



VIRTUAL/TELECONFERENCE
BOARD OF NURSING
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
January 12, 2023

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 8, 2022 (5-11)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Introductions, Announcements and Recognition – Discussion and Consideration**
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff and Board Updates
 - 2) 2023 Meeting Dates **(12)**
 - 3) Annual Policy Review **(13-16)**
 - 4) Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities **(17-27)**
 - 5) Board Members – Term Expiration Dates
 - a. Anderson, John G. – 7/1/2025
 - b. Edelstein, Janice A. – 7/1/2024
 - c. Guyton, Vera L. – 7/1/2025
 - d. McFarland, Rosalyn L. – 7/1/2026
 - e. Saldivar Frias, Christian – 7/1/2023
 - f. Scott, Linda D. – 7/1/2023
 - g. Weinman, Robert W. – 7/1/2023
 - h. Zentz, Emily – 7/1/2023
- F. Education and Examination Matters – Discussion and Consideration**
 - 1) National Council of State Boards of Nursing (NCSBN) Next Generation NCLEX Exam Preview **(28-29)**
- G. Legislative and Policy Matters – Discussion and Consideration**

- 1) 2021 Wisconsin Act 158, Relating to Practice of Certain Skilled Health Services by Military Medical Personnel and Granting Rule Making Authority

H. Administrative Rule Matters – Discussion and Consideration

- 1) Permanent Rule Draft: N 2, Relating to Modification of Board Review Process to Take the NCLEX **(30-41)**
- 2) Pending and Possible Rulemaking Projects **(42-44)**

I. Newsletter Matters – Discussion and Consideration (45)

J. Speaking Engagements, Travel, Public Relation Requests, and Reports

- 1) Consideration of Attendance: University of Wisconsin- Eau Claire College of Nursing and Health Sciences – April 5, 2023 - Virtual **(46)**

K. Public Agenda Request: Speaker at WALPN Conference – Discussion and Consideration (47)

L. COVID-19 – Discussion and Consideration

M. Nurse Licensure Compact (NLC) Update – Discussion and Consideration

N. Liaison Reports – Discussion and Consideration

O. 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) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, Public Relation Requests, and Reports

P. 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.).

Q. Deliberation on Division of Legal Services and Compliance Matters

1) Administrative Warnings

- a. 21 NUR 667 – Z.M.M. **(48-50)**
- b. 22 NUR 085 – T.M.L. **(51-52)**
- c. 22 NUR 185 – L.J.M. **(53-54)**
- d. 22 NUR 284 – E.A.W. **(55-56)**
- e. 22 NUR 648 – K.C.D. **(57-58)**
- f. 22 NUR 697 – C.D.W. **(59-60)**

2) Case Closings

- a. 21 NUR 443 – V.D. **(61-68)**
- b. 21 NUR 793 – A.M.Y. **(69-71)**
- c. 22 NUR 159 – V.D. **(72-81)**
- d. 22 NUR 351 – V.D. **(82-89)**
- e. 22 NUR 584 – B.A.S. **(90-93)**

3) Proposed Stipulations, Final Decisions, and Orders

- a. 21 NUR 202 – Amanda J. Macedo, L.P.N. **(94-100)**
- b. 21 NUR 720 – Gina J. Mitcham, R.N. **(101-107)**
- c. 21 NUR 750 – Nicole C. Harris, L.P.N. **(108-114)**
- d. 22 NUR 126 – Andrea L. O’Hearn, R.N. **(115-120)**
- e. 22 NUR 238 – Jeanne M. Kast, R. N., A.P.N.P. **(121-126)**
- f. 22 NUR 706 – Dawn M. Fabian, R.N. **(127-132)**

4) Monitoring Matters (133-134)

a. Monitor Kane

1. Melissa Frank, R.N. – Requesting Full Licensure **(135-157)**

b. Monitor Olson

1. Laurie Pickard, R.N. – Requesting Full Licensure **(158-178)**

c. Monitor Wagner

1. Kathleen Conley, R.N., A.P.N.P. – Requesting Full Licensure **(179-208)**
2. Nakisha Dyson, L.P.N. – Requesting Full Licensure **(209-219)**
3. Angel Parkinson, L.P.N. – Review of Fitness to Practice Evaluation **(220-236)**

d. Monitor Heller

1. Jere Daniels, L.P.N. – Requesting a Reduction in Drug/Alcohol Screens and Removal of the Work Setting Restrictions **(237-267)**
2. Ashley Lenz, R.N. – Requesting Full Licensure **(268-280)**

R. Deliberation on Proposed Final Decision and Orders

- 1) Suri A. Rosare, R.N., Respondent – DHA Case Number SPS-22-0050/DLSC Case Number 21 NUR 716 **(281-292)**

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

- 1) Planned Parenthood of Wisconsin, Inc. v. Wisconsin Board of Nursing, Et Al; USDC, Western District of Wisconsin

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 9, 2023

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 disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or the Meeting Staff at 608-267-7213.

**VIRTUAL/TELECONFERENCE
BOARD OF NURSING
MEETING MINUTES
DECEMBER 8, 2022**

PRESENT: John Anderson, Janice Edelstein, Rosalyn McFarland, Christian Saldivar Frias
(arrived at 8:43 a.m., excused at 10:00 a.m.), Linda Scott, Emily Zentz

EXCUSED: Vera Guyton, Robert Weinman

STAFF: Brad Wojciechowski, Executive Director; Jameson Whitney, Legal Counsel;
Sofia Anderson, Administrative Rules Coordinator; Katlin Schwartz, Bureau
Assistant; and other Department Staff

CALL TO ORDER

Emily Zentz, Vice Chairperson, called the meeting to order at 8:02 a.m. A quorum was confirmed with five (5) members present.

