



**VIRTUAL/TELECONFERENCE  
BOARD OF NURSING**

**Virtual, 4822 Madison Yards Way, Madison  
Contact: Brad Wojciechowski (608) 266-2112  
January 8, 2026**

*The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.*

**AGENDA**

**8:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of December 11, 2025 (5-8)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Introductions, Announcements and Recognition**
- E. Administrative Matters – Discussion and Consideration**
  - 1. Department, Staff and Board Updates
  - 2. **2026 Meeting Dates (9)**
  - 3. **Annual Policy Review (10-13)**
  - 4. **Election of Officers, Appointments of Liaisons and Alternates, Delegation of Authorities (14-36)**
  - 5. Board Members – Term Expiration Dates
    - a. Anderson, John G. – 7/1/2029
    - b. Kane, Amanda K. – 7/1/2027
    - c. Malak, Jennifer L. – 7/1/2026
    - d. McNally, Patrick J. – 7/1/2026
    - e. Saldivar Frias, Christian – 7/1/2023
    - f. Weinman, Robert W. – 7/1/2027
- F. 8:00 A.M. Preliminary Public Hearing for Scope Statement 082-25: N1 to 8 Relating to APRNs and Comprehensive Review (37-40)**
- G. Administrative Rule Matters – Discussion and Consideration (41-58)**
  - 1. Drafting: N 1, Relating to Faculty Accreditation Standards (42-56)
  - 2. Pending and Possible Rulemaking Projects (57-58)
- H. Education and Examination Matters – Discussion and Consideration**

- I. Legislative and Policy Matters – Discussion and Consideration**
- J. Credentialing Matters – Discussion and Consideration**
- K. Newsletter Matters – Discussion and Consideration**
- L. Nurse Licensure Compact (NLC) Update – Discussion and Consideration**
- M. Liaison Reports – Discussion and Consideration**
- N. Discussion and Consideration of Items Added After Preparation of Agenda:**
  - 1. Introductions, Announcements and Recognition
  - 2. Administrative Matters
  - 3. Election of Officers
  - 4. Appointment of Liaisons and Alternates
  - 5. Delegation of Authorities
  - 6. Education and Examination Matters
  - 7. Credentialing Matters
  - 8. Practice Matters
  - 9. Legislative and Policy Matters
  - 10. Administrative Rule Matters
  - 11. Liaison Reports
  - 12. Board Liaison Training and Appointment of Mentors
  - 13. Public Health Emergencies
  - 14. Informational Items
  - 15. Division of Legal Services and Compliance (DLSC) Matters
  - 16. Presentations of Petitions for Summary Suspension
  - 17. Petitions for Designation of Hearing Examiner
  - 18. Presentation of Stipulations, Final Decisions and Orders
  - 19. Presentation of Proposed Final Decisions and Orders
  - 20. Presentation of Interim Orders
  - 21. Petitions for Re-Hearing
  - 22. Petitions for Assessments
  - 23. Petitions to Vacate Orders
  - 24. Requests for Disciplinary Proceeding Presentations
  - 25. Motions
  - 26. Petitions
  - 27. Appearances from Requests Received or Renewed

**O. Public Comments**

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

**P. Credentialing Matters**

**1. Application Review**

- a. L.M. – Registered Nurse Application (IA- 0000687915) **(59-67)**

**Q. Deliberation on Division of Legal Services and Compliance Matters**

2. **Administrative Warnings**
  - a. 25 MED 0703 – B.D.C. **(68-74)**
3. **Proposed Stipulations, Final Decisions, and Orders**
  - a. 24 NUR 0489 – Jenell J. Walczak **(75-82)**
  - b. 24 NUR 0681 – Lisa L. Grathen **(83-88)**
  - c. 25 NUR 0301 – Elizabeth M. Michaels **(89-94)**

**R. Monitoring**

1. Monitor Wagner
  - a. Nicole Reder, R.N. – Board Review of Monitoring Order **(95-132)**

**S. Deliberation of Items Added After Preparation of the Agenda**

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Order
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. Case Closings
15. Board Liaison Training
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

**T. Consulting with Legal Counsel**

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**U. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate**

- V. Open Session Items Noticed Above Not Completed in the Initial Open Session
- W. Board Meeting Process (Time Allocation, Agenda Items) – Discussion and Consideration
- X. Board Strategic Planning and its Mission, Vision and Values – Discussion and Consideration

**ADJOURNMENT**

## **NEXT MEETING: FEBRUARY 12, 2026**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
BOARD OF NURSING  
MEETING MINUTES  
DECEMBER 11, 2025**

**PRESENT:** John Anderson, Amanda Kane, Jennifer Malak, Patrick McNally, Robert Weinman

**ABSENT:** Christian Saldivar Frias

**STAFF:** Brad Wojciechowski, Executive Director; Renee Parton, Assistant Deputy Chief Legal Counsel; Gretchen Mrozinski, Board Counsel, Sofia Anderson, Administrative Rules Coordinator; Ashley Sarnosky, Board Administrative Specialist; and other Department Staff

**CALL TO ORDER**

Robert Weinman, Chairperson, called the meeting to order at 8:00 a.m. A quorum was confirmed with five (5) members present.

**ADOPTION OF THE AGENDA**

**Amendments to the Agenda**

- Remove the following items from Closed Session:
  - Item Q.2.a 23 NUR 296 – J.Y.S.
  - Item Q.3.c 23 NUR 831 – Jasmine A. Banks
  - Item Q.3.f 25 NUR 0292 – Margaret M. Prenger

**MOTION:** Amanda Kane moved, seconded by Jennifer Malak, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES NOVEMBER 13, 2025**

**MOTION:** Patrick McNally moved, seconded by Robert Weinman, to approve the Minutes of November 13, 2025, as published. Motion carried unanimously.

**INTRODUCTIONS, ANNOUNCEMENTS, AND RECOGNITION**

**Recognition: Dr. Linda Scott, Former Wisconsin Board of Nursing Member (2021-2023)**

**MOTION:** Robert Weinman moved, seconded by John Anderson, to honor, remember and recognize Dr. Linda Scott for her contributions throughout the years to the profession of Nursing, State of Wisconsin and across the nation. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Drafting: N 1, Relating to Faculty Accreditation Standards**

**MOTION:** Amanda Kane moved, seconded by John Anderson, to designate Robert Weinman to serve as liaison to DSPS staff for drafting N 1, relating to faculty accreditation standards. Motion carried unanimously.

**SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS, AND REPORTS – DISCUSSION AND CONSIDERATION**

**Travel Request: 2026 NLC and NCSBN Midyear Meeting, March 16-19, 2026, Phoenix, AZ**

**MOTION:** Patrick McNally moved, seconded by John Anderson, to designate Amanda Kane, Patrick McNally, John Anderson, Jennifer Malak and Robert Weinman to attend the 2026 NLC and NCSBN Midyear Meeting, March 16-19 in Phoenix, AZ. Motion carried unanimously.

**PUBLIC AGENDA REQUEST: NCLEX TESTING TIMEFRAMES AND ATTEMPTS – ADMINISTRATORS OF NURSING EDUCATION OF WISCONSIN, DR. KERRI KLIMINSKI**

**MOTION:** Jennifer Malak moved, seconded by Amanda Kane, to acknowledge and thank Dr. Kerri Kliminski, Administrators of Nursing Education of Wisconsin, for their appearance and presentation to the Board. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** Patrick McNally moved, seconded by Jennifer Malak, to convene to Closed Session to deliberate on cases following hearing (Wis. Stat. § 19.85(1)(a)); to consider licensure or certification of individuals (Wis. Stat. § 19.85(1)(b)); to consider closing disciplinary investigation with administrative warnings (Wis. Stat. §§ 19.85(1)(b) and 440.205); to consider individual histories or disciplinary data (Wis. Stat. § 19.85(1)(f)); and, to confer with legal counsel (Wis. Stat. § 19.85(1)(g)). Robert Weinman, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: John Anderson-yes; Amanda Kane -yes; Jennifer Malak-yes; Patrick McNally-yes; and Robert Weinman-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:23 a.m.

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS**

**Administrative Warnings**

***24 NUR 0694 – M.G.***

**MOTION:** Robert Weinman moved, seconded by Jennifer Malak, to issue an Administrative Warning in the matter of M.G., DLSC Case Number 24 NUR 0694. Motion carried unanimously.

**Case Closings**

**MOTION:** Patrick McNally moved, seconded by John Anderson, to close the following DLSC Cases for the reasons outlined below:  
24 NUR 143 – D.C.N. – Insufficient Evidence  
24 NUR 0619 – K.P., C.M.B. – No Violation  
24 NUR 0826 – A.M.J. – No Violation  
25 NUR 0286 – T.A.S., K.A.R., J.L.P. – No Violation  
Motion carried unanimously.

***25 NUR 0370 – H.L.B.L. – Insufficient Evidence***

**MOTION:** Robert Weinman moved, seconded by John Anderson, to close DLSC Case Number 25 NUR 0370, against H.L.B.L., for Insufficient Evidence. Motion carried unanimously.

**Proposed Stipulations and Final Decisions and Orders**

**MOTION:** Amanda Kane moved, seconded by Robert Weinman, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of the following cases:  
21 NUR 431 and 21 NUR 490 – Scott G. Moscoso  
22 NUR 718, 23 NUR 446, 23 NUR 702, and 23 NUR 808 – Logan M. Wacker  
24 NUR 0486 – Ann Grippe  
24 NUR 066 – Trevor A. Brook  
Motion carried unanimously.

**MONITORING**

***Rachel Gliszinski, L.P.N. – Requesting full licensure***

**MOTION:** Jennifer Malak moved, seconded by John Anderson, to grant the request of Rachel Gliszinski, L.P.N. for full licensure. Motion carried.

**RECONVENE TO OPEN SESSION**

**MOTION:** Patrick McNally moved, seconded by Jennifer Malak, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 9:44 a.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

**MOTION:** Amanda Kane moved, seconded by John Anderson, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)*

**ADJOURNMENT**

**MOTION:** Jennifer Malak moved, seconded by Patrick McNally, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:48 a.m.

