

Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935
Madison, WI 53708-8935
FAX #: (608) 251-3036
Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way
Madison, WI 53705
E-Mail: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

NURSING HOME ADMINISTRATOR EXAMINING BOARD

APPLICATION FOR EXAMINATION

Examination Information: To register for the examinations, contact National Association of Long Term Care Administrator Boards (NAB) directly at www.nabweb.org.

The Nursing Home Administrator's licensure examination is a two-part examination. The first part is the National examination is prepared by NAB. The second part is prepared by the Wisconsin State Law examination. Applicants for initial licensure must successfully complete both parts of the examination. Reciprocal applicants, who have successfully completed the NAB examination in another state, are only required to take the Wisconsin State Law examination. The content of the National examination can be accessed at www.nabweb.org. The content for the State Law examination can be accessed at www.dsps.wi.gov.

Professional Examination Service (PES) will administer the National examination prepared by the National Association of Long Term Care Administrator Boards (NAB) and the Wisconsin State Law examination. Fees for the National and State examination will be assessed by NAB.

The Department must deny your application if you are liable for delinquent state taxes, UI contributions, or child support (Wis. Stats. § 440.12 and 440.13).

| | | | |
|---|--|---|--|
| PLEASE TYPE OR PRINT IN INK <input type="checkbox"/> Your name, address, telephone and electronic address are available to the public. Check box to withhold address, telephone number, and email address from lists of 10 or more credential holders (Wis. Stat. § 440.14). | | | |
| Last Name <input type="text"/> | First Name <input type="text"/> | MI <input type="text"/> | Former / Maiden Name(s) <input type="text"/> |
| Address (street, city, state, zip) <input type="text"/> | | Daytime Telephone Number <input type="text"/> - <input type="text"/> - <input type="text"/> | |
| Mailing Address (if different) <input type="text"/> | | Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> | |
| Email Address <input type="text"/> | | | |
| Social Security # <input type="text"/> - <input type="text"/> - <input type="text"/> | Your Social Security Number or Employer Identification Number must be submitted with your application on this form. If you do not have a Social Security Number, you must complete Form #1051. The Department may not disclose the Social Security Number collected except as authorized by law. | | |
| Ethnicity/gender status information is optional. Ethnicity: <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Hispanic <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other Sex: <input type="checkbox"/> M <input type="checkbox"/> F | | | |
| Have you ever been licensed in Wisconsin as a Nursing Home Administrator? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, list your credential number: <input type="text"/> |
| Indicate the part(s) of examination to be taken: <input type="checkbox"/> Part I- NAB <input type="checkbox"/> Part II- State Rules | | | |
| Have you previously applied for or taken the examination(s) required for licensure in the State of Wisconsin? | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, list date taken: <input type="text"/> / <input type="text"/> / <input type="text"/> | | | |

APPLICATION FEES: Please check applicable box. Make check payable to DSPS and attach to this application.

- Exam Applicants**
 Initial Reciprocal
\$15.00 Contract Exam Fee
\$15.00 Total Fee Attached
- Retake Exam Applicants**
 \$15.00 Contract Exam Fee (State Law Exam)
 \$15.00 Contract Exam Fee (NAB Exam)
\$ ____ Total Fee Attached

For Receiving Use Only (65)

Wisconsin Department of Safety and Professional Services

ANSWER THE FOLLOWING QUESTIONS (attach additional sheet(s) if necessary)

| | | |
|----|--|--|
| 1. | Have you ever surrendered, resigned, canceled, or been denied a professional license or other credential in Wisconsin, or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | Have you ever been convicted of a misdemeanor, felony, or other violation of federal, state, or local law or do you have any felony, misdemeanor or other violation of federal, state, or local law charges pending against you in this state or any other? This includes municipal ordinances resulting only in monetary fines or forfeitures and convictions resulting from a plea of no contest, a guilty plea, or verdict. If yes, submit Convictions and Pending Charges (Form #2252). | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | Are you incarcerated, on probation, or on parole for any conviction? If applicable, attach a sheet providing details including the terms of incarceration and a copy of a report from your probation or parole officer. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | Are you registered or licensed in any other profession(s)? If yes, state what profession(s) and in what state(s): <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. | Have you ever been credentialed under any other name(s)? If yes, state name(s) credentialed under: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

CERTIFICATION OF LEGAL STATUS:

I declare under penalty of law that I am (check one):

- A citizen or national of the United States, or
- A qualified alien or nonimmigrant lawfully present in the United States who is eligible to receive this professional license or credential as defined in the Personal Responsibility and Work Opportunities Reconciliation Act of 1996, as codified in 8 U.S.C. §1601 et. Seq. (PRWORA). For questions concerning PRWORA status, please contact the U.S. Citizenship and Immigration Services in the Department of Homeland Security at 1-800-375-5283 or online at <http://www.uscis.gov>.

Should my legal status change during the application process or after a credential is granted, I understand that I must report this change to the Wisconsin Department of Safety and Professional Services immediately.

CONTINUING DUTY OF DISCLOSURE

I understand that I have a continuing duty of disclosure during the application process. If information I have provided in this application becomes invalid, incorrect or outdated, I understand that I am obliged to provide any necessary information to ensure the information on my application remains current, valid, and truthful. I understand that Credentialing authorities may view acts of omission as dishonesty and that my duty of disclosure during the application process exists until licensure is granted or denied.

AFFIDAVIT OF APPLICANT

I declare that I am the person referred to on this application and that all answers set forth are each and all strictly true in every respect. I understand that failure to provide requested information, making any materially false statement and/or giving any materially false information in connection with my application for a credential or for renewal or reinstatement of a credential may result in credential application processing delays; denial, revocation, suspension or limitation of my credential; or any combination thereof; or such other penalties as may be provided by law. I further understand that if I am issued a credential, or renewal, or reinstatement thereof, failure to comply with the statutes and/or administrative code provisions of the licensing authority will be cause of disciplinary action.

By signing below, I am signifying that I have read the above statements (Certification of Legal Status, Continuing Duty of Disclosure, and Affidavit of Applicant) and understand the obligation I have as an applicant or credential-holder should information I've provided to the Department of Safety and Professional Services change.

Signature: Date: / /

(Print and Sign Form)