ADOPTION OF THE AGENDA

MOTION: Janice Edelstein moved, seconded by Linda Scott, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES NOVEMBER 10, 2022

MOTION: Linda Scott moved, seconded by Janice Edelstein, to approve the Minutes of November 10, 2022 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS, AND RECOGNITION

MOTION: Emily Zentz moved, seconded by John Anderson, to recognize and thank Kimberly Wood for her years of dedicated service to the State of Wisconsin. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Appointment of Liaisons and Alternates

SCREENING PANEL APPOINTMENTS	
Alternates	Robert Weinman
2023 Screening Panel Rotation	
January – March	Janice Edelstein, Vera Guyton

EDUCATION AND EXAMINATION MATTERS

Arizona College of Nursing Phase II School Approval – Approval to Admit

MOTION: Janice Edelstein moved, seconded by John Anderson, to grant the request of Arizona College for authorization to admit students to their school of nursing. Motion carried unanimously.

MOTION: Emily Zentz moved, seconded by Linda Scott, to acknowledge and thank Cherlyn Shultz-Ruth, DNP, MSN, RN, Director of Nursing Regulatory Affairs at Arizona College of Nursing for her appearance and presentation to the Board. Motion carried unanimously.

SPEAKING ENGAGEMENTS, TRAVEL, PUBLIC RELATION REQUESTS, AND REPORTS

Consideration of Attendance: 2023 NCSBN Midyear Meeting – March 28-30, 2023 – Seattle, WA

MOTION: Linda Scott moved, seconded by Emily Zentz, to designate Robert Weinman and John Anderson as the Board’s delegates, to attend the 2023 NCSBN Midyear Meeting on March 28-30, 2023 in Seattle, WA or virtually. Motion carried unanimously.

(Christian Saldivar Frias arrived at 8:43 a.m.)

CLOSED SESSION

MOTION: John Anderson moved, seconded by Linda Scott, to 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 investigation with administrative warnings (ss. 19.85(1)(b), Stats. 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.). Emily Zentz, Vice Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: John Anderson-yes; Janice Edelstein-yes; Rosalyn McFarland-yes; Christian Saldivar Frias-yes; Linda Scott-yes; and Emily Zentz-yes. Motion carried unanimously.

The Board convened into Closed Session at 8:47 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS

Proposed Stipulations and Final Decisions and Orders

MOTION: John Anderson moved, seconded by Rosalyn McFarland, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 20 NUR 316 – Jacob P. Mast, L.P.N.
2. 20 NUR 604, 22 NUR 401 – Erin M. Kunz, R.N.
3. 21 NUR 042, 22 NUR 340 – Kamari M. Maxfield, R.N.
4. 21 NUR 404 – Kevin P. Ackermann, R.N.
5. 21 NUR 659, 22 NUR 304 – Kathleen A. Jopke, R.N.
6. 21 NUR 695 – Kelly A. Weir, R.N.
7. 21 NUR 700 – Jennifer Jozwiak, R.N.
8. 21 NUR 700 – Pamela A. Harrison, R.N.
9. 21 NUR 737 – Samantha M. Sommers, R.N.
10. 22 NUR 173 – Shawntea G. Hamilton, L.P.N.
11. 22 NUR 260 – Jennifer L. Stricker, R.N., A.P.N.P.
12. 22 NUR 402 – Allison L. Blauvelt, L.P.N.
13. 22 NUR 679 – Choua Lee, R.N.

Motion carried unanimously.

CREDENTIALING MATTERS

Application Reviews

Christy Lingnofski

RN Renewal Applicant and APNP Applicant

MOTION: Emily Zentz moved, seconded by John Anderson, to approve the RN Renewal Applicant and APNP Applicant application of Christy Lingnofski, once all requirements are met. Motion carried unanimously.

DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS

Administrative Warnings

MOTION: Linda Scott moved, seconded by Janice Edelstein, to issue an Administrative Warning in the following DLSC Cases:

1. 21 NUR 483 – B.J.M.
2. 21 NUR 743 – G.J.E.
3. 21 NUR 807 – S.D.P.
4. 22 NUR 215 – T.L.R.

Motion carried unanimously.

Case Closings

MOTION: John Anderson moved, seconded by Christian Saldivar Frias, to close the following DLSC Cases for the reasons outlined below:

1. 20 NUR 202 – K.M. – Insufficient Evidence
2. 20 NUR 606 – J.P.M. – Prosecutorial Discretion (P7)
3. 21 NUR 278 – D.L. – Insufficient Evidence
4. 21 NUR 628 – R.G. – No Violation
5. 21 NUR 641 – R.L.E. – Insufficient Evidence
6. 21 NUR 677 – A.T. – No Violation
7. 21 NUR 692 – D.E. – No Violation
8. 21 NUR 720 – N.J.H. – Insufficient Evidence
9. 22 NUR 057 – W.R.Q. – Insufficient Evidence
10. 22 NUR 111 – B.J.F. – Insufficient Evidence
11. 22 NUR 201 – G.V.M. – No Violation
12. 22 NUR 232 – R.H.L. – No Violation
13. 22 NUR 233 – R.H.L. – No Violation
14. 22 NUR 297 – K.M.B. – No Violation
15. 22 NUR 385 – H.L.W. – Insufficient Evidence
16. 22 NUR 403 – L.M.B. – Lack of Jurisdiction (L2)
17. 22 NUR 415 – E.M.C. – Insufficient Evidence
18. 22 NUR 459 – C.F.K. – Prosecutorial Discretion (P2)
19. 22 NUR 556 – J.L.L. – Insufficient Evidence
20. 22 NUR 732 – D.L.V. – No Violation

Motion carried unanimously.