**BOARD OF NURSING**  
**2026 MEETING DATES**

<b>Meeting Date</b>	<b>Start time</b>	<b>Location</b>	<b>Agenda Item Deadline</b>
Thursday, January 8, 2026	8:00 AM	Virtual	12/26/2025
Thursday, February 12, 2026	8:00 AM	Virtual	2/2/2026
Thursday, March 12, 2026	9:00 AM	Hybrid	3/2/2026
Thursday, April 9, 2026	8:00 AM	Virtual	3/30/2026
Thursday, May 14, 2026	8:00 AM	Virtual	5/4/2026
Thursday, June 11, 2026	8:00 AM	Virtual	6/1/2026
Thursday, July 9, 2026	8:00 AM	Virtual	6/29/2026
Thursday, September 10, 2026	8:00 AM	Virtual	8/31/2026
Thursday, October 8, 2026	8:00 AM	Virtual	9/28/2026
Thursday, November 12, 2026	8:00 AM	Virtual	11/2/2026
Thursday, December 10, 2026	8:00 AM	Virtual	11/30/2026

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

- 1) Name and title of person submitting the request: Audra Cohen-Plata, DPD Division Administrator
- 2) Date When Request Submitted: 12/11/2025
- 3) Name of Board, Committee, Council, Section: **All Boards**
- 4) Meeting Date: **First Meeting of 2026**

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- 5) Attachments: **Yes**
- 6) How should the item be titled on the agenda page? **Administrative Matters: Annual Policy Review**
- 7) Place Item in: **Open Session**
- 8) Is an appearance before the Board being scheduled? No
- 9) Name of Case Advisor(s), if applicable: N/A

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- 10) Describe the issue and action that should be addressed:

**Please be advised of the following policy item attachments:**

- 1) 2026 Annual Policy Review Memo
- 2) Timeline of a Meeting
- 3) Sample Per Diem Report



**DATE: January 1, 2026**

**TO: DSPS Board, Council, and Committee Members**

**FROM: Division of Policy Development**

**SUBJECT: 2026 Administrative Policy Reminders**

**Please be advised of the following policy items:**

1. **In-Person and Virtual Meetings:** Depending on the frequency of scheduled meetings, discussion topics, and member availability, DSPS may host one or more in-person meetings. Virtual connection options are available for all board meetings. If you are traveling internationally, please see item 9 below.
2. **Attendance/Quorum:** Thank you for your service and commitment to meeting attendance. If you cannot attend a meeting or have scheduling conflicts impacting your attendance, please let us know as soon as possible. A quorum is required for Boards, Sections, and Councils to meet pursuant to Open Meetings Law. Connect to / arrive at meetings 10 minutes before posted start time to allow for audio/connection testing, and timely Call to Order and Roll Call. Virtual meetings include viewable onscreen materials and A/V (speaker/microphone/video) connections.
3. **Walking Quorum:** Board/Section/Council members must not collectively discuss the body's business outside a properly noticed meeting. If several members of a body do so, they could be violating the open meetings law.
4. **Mandatory Training:** All Board Members must complete Public Records and Ethics Training, annually. [Register to set up an account](#) in the Cornerstone LearnCenter online portal or [Log in](#) to an existing account.
5. **Agenda Deadlines:** Please communicate agenda topics to your Executive Director before the agenda submission deadline at 12:00 p.m., eight business days before a meeting. (Attachment: Timeline of a Meeting)
6. **Travel Voucher and Per Diem Submissions:** Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachment: Per Diem Form) Travel Vouchers are distributed on travel approval.
7. **Lodging Accommodations/Hotel Cancellation Policy:** Lodging accommodations are available to eligible members for in-person meetings. Standard eligibility: the member must leave home before 6:00 a.m. to attend an in-person meeting by the scheduled start time.
  - a. If a member cannot attend a meeting, they must cancel their reservation with the hotel within the applicable cancellation timeframe.
  - b. If a meeting is changed to occur remotely, is canceled, or rescheduled, DSPS staff will cancel or modify reservations as appropriate.
8. **Inclement Weather Policy:** In inclement weather, the DSPS may change a meeting from an in-person venue to a virtual/teleconference only.
9. **International Travel:** Use of State-managed IT resources and access of State data outside the United States are strictly prohibited, as they cause an unacceptable level of cybersecurity risk. This prohibition includes all State-provided or State-managed IT resources housed on personal devices. Please advise your Executive Director of any planned international travel commitments that may coincide with board meetings or other board business in advance of your departure.

# Timeline of a Meeting

## At least 2 weeks (10 business days) prior to the meeting

Submit Agenda Item suggestions to the Board's Executive Director. Include background materials. Copyright-protected materials must be accompanied by written permission from the publisher to share documents.

## 8 business days prior to the meeting

The Agenda is drafted. (All agenda materials are due to the Department by 12:00 p.m.)

## 7 business days prior to the meeting

The draft agenda is submitted to the Executive Director; the Executive Director transmits it to the Chair for review and approval.

## 5 business days prior to the meeting

The approved agenda is returned to the Board Administration Specialist (BA) for agenda packet production and compilation.

## 4 business days prior to the meeting

Agenda packets are posted on the DSPS Board SharePoint site and on the Board webpage.

### Agenda Item Examples:

- Open Session Items
  - Public Hearings and Administrative Rules Matters
  - Administrative Matters
  - Legislation and Policy Matters
  - Credentialing Matters
  - Education and Exam Issues
  - Public Agenda Requests
  - Current Issues Affecting the Profession
- Closed Session items
  - Deliberations on Proposed Disciplinary Actions
  - Monitoring Matters
  - Professional Assistance Procedure (PAP) Issues
  - Proposed Final Decisions and Orders
  - Orders Fixing Costs/Matters Relating to Costs
  - Credentialing Matters
  - Education and Exam Issues

## Thursday of the Week Prior to the Meeting

Agendas are published for public notice on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

## 1 business day after the Meeting

"Action" lists are distributed to Department staff detailing board actions on closed session business.

## 5 business days after the Meeting

"To Do" lists are distributed to staff to ensure that board open session decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the Wisconsin Public Notices and Meeting Minutes website: [publicmeetings.wi.gov](http://publicmeetings.wi.gov).

# **Department of Safety and Professional Services**

## **PER DIEM REPORT**

**INSTRUCTIONS:** Record board-related activities by date, indicate relevant purpose code, the duration of time spent in B-code activities, location, and activity description. Only one \$25.00 per diem payment will be issued on any given calendar day. Submit one form per month and within 60 days of the last activity being reported. Send completed forms to your Board's Administrative Specialist.

### **Purpose Codes:**

## **A CODE Official meetings including Board Meetings, Hearings and Examinations and Test Development Sessions**

(automatic day of per diem) Examples: board, committee, board training or screening panels; Senate Confirmation hearings, legislative and disciplinary hearings, or informal settlement conferences; test administration, test review or analysis events, national testing events, tour of test facilities, etc.

**B CODE** **Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work, e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

**CLAIMANT'S CERTIFICATION** The Board/Council member named above, certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law. (Rev.04/24)

(Rev.04/24)

Board Member Approval & Date: \_\_\_\_\_

**TOTAL DAYS CLAIMED:** \_\_\_\_\_ @ \$25.00 = \_\_\_\_\_

Supervisor Approval & Date: \_\_\_\_\_

**BOARD OF NURSING**  
**2025 Elections and Liaison Appointments**

<b>2025 OFFICERS</b>	
<b>Chairperson</b>	Robert Weinman
<b>Vice Chairperson</b>	Jennifer Malak
<b>Secretary</b>	Patrick McNally

<b>LIAISON APPOINTMENTS</b>	
<b>Credentialing Liaison</b>	<b>Vera Guyton (LPN Reviews),</b> Robert Weinman, Amanda Kane, Jennifer Malak <i>Alternate: Vera Guyton</i>
<b>Monitoring Liaison</b>	John Anderson <i>Alternate: Patrick McNally</i>
<b>Professional Assistance Procedure (PAP) Liaison</b>	Patrick McNally Jennifer Malak
<b>Legislative Liaison</b>	John Anderson, Robert Weinman <i>Alternate: Patrick McNally</i>
<b>Newsletter Liaison</b>	Jennifer Malak <i>Alternate: Vera Guyton</i>
<b>Communication Liaison</b>	Robert Weinman
<b>Education and Examination Liaison</b>	Amanda Kane <i>Alternate: Jennifer Malak</i>
<b>Controlled Substances Board Liaison as per Wis. Stats. §15.405(5g)</b>	Amanda Kane <i>Alternate: Robert Weinman (Primary)</i>
<b>Wisconsin Coalition for Prescription Drug Abuse Reduction Liaison</b>	Amanda Kane

<b>Interdisciplinary Advisory Council Liaison</b>	Amanda Kane <i>Alternate:</i> Jennifer Malak
<b>Travel Authorization Liaison</b>	Robert Weinman (Chair) <i>Alternate:</i> <del>Vera Guyton</del>
<b>COMMITTEE MEMBER APPOINTMENTS</b>	
<b>Legislation and Rules Committee</b>	Robert Weinman (Chair), John Anderson
<b>BOARD APPOINTMENT TO THE INTERSTATE NURSE LICENSURE COMPACT COMMISSION</b>	
<b>Administrator of the Nurse Licensure Compact</b>	Robert Weinman <i>Alternate:</i> Patrick McNally

<b>SCREENING PANEL APPOINTMENTS</b>	
<b>Alternates</b>	Robert Weinman
<b>Screening Panel Rotation</b>	
<b>January – March (2025 &amp; 2026)</b>	<del>Vera Guyton</del> , Amanda Kane
<b>April – June</b>	John Anderson, Robert Weinman
<b>July – September</b>	Robert Weinman, Patrick McNally
<b>October – December</b>	Patrick McNally, Jennifer Malak

