

Wisconsin Department of Safety and Professional Services

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NURSING HOME ADMINISTRATOR EXAMINING BOARD

APPLICATION FOR PRE-APPROVAL OF NURSING HOME ADMINISTRATOR EDUCATION

All regular courses of study, programs of study, and specialized courses require Wisconsin Nursing Home Administrator Examining Board approval (Wis. Admin. Code chs. [NHA 1](#) and [3](#)). Submit completed form and supporting documentation (listed on page 3) to request Board review and approval. Be as specific as possible in offering information for review. **There are two parts to this application. Select one type of education to be reviewed:**

A.		<p><u>Regular Course of Study</u> (Wis. Admin. Code § NHA 3.01(2)) “Regular course of study” means a prescribed program of courses offered by a university or college, accredited by a regional or national accrediting agency recognized by the U.S. department of education, which leads to an associate, baccalaureate, master, or doctoral degree and that includes a program of study and a supervised clinical practicum (Wis. Admin. Code § NHA 1.02(7)). “Supervised clinical practicum” means work experience acquired in a nursing home in conjunction with a regular course of study (Wis. Admin. Code § NHA 1.02(9)).</p>
B.		<p><u>Program of Study</u> (Wis. Admin. Code § NHA 3.01(3)) “Program of study” means a prescribed sequence of courses that is offered by a university or college accredited by a regional or national accrediting agency recognized by the U.S. department of education and that consists of at least one course of 3 credit hours in each of the following (Wis. Admin. Code § NHA 1.02(6)):</p> <ul style="list-style-type: none"> (a) Laws governing the operation of licensed nursing homes. (b) Elements of proper and effective administration of licensed nursing homes. (c) Protection of the interests, safety, and well-being of residents. (d) Psychological, physical, medical, and social needs of residents.
C.		<p><u>Specialized Course</u> (Wis. Admin. Code § NHA 3.01(4)) “Specialized courses” means individual courses that are offered by one or more educational institutions or course providers and that lead to adequate preparation in each of the following general subject areas in nursing home administration (Wis. Admin. Code § NHA 1.02(8)):</p> <ul style="list-style-type: none"> (a) Administration of a nursing home. (b) Long-term patient care. (c) Organizations of health-care systems.

Information for the individual completing this form			
Full Name			
Role			
Email		Phone Number	
Name of Institution of Higher Education or Program/Course Provider entity			
Address of Institution of Higher Education or Program/Course Provider entity			
(number/street)	(city)	(state)	(zip code)
Name of Institution’s Regional Accreditation Entity (If not regionally accredited, please explain.)			
Name of Regular Course of Study/Program of Study/Specialized Course			

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Content Area (Required Course)	Course Title and Number	Credits	
Elective Courses	Course Title	Course Number	Credits
•Please list common elective coursework that students in your program might complete in fulfilling the degree requirements.			
Total Number of Program Credits:			

PART TWO: Descriptions of required coursework outlined in selected option (A, B, or C) on page 1. Include specific information regarding coursework, including course descriptions and student learning outcomes for each required course. The program is not required to submit syllabus unless requested.	
Course Title:	
Content Area:	
Course Description:	
Student Learning Outcomes Outlined in Course Syllabus:	
Course Title:	
Content Area:	
Course Description:	
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Course Title:	
Content Area:	
Course Description:	
Student Learning Outcomes Outlined in Course Syllabus:	

REQUIRED SUPPORTING DOCUMENTATION

Item A (Regular Course of Study) selected on page 1:

- current copy of the college or university catalog that contains a summary of the requirements for completion of the degree program, including a list of the required courses and a description of the supervised clinical practicum.

Item B (Program of Study) selected on page 1:

- current copy of the college or university catalog that contains a summary of the requirements for completion of the program of study, including a list and description of the required courses and the number of credits approved for each course.

Item C (Specialized Course) selected on page 1:

- current copy of the course syllabus, a description of the course, and the number of proposed credits.