Monitoring Matters

Carrie Buhr

Requesting Full Licensure

MOTION: Emily Zentz moved, seconded by Rosalyn McFarland, to grant the request of Carrie Buhr, for full licensure. Motion carried unanimously.

Ashely Halopka

Requesting Full Licensure

MOTION: Janice Edelstein moved, seconded by Linda Scott, to grant the request of Ashely Halopka, for full licensure. Motion carried unanimously.

Peggy Sadowski

Requesting Work Setting Approval (Board Liaison Request)

MOTION: John Anderson moved, seconded by Janice Edelstein, to table the request of Peggy Sadowski, for work setting approval pending further information regarding supervision, and to delegate this matter back to the monitoring liaison for possible resolution. Motion carried unanimously.

Susan Thiel
Requesting Reduction in Drug and Alcohol Screens

MOTION: Emily Zentz moved, seconded by Janice Edelstein, to grant the request of Susan Thiel, for a reduction in drug and alcohol screens to 28 screens per year, plus one annual hair test. Motion carried unanimously.

Pamela Worthington
Requesting Full Licensure

MOTION: Janice Edelstein moved, seconded by Emily Zentz, to grant the request of Pamela Worthington, for full licensure. Motion carried unanimously.

(Christian Saldivar Frias was excused at 10:00 a.m.)

Jennifer Klug
Requesting Approval to Work in Director of Nursing (DON) Position

MOTION: Linda Scott moved, seconded by John Anderson, to grant the request of Jennifer Klug, for approval to work in Director of Nursing (DON) position. Motion carried unanimously.

Christy Pullara
Requesting Full Licensure

MOTION: Emily Zentz moved, seconded by Janice Edelstein, to grant the request of Christy Pullara, for full licensure. Motion carried unanimously.

Christina Brockhaus
Requesting Reduction in Drug/Alcohol Screens and a Reduction in AA/NA Meeting Attendance

MOTION: Emily Zentz moved, seconded by Linda Scott, to grant the request of Christina Brockhaus, for a reduction in drug/alcohol screens to 14 screens per year plus one annual hair test and a termination of AA/NA meeting requirement. Motion carried unanimously.

Timothy Harrington
Requesting Fitness to Practice Evaluation be Accepted with Evaluators Recommendation to Continue to Engage in Psychotherapy for at Least One Year

MOTION: John Anderson moved, seconded by Janice Edelstein, to acknowledge receipt of the fitness to practice evaluation and to take no further action regarding the license of Timothy Harrington at this time. Motion carried unanimously.

Heidi Sahr

Requesting to Terminate Direct Supervision, Reduce Frequency of Drug/Alcohol Testing and Terminate AA/NA Meeting Requirement

MOTION: Linda Scott moved, seconded by Janice Edelstein, to grant the request of Heidi Sahr, for termination of direct supervision and to reduce frequency of drug/alcohol testing to 36 screens per year, to deny the request to terminate the AA/NA meeting requirement, and to reduce the AA/NA meeting requirement to once per month. **Reason for Denial:** Insufficient time under the Board Order (2/13/2020) to demonstrate adequate compliance. Motion carried unanimously.

Sara Reimer

Requesting Termination of Treatment, Decrease in Testing Frequency, and Ability to Work in Assisted Living and Correctional Settings

MOTION: Linda Scott moved, seconded by John Anderson, to grant the request of Sara Reimer, for termination of treatment, and ability to work in assisted living and correctional settings, but to deny the request for a decrease in testing frequency. **Reason for Denial:** Insufficient time under the Board Order (1/14/2021) to demonstrate adequate compliance. Motion carried unanimously.

Shawn Siebold

Requesting Full Licensure

MOTION: Emily Zentz moved, seconded by Janice Edelstein, to grant the request of Shawn Siebold, for full licensure. Motion carried unanimously.

Joan Wick

Requesting Full Licensure

MOTION: John Anderson moved, seconded by Janice Edelstein, to grant the request of Joan Wick, for full licensure. Motion carried unanimously.