Updated 12/29/25

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Paralegal Richanda Turner, on behalf of Attorney Gretchen Mrozinski		2) Date when request submitted: 12/19/2025 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 01/08/2026	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Reaffirming 2025 delegations and new 2026 delegations	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? (If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A
10) Describe the issue and action that should be addressed: The Board members need to review and consider reaffirming 2025 delegations and new delegations for 2026.			
11) Authorization  <i>Richanda Turner</i>		Date 12/19/25	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



**State of Wisconsin**  
**DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**  
**CORRESPONDENCE / MEMORANDUM**

**DATE: January 1, 2026**

**TO: Board, Council, and Committee Members**

**FROM: Legal Counsel**

**SUBJECT: Liaison Definitions and Delegations Explanations**

## **Executive Summary**

This memorandum provides an overview of the liaison roles and common delegation authorities that enable DSPS Boards, Sections, and Committees to efficiently fulfill their statutory responsibilities. It explains the function of each liaison position, such as, Credentialing, Monitoring, PAP, Education and Examination, Legislative, Travel Authorization, and Communication Liaisons, as well as Screening Panel Members, and outlines how these roles support Board operations between meetings. This memorandum also includes model motions for liaisons, Department staff, and Department attorneys to ensure timely processing of credential applications, monitoring requests, disciplinary matters, and administrative tasks. The delegations promote consistency, reduce delays, and allow the Department and Boards to respond promptly to legal and operational needs while maintaining their responsibility to protect public health, safety, and welfare.

## **Overall Purpose of Liaison Appointments**

Each Board/Section (Board) has inherent authority that is established in our Wisconsin Statutes. This authority may change from Board to Board. Further information on your Board's authority can be found in Wis. Stat. ch. 15. Generally, each Board has authority to grant credentials, discipline credential holders, and set standards for education and examinations and unprofessional conduct. In order to efficiently accomplish these tasks, Boards may appoint Liaisons. Liaisons assist with the operations of the Boards' purpose by weighing in on legislative matters, traveling to national conferences, or communicating with stakeholders.

At the first Board meeting of each year, the Department asks the Boards to make Liaison appointments. Your practical knowledge and experience as an appointed member of a professional board are essential in making determinations regularly. The Liaison positions listed below assist

the Department to complete operations between Board meetings. In most cases, Liaisons can make decisions for the full Board in their designated area. However, these areas are determined through the delegation process. Please note a Liaison may also decide to send the delegated matter to the full Board for consideration as appropriate. Delegations assist the Board in defining the roles and authorities of each Liaison and other Board functions.

## **Liaison Definitions**

**Credentialing Liaison:** The Credentialing Liaison is empowered by the Board to review and make determinations regarding certain credential applications. The Credentialing Liaison may be called on by Department staff to answer questions that pertain to qualifications for licensure, which may include whether a particular degree is suitable for the application requirements, whether an applicant's specific work experience satisfies the requirements in statute or rule for licensure, or whether an applicant's criminal or disciplinary history is substantially related to the practice of the profession in such a way that granting the applicant a credential would create a risk of harm to the public. The Credentialing Liaison serves a very important role in the credentialing process. If the Credentialing Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

**Monitoring Liaison:** The Monitoring Liaison is empowered by the Board to make decisions on any credential that is subject to Monitoring either through a disciplinary order or initial licensure. The Department Monitors will send requests from credential holders to the Monitoring Liaison. A common request could be to remove a limitation that has been placed on a credential or to petition for full licensure. The Monitoring Liaison can review these requests and make decisions on behalf of the Board. If the Monitoring Liaison has a question on a request, it is advisable for the Liaison to consult further with Department staff or bring the matter to the full Board for consideration.

**Professional Assistance Procedure (PAP) Liaison:** PAP is a voluntary program open to credential holders with substance abuse issues who wish to seek help by being held accountable through treatment and monitoring by the Department and Board. As part of PAP, the credential holder enters into an agreement with the Department to undergo testing, counseling, or other rehabilitation. The PAP Liaison's role includes responding to credential holders' requests for modifications and terminations of provisions of the agreement. Similar to the Monitoring Liaison, the Department Monitors will send requests from credential holders to the PAP Liaison for further review.

**Education and Examination Liaison:** Some Boards are required by statute or rule to approve qualifying education and examinations. The Education and Examination Liaison provides guidance to Department staff to exercise authority of the Board to approve or decline examinations and educational programs and related requests. This determination requires a level of professional expertise and should be performed by a professional member of the Board. For some Boards, the Education and Examination Liaison will also be tasked with approving continuing education programs and courses.

**Legislative Liaison:** The Legislative Liaison is not the Board's designated lobbyist and should exercise their delegated authority carefully. The Legislative Liaison is permitted to act and speak

on the Board's behalf regarding pending and enacted legislation or actions being considered by the legislature outside of Board meetings. Please review Wis. Stat. ch. 13 for important reminders on lobbying.

**Travel Authorization Liaison:** The Travel Authorization Liaison is authorized to approve a Board member to travel to events and speak or act on the Board's behalf between Board meetings. The Travel Authorization Liaison is called upon to make decisions when sufficient notice was not received, and the full Board could not determine a representative to travel. The Travel Authorization Liaison is tasked with making determinations if the Board appointed representative is not able to attend or if the Board becomes authorized to send additional members as scholarship and funding streams can be unpredictable.

**Communication Liaison:** The Communication Liaison responds to questions that arise on behalf of the Board. The Communication Liaison works with the Department to cultivate an appropriate response which will be sent by the Executive Director or Board Counsel. The Communication Liaison **can** be responsible for all types of communication on behalf of the Board. However, the Board can appoint a separate **Website Liaison** to work with DSPS staff to make changes and ensure the Board webpage contains updated and accurate information. Additionally, for the Boards that are required by statute to produce a newsletter or digest, the Board can appoint a separate **Newsletter/Digest Liaison** to assemble and approve content for those communications.

**Screening Panel Members:** Screening Panel Members review incoming complaints against credential holders and determine which complaints should be opened for investigation and which complaints should be closed without further action. The complexity and amount of work in this role depends substantially on your Board. As a member of the Screening Panel, you are asked to apply your professional expertise to determine if a complaint alleges unprofessional conduct.

## **Delegations Explanations**

### **CREDENTIALING DELEGATIONS**

*The overall purpose of credentialing delegations is to allow the credentialing process to proceed as efficiently and effectively as possible.*

#### **Delegation of Authority to Credentialing Liaison (Generic)**

**MOTION EXAMPLE:** to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications.

**PURPOSE:** To allow a representative of the Board to assist Department staff with credentialing applications and eliminate the need for the entire Board to convene to consider credential application content or questions. Additionally, it is most efficient to have the designated liaison

who has assisted with the credentialing process be able to effectuate decisions which require a signature.

### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

MOTION EXAMPLE: to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review.

PURPOSE: To permit Department staff to efficiently issue credentials and eliminate the need for Board/Section/Liaison review when all credentialing legal requirements are met in an application. This delegation greatly decreases the workload of Board members and cuts down processing time on applications.

### **Delegation of Authority for Predetermination Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f).

PURPOSE: In general, the Wisconsin Fair Employment Act (codified in Wis. Stat. Ch. 111) prohibits licensing agencies from discriminating against applicants because of their arrest and/or conviction record. However, there are exceptions which permit denial of a license in certain circumstances. Individuals who do not possess a license have a legal right to apply for a determination of whether they are disqualified from obtaining a license due to their conviction record. This process is called “Predetermination.” Predetermination reviews must be completed within 30 days. This delegation allows Department attorneys to conduct predetermination reviews and efficiently make these legal determinations without need for Board/Section/Liaison review.

### **Delegation of Authority for Conviction Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve applications with convictions which are not substantially related to the relevant professional practice.

PURPOSE: As used here, “substantially related” is a legal standard that is used in the Wisconsin Fair Employment Act. The concept of what is “substantially related” is informed by case law. This delegation permits Department attorneys to independently conduct conviction reviews and efficiently approve applications if convictions are not substantially related to the practice of the profession. Applications that contain conviction records that may be substantially related to the practice of a profession will still be submitted to the Credentialing Liaison for input.

## **Delegation to DSPS When Applicant's Disciplinary History Has Been Previously Reviewed**

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous credential and there is no new discipline.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison for a lower-level credential.

## **Delegation to DSPS When Applicant's Conviction History Has Been Previously Reviewed**

MOTION EXAMPLE: to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record.

PURPOSE: Some Boards offer progressive levels of credentials. This delegation eliminates the need for a re-review of conviction history that has already been reviewed and approved for a lower-level credential.

## **Delegation of Authority for Reciprocity Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve reciprocity applications in which the out-of-state license requirements meet Wisconsin license requirements. (Specific legal standards are referenced in the motion depending on credential/profession type.)

PURPOSE: Applications via reciprocity or endorsement require comparison of Wisconsin licensing requirements to the licensing requirements of another jurisdiction. These reviews consider the legal standard for reciprocity, which varies by profession, as well as the specified legal requirements to obtain licensure in the profession. This delegation permits Department attorneys to independently conduct reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

## **Delegation of Authority for Military Reciprocity Reviews**

MOTION EXAMPLE: to delegate authority to the Department attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09.

PURPOSE: The law permits service members, former service members, and their spouses to be licensed if they hold licensure in other jurisdictions that qualify them to perform acts authorized by the credential they are seeking in Wisconsin. This is a shortened path to licensure that does not require meeting the specific requirements/standards for licensure/reciprocity in a profession. By law, the Department/Board must expedite the issuance of a reciprocal license via military

reciprocity. This delegation permits Department attorneys to independently conduct military reciprocity reviews and efficiently approve applications if legal standards and requirements are met for licensure. Applications for which reciprocity may not be available will still be submitted to the Credentialing Liaison for input.

### **Delegation of Authority for Application Denial Reviews**

MOTION EXAMPLE: to delegate authority to the Department's attorney supervisors to serve as the Board designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential.

