hours for at least 5 years for auditing purposes.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; am. (3), cr. (4) and (5), Register, June, 1991, No. 426, eff. 7-1-91; cr. (1m), Register, September, 1997, No. 501, eff. 10-1-97; **CR 01-101: am. (5), Register February 2002 No. 554, eff. 3-1-02.**

**NHA 3.03 Approval of continuing education programs. (1)** An application for a continuing education program shall be approved by NAB according to the following criteria established by the board if all of the following are satisfied:

(a) The program relates to one or more of the following general subject areas:

1. General administration of a nursing home.
2. Long-term patient care.
3. Organization of health-care systems.

(b) The program is available to all nursing home administrators regardless of membership in any organization.

(c) The provider of the continuing education program agrees to monitor the attendance, furnish to each participant evidence of having completed the program, and maintain records verifying attendance for 5 years.

**Note:** To obtain an application for approval of a continuing education program, contact NAB at 1444 I Street, N.W., #700, Washington, D.C., 20006-2210.

**(2)** A separate application must be submitted for each continuing education program.

**(3)** In-service programs sponsored by nursing homes are not eligible for approval unless the programs are available to all nursing home administrators.

**(4)** Any continuing education program submitted to NAB in a timely manner according to NAB procedures which is not approved may be submitted to the board for consideration. The request must be submitted on forms provided by the board at least 20 days prior to the date the program will be offered, and shall include the written notification from NAB stating the reasons the program was not approved, an outline of the program, a general description of the subject matter, the time and location, and the name and title of the instructor of the program.

**Note:** Correspondence to the Nursing Home Administrator Examining Board should be mailed to P. O. Box 8935, Madison, Wisconsin 53708.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; r. (1), (4) and (5), renum. (2), (3) and (6) to be (1) to (3) and am. (1) (intro.), (a), (c) and (3), cr. (4), Register, June, 1991, No. 426, eff. 7-1-91; am. (1) (a) 1., (3) and (4), Register, September, 1997, No. 501, eff. 10-1-97.