Nicole Wilburn

Requesting Full Licensure

MOTION: Emily Zentz moved, seconded by Linda Scott, to grant the request of Nicole Wilburn, for full licensure. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: John Anderson moved, seconded by Emily Zentz, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:39 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Linda Scott moved, seconded by Janice Edelstein, 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: Linda Scott moved, seconded by John Anderson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:41 a.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant		2) Date when request submitted: 12/14/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 1/12/2023	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? 2023 Meeting Dates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <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 will review and potentially make a motion to approve the following 2023 meeting dates: <ul style="list-style-type: none"> • Thursday, January 12, 2023 → Virtual • Thursday, February 9, 2023 → Virtual • Thursday, March 9, 2023 → Virtual • Thursday, April 13, 2023 → DSPS • Thursday, May 11, 2023 → Virtual • Thursday, June 8, 2023 → Virtual • Thursday, July 13, 2023 → Virtual • Thursday, August 10, 2023 → DSPS • Thursday, September 14, 2023 → Virtual • Thursday, October 12, 2023 → Virtual • Thursday, November 9, 2023 → Virtual • Thursday, December 14, 2023 → Virtual 			
11) Authorization			
Katlin Schwartz		12/14/2022	
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 Agenda Items 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 & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/14/2022 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: All Boards			
4) Meeting Date: First Meeting of 2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy 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? <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: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. In-Person Meeting Policy: Depending on the frequency of Board meetings, a Board may be allowed a certain number of in-person meetings. <ul style="list-style-type: none"> • 4-5 Meetings per year = 1 in-person opportunity • 6-8 Meetings per year = 2 in-person opportunities • 12 Meetings per year = 4 in-person opportunities 2. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 3. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law. 4. Mandatory Training: All Board Members must complete their annual Public Records and Ethics Trainings, if not complete, the training will be done at the next meeting. 5. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to 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. (Attachments: Per Diem Example, Travel Voucher Example) 7. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 8. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executive remotely. 			
11) Katlin Schwartz Signature of person making this request		Authorization 12/14/2022 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: <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items 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. 			

Timeline of a Meeting

8 business days prior to the meeting: All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

7 business days prior to the meeting: The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

5 business days prior to the meeting: The approved agenda is returned to the Bureau Assistant 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 Department website.

Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
 - Public Hearings (on Admin Rules)
 - Administrative Matters
 - Legislation and Policy Matters
 - Administrative Rules Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
 - Public Comments
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Stipulations
 - Administrative Warnings
 - Case Closings
 - 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 Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting: "Action" lists are distributed by 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 decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

Department of Safety and Professional Services

PER DIEM REPORT

INSTRUCTIONS: Claimant records board-related activities by entering the date of an activity, the duration of time spent in that activity, the relevant purpose code (see purpose code descriptions below), where the activity is conducted, and the type of activity performed. Only one (1) \$25.00 per diem payment can be issued on any given calendar day.

Purpose Codes:

- A. Official meetings including video/teleconference calls** (automatic day of per diem): i.e., board, committee, board training or screening panels; **Hearings**, i.e., Senate Confirmation, legislative, disciplinary or informal settlement conferences; **Examinations and Test Development Sessions**, i.e., test administration, test review or analysis events, national testing events, tour of test facilities, etc.)
- B. 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

NAME OF EXAMINING BOARD OR COUNCIL EXAMPLE EXAMINING BOARD			BOARD OR COUNCIL MEMBER'S NAME MARY SUNSHINE	
Activity Date MM/DD/YY	Duration of Activity Hours/Minutes	Purpose Code A or B	Where Performed City/Location (Home, Work, DSPS)	Activity Describe Activity Performed (see purpose codes)
12/2/20	2 hrs	B	Pleasant Prairie/Home	Review of screening panel materials
12/3/20	2 hr / 30 mins	B	Pleasant Prairie/Home	Review of screening panel materials
12/10/20	1 hr	A	Pleasant Prairie/Home	Screening Panel Meeting - Teleconference
12/12/20	1 hr / 30 mins	B	Pleasant Prairie/Home	Case consultation
12/13/20	1 hr	B	Pleasant Prairie/Home	Liaison: Application Review
12/16/20	6 hrs	A	Madison/DSPS	Board Member Training
				<p>The 5-hour rule applies to "B" code activities. Add the 'B' codes within the calendar month and then divide by five (5) hours to calculate your per diem payment. In this case the total is seven (7) hours which equals one (1) day of per diem.</p> <p>Each 'A' code is an automatic day of per diem regardless of time spent in that activity. Ms. Sunshine is eligible for two (2) additional days of payment.</p> <p>Department staff completes the fields titled "Total Days Claimed".</p>
CLAIMANT'S CERTIFICATION			Comments:	
The undersigned 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.				
<i>Mary Sunshine</i> Claimant's Signature		1/4/2021 Date		
			Supervisor	Date

EMPL ID: 100012345-0

To be completed by Department staff: TOTAL DAYS CLAIMED: 3 @ \$25.00 = 75.00

Travel Voucher

Staple Receipts Face Up On Backside

Safety & Professional Services													
Department/ Division		Example Examining Board		Emp ID		100012345		Z					
State Officer/Employee Name		Mary Sunshine		Address		2424 Happy Road							
Mo/Yr		From/To:		City		Pleasant Prairie		State		WI Zip-Code 53158			
FY	FUND	BUSINESS UNIT	DEPART	APPR CLASS	OBJECT	PROJECT			BALANCE SHEET ACCT	REPORTING CATEGORY	PROJECT NUMBER	AMOUNT	
2021	10000	16500	1651300200	12100	7340000	16500P1<BRD ID>							
				12800		16500P2<TRD ID>							
				22100									
											TOTALS		