PURPOSE: When an application is denied, the applicant has a legal right to appeal the denial determination. Applicants must meet a specified legal standard in order to have an appeal granted. Additionally, Wisconsin law sets specific time frames for appeal decisions. This delegation permits Department attorney supervisors to independently review and efficiently act on requests for hearing as a result of a denial of a credential.

### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

MOTION EXAMPLE: to delegate authority to Department attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Board and there are no new legal issues for that credential holder.

PURPOSE: The intent of this delegation is to be able to approve prior discipline by the Board for the renewal applicant. This delegation eliminates the need for a re-review of discipline that has already been considered and approved by the Board/Section/Liaison.

### **Delegation to Department Attorneys to Approve Prior Discipline**

MOTION EXAMPLE: to delegate authority to Department attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing.

PURPOSE: In order to continue improving processing application legal reviews in a timely matter, this delegation gives Department attorneys authority to approve prior professional discipline which meets all of the following criteria: (1) it is at least ten years old; (2) it resulted in a monetary penalty, remedial education, and/or reprimand; and (3) the previously disciplined credential is currently in good standing.

## **MONITORING DELEGATIONS**

*The overall purpose of monitoring delegations is to be able to enforce the Boards orders and limited licenses as efficiently and effectively as possible. Monitoring delegations have two categories: delegations to the Monitoring Liaison and delegations to the Department Monitor.*

## **Delegation of Authority to Department Monitor**

MOTION EXAMPLE: to delegate authority to the Department Monitor:

- a. to grant full reinstatement of licensure if education is the only limitation and credential holder has submitted the required proof of course completion.
- b. to suspend the credential if the credential holder has not completed Board ordered education, paid costs, paid forfeitures, within the time specified by the Board Order.
- c. to lift a suspension when compliance with education and costs provisions have been met.

PURPOSE: These delegations allow for the Department Monitor to automatically act on requests when certain criteria are met or not met without needing to burden the Monitoring Liaison. The Board can set their own criteria for what actions they would like to be handled by the Department, the Monitoring Liaison, and the full Board.

## **Delegation of Authority to Monitoring Liaison**

MOTION EXAMPLE: to delegate authority to the Monitoring Liaison to approve or deny all requests received from the credential holder.

PURPOSE: These delegations allow the Board to set criteria for what decisions can be made by the Board member(s) serving as the Monitoring Liaison and what matters should be decided by the full Board.

## **Education and Examination Delegations**

MOTION EXAMPLE: to delegate authority to the Education and Examination Liaison(s) to address all issues related to qualifying education, continuing education and examinations. Motion carried unanimously. (Differs by Board.)

PURPOSE: Some Boards are responsible for approving qualifying educational programs or continuing education courses. A delegation is executed in order for an Education and Examination Liaison to make these determinations on behalf of the Board and with assistance of the Department. Additionally, some Boards review examinations and individual scores to qualify for a credential.

## **MISCELLANEOUS DELEGATIONS**

### **Document Signature**

MOTION EXAMPLE: to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION EXAMPLE: in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the

Executive Director, Board Counsel, or DPD Division Administrator, the authority to sign on behalf of a Board member as necessary. Motion carried unanimously.

**PURPOSE:** To take the action approved at Board meetings, the Department may need to draft correspondence and/or Orders after the meetings have adjourned. These actions then need to be signed by a Board Member. This interaction usually takes place over email and a Board member can authorize the use of their signature that is kept on file.

### **Urgent Matters**

**MOTION EXAMPLE:** in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

**PURPOSE:** Allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

### **Delegation to Chief Legal Counsel-Due to Loss of Quorum**

**MOTION EXAMPLE:** to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

**PURPOSE:** Sometimes Boards can struggle to meet quorum necessary to conduct business. This happens for a multitude of reasons, but this delegation allows for the Boards to have disciplinary cases decided by Chief Legal Counsel if the Board fails to meet quorum for two consecutive meetings.

### **Delegation to Chief Legal Counsel-Stipulated Resolutions**

**MOTION EXAMPLE:** to delegate to the Department's Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that Chief Legal Counsel only act on such matters when the best interests of the Board, Department, and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

**PURPOSE:** For matters of public safety, it may be necessary to take immediate action on a stipulated agreement rather than allowing a credential holder to continue practicing unencumbered until the next scheduled meeting. This delegation allows Chief Legal Counsel to act on behalf of the Board when there is a stipulated agreement. A stipulated agreement is an agreement to which all relevant parties have consented to the terms.

## **Voluntary Surrenders**

MOTION EXAMPLE: to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter.

MOTION EXAMPLE: to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19.

PURPOSE: Credential holders can ask the Boards to accept surrender of their credentials at any time. These delegations are in place for the different situations that arise from those requests. If a credential holder is seeking to surrender their credential because they wish to leave the profession, that can be processed with this delegation by the Department if they have no pending disciplinary complaints. If the credential holder wishes to surrender while they have a pending disciplinary complaint, that request is reviewed by the individual Board member assigned to the case.

## **DLSC Pre-screening**

MOTION EXAMPLE: to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases where the credential holder has failed to respond to allegations contained in the complaint when requested by intake (case will be opened on failure to respond and the merits of the complaint).

PURPOSE: Pre-screening delegations exist so the Board can define specific parameters where the Department can review disciplinary complaints and open those cases if they meet certain criteria. Boards also have the authority to set certain criteria that would allow the Department to review and close a case if the criteria is met.

## **Delegation to Handle Administrative Rule Matters**

MOTION EXAMPLE: to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

PURPOSE: In order to advance the administrative rules process, action may need to occur between meetings. This allows for quick responses to urgent matters that may need Board approval or for which the Department requires guidance from the Board.

**BOARD OF NURSING  
2025 DELEGATIONS  
JANUARY 9, 2025**

*New Delegations for 2025*

**Delegation to Department Attorneys to Approve Prior Discipline**

**MOTION:** Robert Weinman moved, seconded by Jennifer Malak, to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

**Delegation to Handle Administrative Rule Matters**

**MOTION:** Amanda Kane moved, seconded by John Anderson, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

**Controlled Substances Board Liaison**

**MOTION:** Robert Weinman moved, seconded by Patrick McNally, to designate the Controlled Substances Board liaison to act as the representative on the Controlled Substances Board on behalf of the Chairperson. Motion carried unanimously.

**Delegation to Department Monitor**

**MOTION:** Jennifer Malak moved, seconded by Vera Guyton, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Board ordered education and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.

3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full Board or Board designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Board ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Board ordered evaluation or exam.

Motion carried Motion carried unanimously.

#### **Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Amanda Kane moved, seconded by Patrick McNally, to reaffirm all delegation motions made in 2024, as reflected in the January 9, 2025 agenda materials, which were not otherwise modified or amended during the January 9, 2025 meeting. Motion carried unanimously.

#### *All Combined Delegations for 2025*

#### **Review and Approval of 2024 Delegations including new modifications**

**MOTION:** Amanda Kane moved, seconded by Patrick McNally, to reaffirm all delegation motions made in 2024, as reflected in the January 9, 2025 agenda materials, which were not otherwise modified or amended during the January 9, 2025 meeting. Motion carried unanimously.

#### **Document Signature Delegations**

**MOTION:** Robert Weinman moved, seconded by Linda Scott, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

## **Document Signature Delegations**

**MOTION:** Janice Edelstein moved, seconded by Amanda Kane, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director, Board Counsel or DPD Division Administrator, the authority to sign on behalf of a Board member as necessary. Motion carried unanimously.

## **Delegated Authority for Urgent Matters**

**MOTION:** Janice Edelstein moved, seconded by Robert Weinman, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

## **Delegation to Chief Legal Counsel Due to Loss of Quorum**

**MOTION:** Robert Weinman moved, seconded by Linda Scott, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

## **Delegation to Chief Legal Counsel for Stipulated Resolutions**

**MOTION:** Janice Edelstein moved, seconded by Robert Weinman, to delegate to DSPS Chief Legal Counsel the authority to act on behalf of the Board concerning stipulated resolutions providing for a surrender, suspension, or revocation of a credential, where the underlying merits involve serious and dangerous behavior, and where the signed stipulation is received between Board meetings. The Board further requests that Chief Legal Counsel only act on such matters when the best interests of the Board, Department and the Public are best served by acting upon the stipulated resolution at the time the signed stipulation is received versus waiting for the next Board meeting. Motion carried unanimously.

## **Monitoring Delegations**

### **Delegation to Monitoring Liaison**

**MOTION:** Patrick McNally moved, seconded by Janice Edelstein, to delegate authority to the Monitoring Liaison(s) to make any determination on Orders under monitoring and to refer to the Full Board any matter the Monitoring Liaison deems appropriate. Motion carried unanimously.

### **Delegation to Department Monitor**

**MOTION:** Jennifer Malak moved, seconded by Vera Guyton, to delegate authority to the Department Monitor as outlined below:

1. to grant reinstatement of licensure if education and/or costs are the sole condition of the order and the credential holder has submitted the required proof of completion for approved courses and paid the costs.
2. to suspend the license if the credential holder has not completed Board ordered education and/or paid costs and forfeitures within the time specified by the Board order. The Department Monitor may remove the suspension and issue an order when proof of completion and/or payment has been received.
3. to suspend the license (or remove stay of suspension) if a credential holder fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if credential holder ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
4. to grant or deny approval when a credential holder proposes treatment providers, mentors, and supervisors unless the Order specifically requires full Board or Board designee approval.
5. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete Board ordered continuing, disciplinary, or remedial education.
6. to grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by a credential holder
7. to grant a maximum of one 90-day extension, if warranted and requested in writing by a credential holder, to complete a Board ordered evaluation or exam.

Motion carried unanimously.

### **Credentialing Authority Delegations**

#### **Delegation of Authority to DSPS Paralegals and Attorneys to Approve Prior Discipline Unrelated to the Practice of Nursing**

**MOTION:** Jennifer Malak moved, seconded by Amanda Kane, to delegate authority to DSPS Paralegals and Attorneys to approve prior discipline unrelated to the practice of nursing. Motion carried unanimously.