Official Business		Travel Points		HDQS-TIME		Personal Vehicle	Lodging	Meals, including tips			Other Allowable Expenses		Total Allowable Expenses		
Date	Purpose of Trip	From	To	Depart	Return	Miles		Morning	Noon	Evening	Item	Amount	Taxable	Non-Taxable	
Use	Board Meeting	Home base	Madison	Report times you left		Miles	P-card	\$8.00	\$10.00	\$20.00			Report	Report	
separate		Madison	Home base	and returned home if		must be		Maximum in-state amounts					meal cost	meal cost	
lines for	You must identify			meals are claimed		split.	Enter			or			here if there	here if there	
each leg	the purpose of					Cannot	"P-card"	\$10.00	\$15.00	\$25.00			is NO	IS an	
of your	your trip.					place	when hotel	Maximum out-of-state amounts					overnight	overnight	
trip.						roundtrip	is provided						stay.	stay.	
						total on	by DSPS	Must leave	Must leave	Must return					
						one line.		home	home	home after					
								before	before	7:00 p.m.					
								6:00 a.m.	10:30 a.m.						
									and return						
									home after						
									2:30 p.m.						
LEGEND:		Staff can fill in these areas.				Board Member MUST fill in these areas									

*Item billed directly to the state agency

Sub-Totals														
						Mileage Costs								
						Miles at	0.510 cents/mile			Totals				
						Total Expenditure								
						Less Travel Advance								
						Net Amount Due								

Claimant's Statement § 16.53 Wisconsin Statutes

I declare, under penalties, that all claimed travel expenses are true and correct and are in conformity with Wisconsin statute 16.53 and related agreements. This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of official duties and no portion was previously reimbursed to me by the State or any other source.

I certify that all expenses on this voucher conform to statutory, departmental or applicable collective bargaining provisions, and were necessary in the official performance of duties required by the State. Expenditures are determined to be reasonable and proper, and that sufficient funds are available to pay this claim.

Date _____ Claimant's Signature _____

I certify that this travel claim is reasonable, proper, and in conformity with applicable statutes, travel schedule amounts, and/or collective bargaining agreements.

Agency Head or Authorized Representative _____

Date _____ Supervisor's Signature _____

Audited in accordance with S. 16.53 Wisconsin Statutes and allowed by the provisions of chapter 20.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant		2) Date when request submitted: 12/14/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 1/12/2023	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> • Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities 	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <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: <ol style="list-style-type: none"> 1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations. <ol style="list-style-type: none"> a. Credentialing Delegations b. Monitoring Delegations c. Pre-Screening Delegations 			
11) Authorization Katlin Schwartz 12/14/2022 <hr/> Signature of person making this request Date <hr/> Supervisor (Only required for post agenda deadline items) Date <hr/> Executive Director signature (Indicates approval for post agenda deadline items) Date			
Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items 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. 			

BOARD OF NURSING

2022 Elections, Appointments and Delegations

ELECTION RESULTS	
Chairperson	Robert Weinman
Vice Chairperson	Emily Zentz
Secretary	Janice Edelstein

Appointments of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing	Rosalyn McFarland, Janice Edelstein, Vera Guyton (<i>LPN Reviews</i>) <i>Alternate: Vera Guyton</i>
Monitoring	Emily Zentz <i>Alternate: Robert Weinman</i>
Professional Assistance Procedure (PAP)	Linda Scott <i>Alternate: Emily Zentz</i>
Legislative Liaison	John Anderson, Robert Weinman
Newsletter Liaison	Janice Edelstein
Board Practice Liaison	Robert Weinman
Board Education Liaison	Linda Scott <i>Alternate: Janice Edelstein</i>
Controlled Substances Board as per Wis. Stats. §15.405(5g)	Robert Weinman <i>Alternate:</i> Rosalyn McFarland (Primary), Emily Zentz (Secondary)
Wisconsin Coalition for Prescription Drug Abuse Reduction	Rosalyn McFarland
Travel Authorization Liaison	Robert Weinman (Chair) <i>Alternate:</i> Emily Zentz (Vice Chair)

COMMITTEE MEMBER APPOINTMENTS	
Legislation and Rules Committee	Janice Edelstein, Robert Weinman (Chair), John Anderson
BOARD APPOINTMENT TO THE INTERSTATE NURSE LICENSURE COMPACT COMMISSION	
Administrator of the Nurse Licensure Compact	Robert Weinman <i>Alternate:</i> Janice Edelstein

SCREENING PANEL APPOINTMENTS	
Alternates	Robert Weinman
2022 Screening Panel Rotation	
January – March	Janice Edelstein, Vera Guyton
April – June	Robert Weinman, Paul Hinkfuss
July – September	Emily Zentz, Christian Saldivar Frias
October – December	Robert Weinman, John Anderson

SCREENING PANEL APPOINTMENTS	
Alternates	Robert Weinman
2023 Screening Panel Rotation	
January – March	Janice Edelstein, Vera Guyton

Delegation of Authorities

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.

MOTION: Robert Weinman moved, seconded by Janice Edelstein, 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 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 Emily Zentz, 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: Rosemary Dolatowski moved, seconded by Paul Hinkfuss, 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.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: Rosemary Dolatowski moved, seconded by Emily Zentz, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the January 13, 2022 agenda materials on pages 22-23. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Janice Edelstein moved, seconded by Rosemary Dolatowski, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison (Generic)

MOTION: Paul Hinkfuss moved, seconded by Vera Guyton, 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: Robert Weinman moved, seconded by Janice Edelstein, 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: Rosemary Dolatowski moved, seconded by Linda Scott, 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 Vera Guyton, 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 Termination Reviews

MOTION: Rosemary Dolatowski moved, seconded by Linda Scott, to delegate authority to the Department Attorneys and Paralegals to approve reviews of prior terminations of which the known circumstances underlying the termination are unrelated to the practice of nursing. Motion carried unanimously.

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

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

Delegation of Authority to Department Attorneys and Paralegals

MOTION: Rosemary Dolatowski 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: Paul Hinkfuss moved, seconded by Linda Scott, 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.

Pre-Screening Delegation to Open Cases

MOTION: Janice Edelstein moved, seconded by Rosemary Dolatowski, 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: Rosemary Dolatowski 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: Linda Scott moved, seconded by Emily Zentz, 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.

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

MOTION: Rosemary Dolatowski moved, seconded by Robert Weinman, 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: Robert Weinman moved, seconded by Paul Hinkfuss, 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: Robert Weinman moved, seconded by Paul Hinkfuss, 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: Janice Edelstein moved, seconded by Vera Guyton, 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: Robert Weinman moved, seconded by Linda Scott, 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: Linda Scott moved, seconded by Vera Guyton, to delegate authority to the Newsletter Liaison(s) to handle all matters relating to newsletters. Motion carried unanimously.

Board Practice Liaison(s) Delegation

MOTION: Vera Guyton moved, seconded by Robert Weinman, to delegate authority to the Board Practice Liaison(s) to confer with Department staff when necessary to answer practice questions. Motion carried unanimously.

Board Education Liaison(s) Delegation

MOTION: Janice Edelstein moved, seconded by Rosemary Dolatowski, to delegate authority to the Board Education Liaison(s) to serve as a liaison between DSPS and the Board and to act on behalf of the Board when making recommendations related to Nursing School approval. Motion carried unanimously.

Wisconsin Coalition for Prescription Drug Abuse Reduction Delegation

MOTION: Robert Weinman 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.

Travel Authorization Liaison Delegation

MOTION: Rosemary Dolatowski moved, seconded by Robert Weinman, to delegate authority to the Travel Authorization Liaison to approve any board member travel to and/or participation in events germane to the board, and to designate representatives from the Board to speak and/or act on the Board's behalf at such events. Motion carried unanimously.

Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
- ~~5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section ordered continuing/disciplinary/remedial education.~~
- ~~6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.~~
- ~~7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section ordered evaluation or exam.~~
5. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain written authorization from the Liaison to sign on their behalf.
6. Grant or deny a request to appear before the Board/Section in closed session.
7. The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
8. *(Except Pharmacy and Medical)* Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

9. Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.
 - a. Initial: 49 screens (including 1 hair test, if required by original order)
 - b. 1st Reduction: 36 screens (plus 1 hair test, if required by original order)
 - c. 2nd Reduction: 28 screens plus 1 hair test
 - d. 3rd Reduction: 14 screens plus 1 hair test
10. (*Dentistry only*) Ability to approve or deny all requests from a respondent.

~~11. The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.~~

Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if education is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered education and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent 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. Grant or deny approval when Respondent proposes treatment providers [, mentors, supervisors, etc.] unless the Order specifically requires full-Board/Section or Board designee approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.
6. Grant a maximum of one 90-day extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.

Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.

Updated 12/13/2021

2022 Roles & Authorities

From: [Jennifer Gallagher](#)
To: [MB Executive Officers and Assoc](#); [Canadian NCLEX Executive Officers](#)
Cc: [Philip Dickison](#); [Tom Wilde](#); [Crystal Tillman - EO-NC\(MB\)](#)
Subject: Exam Preview
Date: Monday, November 28, 2022 1:29:47 PM

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dear Executive Officers,

NCSBN is proud to announce the publication of the Next Generation NCLEX® Exam Preview. The Exam Preview is available for the NCLEX-RN and NCLEX-PN, as well as a French version for the NCLEX-RN. Each Exam Preview includes items similar to ones a candidate may see on their exam starting April 1, 2023. This is a free resource, available in downloadable format directly on our website at [NCLEX.COM](https://www.nclex.com). Please note that the Exam Preview will replace the current Nurse Practice Exam (NPE). Sales of the NPE will end on January 27, 2023, and all practice exams purchased by candidates must be completed by March 17, 2023. Information regarding this can also be found on our website at: <https://nclex.com/nclex-practice-exam.page>.

If you have any questions, please let me know.

Sincerely,
Jen

Jennifer Gallagher | Director, Examinations
312-525-3661 (D) | jgallagher@ncsbn.org
National Council of State Boards of Nursing (NCSBN)
111 E. Wacker Drive, Ste. 2900, Chicago, IL 60601-4277
312-525-3600 (P) | www.ncsbn.org

For NCSBN COVID-19 resources visit: <https://ncsbn.org/covid-19.htm>

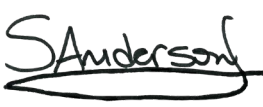
Our Mission

NCSBN empowers and supports nursing regulators in their mandate to protect the public.

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**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: 12/13/2022 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 12, 2023	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 1. Permanent Rule draft: N 2, relating to modification of Board review process to take the NCLEX 2. Pending and Possible rulemaking projects	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <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. Permanent Rule Draft: N 2, relating to modification of Board review process to take the NCLEX. 2. Chapter N 2 Redlined 3. Nursing rule projects chart.			
11) Authorization			
		12/13/2022	
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.			