#### **Delegation to Department Attorneys to Approve Duplicate Legal Issue**

**MOTION:** Janice Edelstein moved, seconded by Amanda Kane, to delegate authority to Department Attorneys to approve a legal matter in connection with a renewal application when that same/similar matter was already addressed by the Board and there are no new legal issues for that credential holder. Motion carried unanimously.

#### **Delegation to Department Attorneys to Approve Prior Discipline**

**MOTION:** Robert Weinman moved, seconded by Jennifer Malak, to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

#### **Delegation of Authority to Credentialing Liaison**

**MOTION:** Janice Edelstein moved, seconded by Robert Weinman, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

#### **Delegation of Authority to DSPS When Credentialing Criteria is Met**

**MOTION:** Janice Edelstein moved, seconded by Linda Scott, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

### **Delegation of Authority for Predetermination Reviews**

**MOTION:** John Anderson moved, seconded by Vera Guyton, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

### **Delegation of Authority for Conviction Reviews**

**MOTION:** Janice Edelstein moved, seconded by John Anderson, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of nursing. Motion carried unanimously.

### **Delegation of Authority for Employment Termination Reviews**

**MOTION:** John Anderson moved, seconded by Vera Guyton, to delegate authority to the Department Attorneys and Paralegals to approve reviews of prior employment terminations of which the known circumstances underlying the employment termination are unrelated to the practice of nursing. Motion carried unanimously.

### **Delegation to DSPS When Applicant's Discipline History Has Been Previously Reviewed**

**MOTION:** Janice Edelstein moved, seconded by Linda Scott, to delegate authority to Department staff to approve applications where Applicant's prior discipline has been approved for a previous credential and there is no new discipline. Motion carried unanimously.

### **Delegation to DSPS When Applicant's Conviction History Has Been Previously Reviewed**

**MOTION:** Janice Edelstein moved, seconded by John Anderson, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous credential and there is no new conviction record. Motion carried unanimously.

### **Delegation of Authority to Department Attorneys and Paralegals**

**MOTION:** Linda Scott moved, seconded by Vera Guyton, to delegate authority to Department Attorneys and Paralegals to grant limited licenses for Nurse Refresher Courses (as long as all other requirements are met) unless there are convictions, prior Board discipline, or impairment issues. Staff can then move forward with the granting of full licensure after verification of successful completion has been received. Motion carried unanimously.

## **Delegated Authority for Application Denial Reviews**

**MOTION:** John Anderson moved, seconded by Emily Zentz, to delegate authority to the Department's Attorney Supervisors to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

## **Delegation of Authority for Military Reciprocity Reviews**

**MOTION:** Robert Weinman moved, seconded by Janice Edelstein, to delegate authority to the Department Attorneys to review and approve military reciprocity applications in which the individual meets the requirements of Wis. Stat. § 440.09. Motion carried unanimously.

## **Delegation for Conviction Review Decision Making Authority to DPCP Legal Team Paralegals**

**MOTION:** Janice Edelstein moved, seconded by Vera Guyton, to delegate-decision making authority to DPCP Legal Team paralegals to review and approve applications with the following offenses which are not related to the practice of nursing:

- Loitering
- Retail Theft (includes shoplifting and NSF checks)
- Up to two (2) Underage Drinking Offenses
- Resisting/Obstructing an Officer
- Disorderly Conduct
- Trespassing
- Disturbing the Peace
- Operating after Suspension/Revocation
- OWI 1<sup>st</sup> that occurred over two (2) years prior to the date of application
- Up to two (2) OWIs prior to entering Nursing School
- A violation that is an ordinance violation in Wisconsin, but a misdemeanor in other states.

Motion carried unanimously.

## **Delegation to DPCP Legal Team Paralegals and Attorneys to Approve AODA/FTP Evaluators/Assessors**

**MOTION:** Robert Weinman moved, seconded by John Anderson, to delegate authority to the DPCP Legal Team Attorneys and Paralegals to review and approve Applicant's proposed Evaluators/Assessors for AODA and FTP assessments, unless the request specifically requires full-Board or Board liaison approval. Motion carried unanimously.

## **Pre-Screening Delegation to Open Cases**

**MOTION:** John Anderson moved, seconded by Emily Zentz, to delegate pre-screening decision making authority to the DSPS screening attorney for opening cases as outlined below:

1. OWIs of 3 or more that occurred in the last 5 years.
2. Reciprocal discipline cases.
3. Impairment and/or diversion at work that includes a positive drug/alcohol test.
4. Conviction of a misdemeanor or felony that the attorney believes is substantially related and is not otherwise excluded from consideration via Wis. Stat. ch. 111.
5. Failure to Respond by Respondent to allegations contained in the complaint when requested by intake (Case will be opened on failure to respond and the merits).

Motion carried unanimously.

## **Pre-Screening Delegation to Close Cases**

**MOTION:** Janice Edelstein moved, seconded by Vera Guyton, to delegate pre-screening decision making authority to the DSPS screening attorney for closing cases as outlined below:

1. One OWI that is non-work related and if AODA assessment completed, assessment does not indicate dependency.
2. DHS caregiver complaint where facility investigation does not find wrongdoing by a nurse.
3. Complaints that even if allegations are true, do not amount to a violation of statute or rules. Motion carried unanimously.

## **Voluntary Surrenders**

**MOTION:** John Anderson moved, seconded by Robert Weinman, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

**MOTION:** Robert Weinman moved, seconded by John Anderson, to delegate authority to the Department to accept the voluntary surrender of a credential when there is no pending complaint or disciplinary matter with the Department pursuant to Wis. Stat. § 440.19. Motion carried unanimously.

## **Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies**

**MOTION:** Robert Weinman moved, seconded by Vera Guyton, to authorize the Department staff to provide national regulatory related bodies with all

board member contact information that the Department retains on file. Motion carried unanimously.

### **Optional Renewal Notice Insert Delegation**

**MOTION:** Linda Scott moved, seconded by John Anderson, to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

### **Legislation and Rules Committee Delegation**

**MOTION:** Janice Edelstein moved, seconded by Vera Guyton, to grant the Legislation and Rules Committee the ability to address all rulemaking as related to drafting and making recommendations to the full Board. Motion carried unanimously.

### **Legislation and Rules Committee Membership Delegation**

**MOTION:** Robert Weinman moved, seconded by Emily Zentz, that in order to facilitate the completion of its duties between meetings, the Board delegates authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to appoint members to the Legislation and Rules Committee between meetings as necessary. Motion carried unanimously.

### **Legislative Liaison Delegation**

**MOTION:** John Anderson moved, seconded by Robert Weinman, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

### **Newsletter Liaison(s) Delegation**

**MOTION:** Emily Zentz moved, seconded by John Anderson, to delegate authority to the Newsletter Liaison(s) to handle all matters relating to newsletters. Motion carried unanimously.

### **Communications Liaison(s) Delegation**

**MOTION:** Jennifer Malak moved, seconded by Robert Weinman, to delegate authority to the Communications Liaison(s) to address any matters related to outgoing Board communications to stakeholders and licensees. Motion carried unanimously.

## **Education and Examination Liaison(s) Delegation**

**MOTION:** Janice Edelstein moved, seconded by Shelly Sabourin, to delegate authority to the Education and Examination Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board when making determinations related to nursing education, including refresher courses, and questions regarding nursing examination. Motion carried unanimously.

## **Wisconsin Coalition for Prescription Drug Abuse Reduction Delegation**

**MOTION:** John Anderson moved, seconded by Emily Zentz, to delegate authority to the Wisconsin Coalition for Prescription Drug Abuse Reduction liaison to speak and act on behalf of the Board in matters concerning the Coalition. Motion carried unanimously.

## **Interdisciplinary Advisory Committee**

**MOTION:** Jennifer Malak moved, seconded by John Anderson, to designate the Interdisciplinary Advisory Committee liaison as the Board of Nursing representative on the Interdisciplinary Advisory Committee. Motion carried unanimously.

## **Controlled Substances Board Liaison**

**MOTION:** Robert Weinman moved, seconded by Patrick McNally, to designate the Controlled Substances Board liaison to act as the representative on the Controlled Substances Board on behalf of the Chairperson. Motion carried unanimously.

## **Delegation to Handle Administrative Rule Matters**

**MOTION:** Amanda Kane moved, seconded by John Anderson, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

### **Legislation and Rules Committee Delegation, Amended**

**MOTION:** [Board member name] moved, seconded by [Board member name], to grant the ~~Legislation and~~ Rules Committee the ability to address all rulemaking as related to drafting and making recommendations to the full Board. Motion carried unanimously.

### **Legislation and Rules Committee Membership Delegation, Amended**

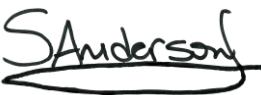
**MOTION:** [Board member name] moved, seconded by [Board member name], that in order to facilitate the completion of its duties between meetings, the Board delegates authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to appoint members to ~~its committees the~~ ~~Legislation and Rules Committee~~ between meetings as necessary. Motion carried unanimously.

### **Review and Approval of 2025 Delegations including new modifications**

**MOTION:** [Board member name] moved, seconded by [Board member name], to reaffirm all delegation motions made in 2025, as reflected in the January 8, 2026 agenda materials, which were not otherwise modified or amended during the January 8, 2026 meeting. Motion carried [ ].

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request:  Sofia Anderson, Administrative Rules Coordinator		2) Date when request submitted:  12/30/2025
Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting		
3) Name of Board, Committee, Council, Sections:  Board of Nursing		
4) Meeting Date:  January 8, 2026	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  08:00 A.M. Preliminary Public Hearing for Scope Statement 082-25: N 1 to 8 relating to APRNs and comprehensive review.
7) Place Item in:  <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? (If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A
10) Describe the issue and action that should be addressed:  The Board will hold a Preliminary Public Hearing on these scopes as directed by the Joint Committee for Review of Administrative Rules (JCRAR) pursuant to s. 227.136 (1), Stats.		
11)	Authorization	
		12/30/2025
Signature of person making this request		Date
Supervisor (if required)		Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date		
Directions for including supporting documents:  1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.		