STATE OF WISCONSIN
BOARD OF NURSING

IN THE MATTER OF RULEMAKING : PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE : BOARD OF NURSING
BOARD OF NURSING : ADOPTING RULES
: (CLEARINGHOUSE RULE)

PROPOSED ORDER

An order of the Board of Nursing to amend N 2.105 (5) (b), N 2.11 (3) (c), and N 2.12 (3) (c); to create N 2.105 (5) (am), (d), (e), N 2.11 (3) (bm), (e), (f), and N 2.12 (3) (bm), (e), (f); and to repeal and recreate N 2.105 (5) (a), N 2.11 (3) (b), and N 2.12 (3) (b), relating to modification of Board review process to take the NCLEX.

Analysis prepared by the Department of Safety and Professional Services.

ANALYSIS

Statutes interpreted:

Subchapter I of ch. 441, Stats.

Statutory authority:

Sections 15.01 (7), 15.08 (5) (b), 227.24 (1) (a), and 441.01 (3), Stats.

Explanation of agency authority:

Section 15.01 (7), Stats., defines examining boards and states that “[e]xamining board” includes the board of nursing.”

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 227.24 (1) (a), Stats., provides “[a]n agency may, except as provided in s. 227.136 (1), promulgate a rule as an emergency rule without complying with the notice, hearing, and publication requirements under this chapter if preservation of the public peace, health, safety, or welfare necessitates putting the rule into effect prior to the time it would take effect if the agency complied with the procedures.”

Section 441.01 (3), Stats., provides “[t]he board may establish minimum standards for schools for professional nurses and schools for licensed practical nurses, including all related clinical units and facilities, and make and provide periodic surveys and consultations to such schools. It may also establish rules to prevent unauthorized persons from practicing professional nursing. It shall approve all rules for the administration of this chapter in accordance with ch. 227.”

Related statute or rule:

Subchapter I of ch. 441, Stats.

Plain language analysis:

Chapter N 2 contains the application procedures for single state and multistate licenses, which includes the provision that the Board of Nursing will make the applicants eligible to take the NCLEX upon receiving proof of graduation or completion of the educational requirements of a nursing program. The Board of Nursing has reviewed this requirement in an effort to make nurse applications go through the licensure process much faster than in the past and has decided to make applicants eligible to take the NCLEX once they submit proof of anticipated graduation or completion of the educational program. The modification of the process will require applicants to provide the required information when they start applying for licensure. Applicants will be responsible for providing proof of completion before taking the examination and will have to inform the Board of any changes that may affect their ability to take the NCLEX. However, the Board will still require formal proof of graduation or certificate of approval as a condition of issuing the license.

Summary of, and comparison with, existing or proposed federal regulation:

None.

Comparison with rules in adjacent states:

Illinois:

Illinois Compiled Statutes mentions that nursing applicants need to pass a department approved exam. [225 ILC 65/60-10]. The Illinois Administrative Code states that each applicant shall file an application if the applicant has taken and passed the NCLEX. The application process is initiated by applying with a testing service designated by the Division. [Ill Admin Code Section 1300.300]

Even though, neither Compiled Statutes nor the Administrative Code, explicitly state the requirements of eligibility to take the exam, the process set by the Illinois Department of Financial and Professional Regulation consists of applicants registering through Continental Testing and Pearson VUE. First-time applicants are required to provide certification of education and proof of fingerprinting when applying with Continental Testing, which will approve the applicants upon reception of the required documentation.

Iowa:

The Iowa Board of Nursing establishes that applicants need an authorization to test from the board in order to take the NCLEX. The board will issue an authorization to test upon receipt of:

1. Application with required fee;
2. Proof of fingerprinting;
3. Official transcripts sent directly from the nursing program and;
4. Proof of NCLEX registration, including payment for the exam.

[655 IAC s. 3.4 (4)]

Michigan:

The Michigan Compiled Statutes mentions that nursing applicants need to pass a required examination as approved by the board [333 MCL Section 17213]. Michigan Administrative Code establishes that applicants must show that they meet the eligibility requirements to take the NCLEX, which are:

1. Submit a completed application with the required fee and;
2. Provide proof of completion of an appropriate education program that meets the requirements set forth by the board.

[MI Admin. Rules R 338.10203 and R 338.10204]

Minnesota:

The Minnesota Statutes requires nursing applicants to pass a national examination approved by the board [MN Stats 148.211]. The Minnesota Administrative Code establishes that the board will make applicants eligible to take the NCLEX upon receiving the following:

1. Application with required fee and;
2. Confirmation of program completion.

[MN Admin. Code 6305.0400 Subp. 12]

Summary of factual data and analytical methodologies:

In consultation with staff from the Department of Safety and Professional Services, the Board developed a proposed rule that revises the eligibility process for applicants to take the NCLEX.

Fiscal estimate and economic impact analysis:

The fiscal estimate and economic impact analysis are attached.

Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:

The proposed rules will be posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local governmental units, and individuals.

Effect on small business:

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department's Regulatory Review Coordinator may be contacted by email at Jennifer.Garrett@wisconsin.gov, or by calling (608) 266-2112.

Agency contact person:

Sofia Anderson, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, P.O. Box 8366, Madison, Wisconsin 53708-8366; email at DSPSAdminRules@wisconsin.gov.

Place where comments are to be submitted and deadline for submission:

Comments may be submitted to Sofia Anderson, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, WI 53708-8366, or by email to DSPSAdminRules@wisconsin.gov. Comments must be received on or before the public hearing to be held on a date TBD to be included in the record of rule-making proceedings.