# STATEMENT OF SCOPE

## BOARD OF NURSING

**Rule No.:** N 1 to 8

**Relating to:** Advanced practice registered nurses and comprehensive review

**Rule Type:** Both Permanent and Emergency

### **1. Finding/nature of emergency (Emergency Rule only):**

Per Section 172 (1) of the 2025 Wisconsin Act 17, the Board of Nursing may promulgate emergency rules to implement the changes in the act. The Board is not required to provide a finding of an emergency or provide evidence for the preservation of the public peace, health, safety, or welfare.

### **2. Detailed description of the objective of the proposed rule:**

The objective of the proposed rules is to implement statutory changes from 2025 Wisconsin Act 17 and to conduct a comprehensive review of chapters N 1 to 8 to ensure that the rules are current with standards of practice and consistent with statute.

### **3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:**

The proposed project will promulgate rules necessary to implement 2025 Wisconsin Act 17, which makes substantial changes to ch. 441 related to the creation of a new system of licensure that allows registered nurses to be licensed as advanced practice registered nurses (APRN). This new system for APRN licensure replaces the previous advanced practice nurse prescriber certification and requires applicants to provide evidence of education and certification in one of the following recognized roles: certified nurse-midwife (CRM); certified registered nurse anesthetist (CRNA); clinical nurse specialist (CNS); and nurse practitioner (NP). The act establishes new requirements for the licensure, renewal, independent practice, and continuing education of APRNs.

The alternative would be to not revise the code, which would create confusion among stakeholders, and it will make the current code in conflict with the new statutes.

### **4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):**

Section 15.08 (5) (b), Stats., provides an examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains. . .”

Section 227.11 (2) (a), Stats., states that “[e]ach agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute...”

Section 441.01 (3), Stats., as amended by 2025 WI Act 17, provides “[t]he board may promulgate rules to establish minimum standards for schools for professional nurses, schools for licensed practical nurses, and schools for advanced practice registered nurses, including all related clinical units and facilities, and make and provide periodic surveys and consultations to such schools. The board may also promulgate rules to prevent unauthorized persons from practicing professional nursing.”

Section 441.09 (4), Stats., as created by 2025 WI Act 17, states that “[t]he board may promulgate rules regarding the continuing education requirements...”

Section 441.09 (6) (a), Stats., as created by 2025 WI Act 17, states that “[t]he board shall promulgate rules necessary to administer this section, including rules for all of the following:

1. Further defining the scope of practice of an advanced practice registered nurse, practice of a certified nurse-midwife, practice of a certified registered nurse anesthetist, practice of a nurse practitioner, and practice of a clinical nurse specialist and defining the scope of practice within which an advanced practice registered nurse may issue prescription orders under sub. (2).
2. Determining acceptable national certification for purposes of sub. (1) (a) 2. a.
3. Establishing the appropriate education, training, or experience requirements that a registered nurse must satisfy in order to be an advanced practice registered nurse and to obtain each specialty designation corresponding to the recognized roles.
4. Specifying the classes of drugs, individual drugs, or devices that may not be prescribed by an advanced practice registered nurse under sub. (2).
5. Specifying the conditions to be met for registered nurses to do the following:
  - a. Administer a drug prescribed by an advanced practice registered nurse.
  - b. Administer a drug at the direction of an advanced practice registered nurse.
6. Establishing standards of professional conduct for advanced practice registered nurses generally and for practicing in each recognized role.”

Section 441.09 (6) (am), Stats., as created by 2025 WI Act 17, states that “[t]he board may promulgate rules to implement sub. (3m) (b)”, which states that an advanced practice registered nurse who practice in collaboration with a physician or dentist may “practice advanced practice registered nursing in a recognized role without being supervised by or collaborating with, and independent of, a physician or dentist” after meeting certain requirements.

**5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:**

80 hours

**6. List with description of all entities that may be affected by the proposed rule:**

Advanced practice nurses, advanced practice nurse prescribers, nurse-midwives, applicants for nursing licenses, entities that employ nurses and nursing students.

**7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:**

None.

**8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):**

The proposed rule will have minimal to no economic impact on small businesses and the state's economy as a whole.

**Contact Person:** Sofia Anderson, Administrative Rules Coordinator, [DSPSAAdminRules@wisconsin.gov](mailto:DSPSAAdminRules@wisconsin.gov).

Approved for publication:



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Authorized Signature

Approved for implementation:

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Authorized Signature

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11/13/2025

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Date Approved

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Date Approved

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request:  Sofia Anderson, Administrative Rules Coordinator		2) Date when request submitted:  12/19/2025  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections:  Board of Nursing			
4) Meeting Date:  January 8, 2026	5) Attachments:  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  Administrative Rules Matters – Discussion and Consideration <ol style="list-style-type: none"> <li>1. Drafting: N 1, relating to faculty accreditation standards.</li> <li>2. Drafting: N 1 to 8, relating APRNs and comprehensive review.</li> <li>3. Pending and Possible rulemaking projects.</li> </ol>	
7) Place Item in:  <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? (If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:  N/A	
10) Describe the issue and action that should be addressed:  Attachments:  1. Chapter N 1 redlined. 2. Scope Statement for N 1 to 8, relating to APRNs and comprehensive review. 3. 2025 WI Act 17. 4. Nursing rule projects chart.			
11)		Authorization	
		12/19/2025	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)      Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

## **Chapter N 1**

### **APPROVAL FOR SCHOOLS OF NURSING**

- N 1.01** Authority and intent.
- N 1.02** Definitions.
- N 1.03** Authorization to plan a school of nursing.
- N 1.04** Authorization to admit students.
- N 1.05** Approval of school of nursing.
- N 1.06** Approval of out of state school of nursing.
- N 1.07** Accreditation.
- N 1.08** Standards.
- N 1.09** Annual pass rates.
- N 1.10** Continuation of board approval.
- N 1.11** Closure of a school of nursing.
- N 1.12** Nursing refresher course approval.

#### **N 1.01 Authority and intent.**

- (1)** The rules in this chapter are adopted pursuant to authority of ss. [15.08 \(5\) \(b\)](#) and [441.01 \(3\)](#), Stats.
- (2)** The intent of the board of nursing in adopting rules in this chapter is to clarify requirements and develop efficient timelines for the nursing school approval process and to reduce duplication that exists between the board and nursing accreditation processes for nursing schools.

#### **N 1.02 Definitions.** In this chapter:

- (1)** “Annual NCLEX pass rate” means the pass rates for those who took the NCLEX or advanced practice certification examination between January 1 and December 31.
- (2)** “Board” means board of nursing.
- (3)** “Certificate of completion” means a student has completed the portion of the program equivalent to a diploma in practical nursing or professional nursing.
- (4)** “Class” means a graduating class for each 12-month period.

**(5)** “Institution” means the college, university or governing body which has the authority to conduct a school of nursing.

**(5g)** “Institutional accreditation” means that the institution conforms to the standards of education prescribed by a regional accrediting commission recognized by the U.S. department of education.

**(5r)** “NCLEX” means national council licensure examination.

**(6)** “Nursing accreditation” means the school of nursing conforms to the standards of a board recognized nursing accreditation agency.

**(8)** “Out-of-state school” means a school operating in Wisconsin with a physical location outside of Wisconsin.

**(10)** “School of nursing” means a school for professional nurses or practical nurses.

**(11)** “School of practical nursing” means a school preparing students for practical nurse licensure.

**(12)** “School of professional nursing” means a school preparing nursing students at the associate, bachelor’s, or graduate degree level. This includes schools granting any of the following:

- (a)** Certificate of completion for practical nurse licensure or professional nurse licensure.
- (b)** Postlicensure bachelor’s degree.

**(13)** “Simulation” means planned clinical experiences to develop clinical judgment and assess learning utilizing patient simulators in an environment and under conditions that provide a realistic clinical scenario.

### **N 1.03 Authorization to plan a school of nursing.**

**(1)** An institution planning to establish and conduct a school of nursing for professional or practical nursing shall file with the board an application including all of the following:

- (a)** Name and address of the controlling institution and evidence of the accreditation status of the controlling institution.
- (b)** Statement of intent to establish a school of nursing, including the academic and licensure levels of all programs to be offered and the primary method of instruction.
- (c)** Evidence of the availability of sufficient clinical facilities and resources. No contracts with clinical facilities may be signed until after the institution receives authorization to plan from the board.

- (d) Plans to recruit and employ a qualified educational administrator and qualified faculty.
- (f) A proposed timeline for planning and implementing the program and intended date of entry for the first class.

(2) The board shall make a decision on the application within two months of the receipt of the completed application and notify the controlling institution of the action taken.

**N 1.04 Authorization to admit students.**

- (1) The school of nursing shall file with the board an application including all of the following:
  - (a) Verification of employment of an educational administrator meeting the qualifications in s. [N 1.08 \(2\) \(a\)](#).
  - (b) Evidence of employment of sufficient number of faculty meeting the qualifications in s. [N 1.08 \(3\)](#) to teach the courses offered for the first six months.
  - (c) The school of nursing's philosophy and objectives.
  - (d) An overview of curriculum including all of the following:
    - 1. Content.
    - 2. Course sequence.
    - 3. Course descriptions.
    - 5. Course syllabi for the first year and plan for subsequent years.
  - (dm) Documentation of a school evaluation plan.
  - (e) Verification of the establishment of student policies for admission, progression, retention, and graduation.
  - (em) Documentation of a plan for student or prospective student access to student policies.
  - (f) Verification of the students' ability to acquire clinical skills by providing all of the following:
    - 1. Written agreements from clinical facilities securing clinical opportunities and documentation of the facility, type, size, number of beds, and type of patients. All written agreements shall be signed and dated after the date on which the school of nursing was granted authorization to plan by the board.
    - 2. Documentation of simulation equipment and experiences.

**3.** Documentation that clinical experiences are representative of all areas of nursing practice covered by the school of nursing's curriculum.

(g) An updated timeline for implementing the program and intended date for entry of the first class.

(2) The board shall make a decision on the application within 2 months of the receipt of the completed application.

(2g) A school of nursing which has received authorization to admit students shall provide the board on the first day of March, June, September, and December until the school of nursing receives approval, evidence of employment of sufficient number of faculty meeting s. [N 1.08](#)

(3) standards to teach the courses offered four months from the date the report is due.

(2r) The board may review the school of nursing to determine whether s. [N 1.08](#) standards are being met by requiring any of the following:

- (a) A site survey.
- (b) A self-assessment.
- (c) A plan for improvement and any progress reports.

(3) Withdrawal of authorization may occur for failure to meet the standards in s. [N 1.08](#).

#### **N 1.05 Approval of school of nursing.**

(1) A school of nursing may apply for approval of the school of nursing upon graduation of the first class, but may not apply later than graduation of the third class. The school of nursing shall submit all of the following:

- (a) A self-evaluation report setting forth evidence of compliance with the standards in s. [N 1.08](#).
- (b) The school of nursing's ongoing systematic evaluation plan. The systematic evaluation plan shall include an evaluation of the annual pass rate of any graduates who took the NCLEX or an advanced practice certification examination.

(2) The board may conduct a site survey of the school of nursing. A determination to conduct a site survey shall occur within 2 months of receipt of completed application for approval.

(3) The board shall make a decision on the application within two months of the completed site survey or receipt of the completed application, whichever is later. The board shall approve the school based on verification that the school of nursing is in compliance with nursing education standards in s. [N 1.08](#).

(4) The board may grant conditional approval. The notice of conditional approval shall contain a short statement in plain language of the basis, specifying the standard upon which the conditional approval is based. A school of nursing that receives a conditional approval may not admit new students to the school of nursing until the school of nursing receives full approval. The school of nursing may apply for full approval in three months from the date the school of nursing receives conditional approval.

(5) If the board denies the school of nursing approval, the notice of denial shall contain a short statement in plain language of the basis for denial, specifying the standard upon which the denial is based. The controlling institution shall do all of the following:

(a) Implement the time frame established by the board for transfer of enrolled students to an approved school of nursing and report to the board the date of transfer for each student by name.

(b) Arrange for the secure storage and access to academic records and transcripts for the next 50 years. Provide the board with the name and address of the educational institution or other organization that will be responsible for secure storage and access to academic records and transcripts for 50 years.

(c) Close the school of nursing when the last student has transferred.

(d) Submit progress reports during the closure process upon request of the board.

(6) A school of nursing denied approval or given a conditional approval may request a hearing within 30 calendar days after the mailing of a notice. The school of nursing may be granted a stay of the school closure during the appeal process.

#### **N 1.06 Approval of out of state school of nursing.**

(1) APPROVAL. An out-of-state school of nursing shall be approved if all of the following requirements are met:

(a) The school is approved by the board of the state the school is located.

(b) The school is accredited by a nursing accreditation body recognized by the Wisconsin board.

(2) CONTINUED APPROVAL. An out-of-state school shall maintain approval as long as school of nursing meets the requirements in sub. [\(1\)](#).

#### **N 1.07 Accreditation.**

- (1) A school of nursing shall receive nursing accreditation by a board recognized nursing accreditation agency within three years of school approval.
- (2) Schools of professional nursing that grant a certificate of completion shall hold accreditation at the level of the complete degree at which a diploma is conferred.
- (3) Failure to maintain nursing accreditation shall result in withdrawal of school approval.

#### **N 1.08 Standards.**

- (1) ORGANIZATION AND ADMINISTRATION. The institution shall assume legal responsibility for overall conduct of the school of nursing. The institution shall do all of the following:
  - (a) Designate an educational administrator, establish administrative policies, and provide fiscal, human, physical, clinical, and technical learning resources adequate to support school processes, security, and outcomes.
  - (b) Maintain institutional accreditation.
  - (c) Develop and maintain written school of nursing administrative policies which are in accord with the institution.
  - (d) Have written documentation between the school of nursing and institutions which offer associated academic study, clinical facilities, and agencies for related services for students.
- (2) EDUCATIONAL ADMINISTRATOR.
  - (a) The qualifications for the educational administrator are all of the following:
    1. Current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
    2. A graduate degree with a major in nursing. A doctoral degree is required for a school of nursing offering a graduate degree nursing program.
    3. Knowledge of learning principles for adult education, including nursing curriculum development, administration and evaluation and one of the following:
      - a. Two years experience as an instructor in a nursing education program within the last 5 years.
      - b. One year experience as an instructor in a nursing education program within the last 5 years and the graduate degree included education preparation.
    4. Current knowledge of nursing practice.

**(b)** The educational administrator shall notify the board within 5 business days of a vacancy in the educational administrator's position or change in educational administrator. Failure to report by the educational administrator is considered a violation of s. [N 7.03 \(1\) \(intro.\)](#).

**(c)** The institution shall designate an interim or permanent educational administrator and notify the board within 5 business days of a vacancy in the educational administrator position. The institution may request board approval of an interim educational administrator who does not meet the qualifications in par. [\(a\)](#).

**(d)** The interim educational administrator may serve no longer than 6 months. The institution may request an extension of time based upon hardship. The institution and new educational administrator shall notify the board within 5 business days of the institution's hiring of the educational administrator.

**(3) FACULTY.**

**(a)** *Faculty standards.* The school of nursing shall have evidence of the faculty meeting the standards in this section on file in the school of nursing office and available upon request to the board.

**(b)** *Qualifications for professional nursing faculty.* The qualifications for the faculty of a school of professional nursing are all of the following:

1. Hold a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
2. A graduate degree with a major in nursing.
3. Notwithstanding subd. [2.](#), interprofessional faculty teaching interdisciplinary courses not specific to nursing shall have expertise and a graduate degree appropriate for the content being taught.

**(c)** *Qualifications for practical nursing faculty.* The qualifications for the faculty of a school of practical nursing are all of the following:

1. Hold a current, active registered nurse license or privilege to practice in Wisconsin that is not encumbered.
2. A baccalaureate degree with a major in nursing.

**(cm)** *Qualifications for clinical faculty in professional and practical nursing programs.* The qualifications for the clinical faculty of schools of practical nursing or professional nursing are all of the following:

1. Hold a current, active, and unencumbered registered nurse license or privilege to practice in Wisconsin.

- 2. Hold a baccalaureate degree with a major in nursing.**
- 3. Hold a national certification in a nursing field specialty.**
- 4. Have a supervisor who possesses a graduate-level degree in nursing.**

**(d) Faculty exceptions.** An educational administrator may apply to the board for exceptions to faculty requirements who are not teaching graduate level courses. A minimum of 50 percent of faculty must meet the faculty qualifications. A school of nursing that is granted a faculty exception for a faculty member shall provide the faculty member with a supervisor who meets the qualifications in par. **(b)** or **(c)**. The board may grant any of the following exceptions:

- 1. ‘Standard exception.’** A standard exception may be renewed upon showing proof of progress and continued active enrollment each year. The standard exception is for a person who has a baccalaureate degree in nursing and is actively enrolled in one of the following:
  - a. A master’s program with a major in nursing.**
  - b. A bachelor’s in nursing to doctorate program in nursing.**
  - c. A doctorate program in nursing.**
- 2. ‘Emergency exception.’** A person with a bachelor’s degree in nursing may be employed for a short-term, unanticipated emergency situation including medical leave. The emergency exception is for a term no longer than one semester. The emergency exception may not be renewed for the course taught or for the individual in consecutive semesters. An educational administrator who requests a second consecutive emergency exception is required to submit a plan regarding the school of nursing staffing levels, courses being offered, and the extenuating circumstances to the board prior to the board approving another emergency exception.
- 3. ‘Non-nursing masters degree exception.’** A non-nursing master’s degree exception is for a person who has a unique combination of knowledge, experience, and skills that will best serve the school of nursing, faculty, and students in a specific content area. The person shall meet all of the following:
  - a. A bachelor’s degree in nursing.**
  - b. A graduate degree related to the topic of the course the person is teaching.**
  - c. Nursing experience in the area of teaching assignment.**

**(4) CURRICULUM.** The curriculum shall enable the student to develop the nursing knowledge, skills and abilities necessary for the level, scope and standards of competent nursing practice expected at the level of licensure. All curriculum shall be developed by nursing faculty with a graduate degree and designed to teach students to use a systematic approach to clinical decision-making and safe patient care. Curriculum for graduate level courses shall be developed by nursing faculty with a doctoral degree. Curriculum shall be revised as necessary to maintain a program that reflects advances in health care and its delivery. The curriculum shall include all of the following:

- (a)** Evidence-based learning experiences and methods of instruction consistent with the written curriculum plan. The methods of instruction may include distance education methods.
- (b)** Diverse didactic and clinical learning experiences consistent with program outcomes.
- (c)** Coursework shall include all of the following:
  - 1.** Content in the biological, physical, social and behavioral sciences to provide a foundation for safe and effective nursing practice.
  - 2.** Content regarding professional responsibilities, legal and ethical issues, and history and trends in nursing and health care.
  - 3.** Didactic content and supervised clinical experiences in the prevention of illness and the promotion, restoration and maintenance of health in patients from diverse cultural, ethnic, social and economic backgrounds. Prelicensure programs shall include patients across the lifespan.

**(5) CLINICAL LEARNING EXPERIENCES.**

- (a)** Patient experiences shall occur in a variety of clinical or simulated settings of nursing practice expected at the level of licensure and shall include all of the following:
  - 1.** Integrating evidence-based research with patient goals and values to produce optimal care.
  - 3.** Providing patient-centered culturally competent care by doing all of the following:
    - b.** Recognizing that the patient or designee is the source of control and full partner in providing coordinated care.
    - c.** Coordinating and managing patient care across settings.
    - d.** Providing education at a level understandable by the patient.

4. Collaborating with interprofessional teams to foster open communication, mutual respect, and shared decision-making in order to achieve safe and effective patient care.
5. Experiencing quality improvement processes to monitor patient care outcomes, identify possibility of hazards and errors and collaborate in the development and testing of changes that improve the quality and safety of health care systems.
6. Using information technology to communicate, mitigate errors, and support decision-making.

**(b)** All entities selected for clinical experiences shall adhere to standards which demonstrate concern for the patient and evidence of the skillful application of all measures of safe nursing practices.

**(c)** All faculty teaching clinical or practicum courses shall be experienced in the clinical area of the course and maintain clinical expertise.

**(d)** Faculty-supervised clinical practice shall include all of the following:

1. Development of skills in the provision of direct patient care.
4. Delegation to and supervision of other health care providers.
5. Effective application of the nursing process.

**(e)** Clinical experiences shall be supervised by qualified faculty.

**(f)** All student clinical experiences, including those with preceptors, shall be directed by nursing faculty.

**(5m) SIMULATION.**

**(a)** Simulation used to meet clinical requirements shall adhere to all of the following:

1. Nursing faculty with documented education and training in the use of simulation shall develop, implement, and evaluate the simulation experience.
2. Prebriefing and debriefing are conducted by nursing faculty with subject matter expertise and training in simulation using evidence-based techniques.

**(b)** Simulation may not be utilized for more than 50% of the time designated for meeting clinical learning requirements.

**(6) PRECEPTORS.**

**(a)** Preceptors shall be approved by the faculty of the school of nursing.

- (b) The school of nursing shall provide each preceptor with an orientation concerning the roles and responsibilities of the students, faculty and preceptors. The preceptor shall have clearly documented roles and responsibilities.
- (c) Clinical preceptors shall have an unencumbered license or privilege to practice in Wisconsin as a nurse at or above the licensure level for which the student is being prepared.
- (d) Preceptors shall demonstrate competencies related to the area of assigned clinical teaching responsibilities.

(7) EVALUATION. The school of nursing shall implement a comprehensive, systematic plan for ongoing evaluation. Evidence of implementation shall reflect progress toward or achievement of program outcomes.

#### **N 1.09 Annual pass rates.**

- (1) GENERALLY. The school of nursing NCLEX pass rate includes all prelicensure students taking the NCLEX in the school of nursing. The board shall consider both the registered nurse NCLEX and practical nurse NCLEX pass rates when evaluating a school of professional nursing that grants a certificate of completion for practical nursing. A school of nursing which contains graduate programs shall include all advanced practice certification examinations related to programs offered in the school of nursing.
- (2) ANNUAL PASS RATE STANDARD. The annual pass rate of graduates taking the NCLEX or advanced practice certification examinations for all test takers is a minimum of 80%.
- (3) ANNUAL PASS RATE STANDARD NOT MET. If the annual pass rate standard is not met, the school of nursing shall receive a warning letter. The school shall identify factors that are potentially affecting the low pass rate and submit an assessment of contributing factors and institutional plan for improvement of examination results including outcomes and timeframes. The assessment and institutional plan shall be submitted to the board within 45 days of the board notifying the school of nursing of its failure to meet the annual pass rate standard and the institutional plan shall be acted on by the board no later than July 15. Failure to have a board approved plan by July 15 results in a review of the school of nursing under s. [N 1.10 \(4\)](#).

#### **N 1.10 Continuation of board approval.**

- (1) Schools of nursing shall file with the board all of the following:
  - (a) Annual self-evaluation reports by February 1.

- (b)** All documents submitted to or received from nursing accreditation agencies relating to compliance with accreditation standards.
    - (c)** Notification of any actions, withdrawal or change in school nursing accreditation status within 30 days.
- (2)** Failure to maintain nursing accreditation shall result in withdrawal of board approval and the procedures in s. [N 1.11 \(2\)](#) will commence.
- (3)** The board may review the school of nursing to determine whether s. [N 1.08](#) standards are being met in the following situations:
  - (a)** Change in school nursing accreditation status.
  - (b)** Nursing accreditation reports indicate standards are not being met.
  - (c)** Complaints regarding the conduct of the school are received and it is necessary to evaluate the complaints.
  - (d)** Failure to meet annual pass rate standard in s. [N 1.09](#).
  - (e)** Violation of any of the rules under this chapter.
- (4)** The review of the school may include any of the following:
  - (a)** A site survey.
  - (b)** A self-assessment.
  - (c)** A plan for improvement and any progress reports.
- (5)** If the board makes a determination that s. [N 1.08](#) standards are not being met, all of the following procedures shall be followed:
  - (a)** The school of nursing shall submit an institutional plan, including timelines, to correct identified deficiencies in the school of nursing.
  - (b)** The board shall review the proposed plan and may make modifications to the plan.
  - (c)** The school of nursing shall make progress reports to the board as requested.
  - (d)** The board may withdraw board approval if the school of nursing continues to not meet standards.

#### **N 1.11 Closure of a school of nursing.**

- (1)** VOLUNTARY. When a school of nursing intends to close, the institution shall do all of the following:

**(a)** Submit a plan of intent to close a school of nursing to the board, including all of the following:

- 1.** The date of intended closure.
- 2.** Reason for the closure.
- 3.** Place for students who have not completed their nursing education.

**(b)** Ensure that the school of nursing is maintained, including retention of adequate number of faculty and approved curriculum, until the last student is transferred or graduates from the school of nursing.

**(c)** Notify the board of the name and address of the educational institution or other organization that will be responsible for secure storage and access to academic records and transcripts for 50 years.

**(2) WITHDRAWAL OF NURSING APPROVAL.**

**(a)** If the board withdraws approval of the school of nursing, the notice of withdrawal of approval shall contain a short statement in plain language of the basis for withdrawal of approval. The school of nursing may request a hearing within 30 calendar days after the mailing date of the notice.

**(b)** The institution shall do all of the following if approval of the school is withdrawn:

- 1.** Implement the time frame established by the board for transfer of enrolled students to an approved school and report to the board the date of transfer for each student by name.
- 2.** Arrange for the secure storage and access to academic records and transcripts for the next 50 years. Provide the board with the name and address of the educational institution or other organization that will be responsible for secure storage and access to academic records and transcripts for 50 years.
- 3.** Close the school when the last student has transferred.
- 4.** Submit progress reports during the closure process upon request of the board.

**(c)** The school of nursing may be granted a stay of the closure of the school during the appeal process.

**N 1.12 Nursing refresher course approval.**

**(1) INTENT OF NURSE REFRESHER COURSE.** A nurse refresher course is designed for nurses who have not been practicing for five years or more.

**(2) FACULTY.**

**(a)** The instructor shall have all of the following qualifications:

- 1.** Masters degree in nursing.
- 2.** Recent clinical experience or clinical teaching experience.

**(b)** If preceptors are used, the preceptor is selected by the instructor using criteria developed for the course and the instructor provides supervision of preceptors.

**(3) PROFESSIONAL NURSE CONTENT.** The nurse refresher course designed for professional nurse shall have all of the following content:

**(a)** Theory portion including all of the following:

- 1.** Nursing process review.
- 2.** Infection control.
- 3.** Medication and pharmacology update.
- 4.** Recent trends in nursing techniques and responsibilities.
- 5.** Communication.
- 6.** Documentation and reporting.
- 7.** Supervision and delegation.

**(b)** Skills lab of at least 25 hours including basic nursing skills review and technology and equipment update.

**(c)** Directly supervised or precepted clinical experience of 100 hours or more performed in a hospital, clinic, long-term, or subacute facility.

**(4) PRACTICAL NURSE CONTENT.** The nurse refresher course designed for practical nurses shall have all of the following content:

**(a)** Theory portion including all of the following:

- 1.** Nursing process review.
- 2.** Infection control.
- 3.** Medication and pharmacology update.
- 4.** Recent trends in nursing techniques and responsibilities.
- 5.** Communication.
- 6.** Documentation and reporting.

**7. Supervision and delegation.**

**8. Aging population.**

**(b)** Skills lab of at least 15 hours including basic nursing skills review and technology and equipment update.

**(c)** Directly supervised or precepted clinical experience of 70 hours or more performed in a hospital, clinic, long-term, or subacute facility.

**(5) APPROVAL PROCESS.** The board will review curriculum of nurse refresher courses submitted for inclusion on a listing of approved courses. Individual course participants shall be required to submit curriculum only if the course is not on the approved list.

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**Rule Projects (Updated 12/19/2025)**

**Permanent Rules**

Clearinghouse Rule Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
				N 1	Faculty Accreditation Standards	Expand criteria regarding who can teach in a clinical setting to include BSNs.	Drafting rule.	EIA comment period, Clearinghouse review, and public hearing.
				N 1 to 8	APRNs and comprehensive review	The Board will implement the changes of 2025 WI Act 17 and also conduct a comprehensive review to ensure the code is up to current standards of practice.	Governor approved scope on December 18, 2025. Published in the Register on December 22, 2025.	Unless preliminary public hearing is needed, scope can be implemented on January 2, 2026.

**Scope Statements**

Clearinghouse Rule Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
			10/8/2020	N 8	APNP prescribing limitations	Review of limitations in N8 regarding APNPs prescribing certain drugs.	Scope submitted to Governor's Office, 11/24/20.	

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		7/30/2020	N 8	Collaboration with other health care providers	Review of the collaboration requirements in N8 and other changes throughout the chapter.	Scope submitted to Governor's Office, 10/15/20.	
		6/11/2020	N 2	Temporary permits	Requirements for temporary permits to respond to a future emergency and may promulgate a permanent rule to allow the Board to grant a waiver of or variance to the requirements in emergency situations.	Scope submitted to Governor's Office on 10/15/20	