TEXT OF RULE

SECTION 1. N 2.105 (5) (a) is repealed and recreated to read:

N 2.105 (5) (a) The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 2. N 2.105 (5) (am) is created to read:

N 2.105 (5) (am) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 3. N 2.105 (5) (b) is amended to read:

N 2.105 (5) (b) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

SECTION 4. N 2.105 (5) (d) is created to read:

N 2.105 (5) (d) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 5. N 2.105 (5) (e) is created to read:

N 2.105 (5) (e) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 6. N 2.11 (3) (b) is repealed and recreated to read:

N 2.11 (3) (b) The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of

graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 7. N 2.11 (3) (bm) is created to read:

N 2.11 (3) (bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 8. N 2.11 (3) (c) is amended to read:

N 2.11 (3) (c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

SECTION 9. N 2.11 (3) (e) is created to read:

N 2.11 (3) (e) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 10. N 2.11 (3) (f) is created to read:

N 2.11 (3) (f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 11. N 2.12 (3) (b) is repealed and recreated to read:

N 2.12 (3) (b) The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

SECTION 12. N 2.12 (3) (bm) is created to read:

N 2.12 (3) (bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

SECTION 13. N 2.12 (3) (c) is amended to read:

N 2.12 (3) (c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

SECTION 14. N 2.12 (3) (e) is created to read:

N 2.12 (3) (e) Failure to comply with the terms of this section may result in a denial of application or licensure.

SECTION 15. N 2.12 (3) (f) is created to read:

N 2.12 (3) (f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

SECTION 16. EFFECTIVE DATE. The rules adopted in this order shall take effect upon publication in the official state newspaper, pursuant to s. 227.22 (2) (c), Stats.

(END OF TEXT OF RULE)

Chapter N 2

N 2.105 Application procedure for a multistate license.

- (1) Each applicant for a multistate license shall complete and submit an application by the electronic application process or on forms provided by the department, declare Wisconsin as the primary state of residence, and pay the fee.
- (2) The educational administrator or designee for a board-approved prelicensure education program shall submit one of the following:
 - (a) Via the electronic application process a verification that the applicant has graduated.
 - (b) A certification of graduation.
 - (c) An official transcript indicating graduation.
- (3) If the applicant graduated from a foreign prelicensure education program, the applicant shall submit a certificate or report demonstrating verification from an independent credentials review agency that the prelicensure education program is comparable to a board-approved prelicensure education program.
- (4) If the applicant graduated from a foreign prelicensure program that was not taught in English or if English is not the applicant's native language, the applicant shall submit proof of successfully passing an English proficiency examination that includes the components of reading, speaking, writing, and listening.

Repeal and recreate (5) (a)

~~(5) (a) The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of one of the following:~~

- ~~1. Certificate of approval.~~
- ~~2. Graduation.~~

~~The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.~~

Create (5) (am):

~~(am) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.~~

Amend (5) (b)

~~(b) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time the notice of eligibility is received by the applicant the board determined that the applicant was eligible to take the examination.~~

(c) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination. The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

Create (5) (d)

~~(d) Failure to comply may result in a denial of application or licensure.~~

Create (5) (e)

~~(e) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.~~

(6) The applicant shall submit, through an approved process, fingerprints or other biometric-based information for the purpose of obtaining an applicant's criminal history information from the federal bureau of investigation and the Wisconsin department of justice.

(7) If the applicant has been convicted or found guilty, or has entered into an agreed disposition, of a misdemeanor offense, the applicant shall provide the board all related information necessary for the board to determine whether the circumstances substantially relate to the practice of nursing.

N 2.11 Application procedure for a single state license for applicants from board-approved schools.

(1) Each applicant from a board-approved school shall complete and submit an application by the electronic application process or on forms provided by the department and shall pay the fee.

(2) The educational administrator or designee for a school of professional nursing or practical nursing shall submit any of the following:

(a) Via the electronic application process a verification that the applicant has graduated or received a certificate of completion.

(b) A certification of graduation or completion to the department.

(3)

(a) The examination accepted by the board is the NCLEX.

Repeal and recreate (3) (b)

~~(3) (b) The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of one of the following:~~

~~1. Certificate of approval.~~

~~2. Graduation.~~

The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

Create (3) (bm):

(bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

Amend (3) (c)

(c) The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time ~~the notice of eligibility is received by the applicant~~ the board determined that the applicant was eligible to take the examination.

(d) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination. The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

Create (3) (e)

(e) Failure to comply may result in a denial of application or licensure.

Create (3) (f)

(f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

(4) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of nursing.

(5) An applicant who has committed any act, which would be subject to discipline under ch. [N 7](#), shall provide the board with all related information regarding the act necessary for the board to make a determination on the application for licensure.

N 2.12 Application procedure for a single state license for applicants from comparable schools.

(1) Each applicant from a comparable school shall complete and submit an application on forms provided by the department.

(2) The school of professional nursing or practical nursing shall forward directly to the department, official transcripts of nursing education for applicants who graduated from the school. If the applicant graduated from a school of professional nursing or practical nursing not located in the United States or a U.S. territory, the applicant shall submit any of the following:

(a) For a professional nursing applicant, one of the following:

1. A valid certificate issued by the Commission on Graduates of Foreign Nursing Schools or another board-approved entity that evaluates education.
2. A credential evaluation service academic report and demonstration of passing a board-accepted language proficiency exam.

(b) For a practical nursing applicant, a credential evaluation service academic report and demonstration of passing a board-accepted language proficiency exam.

(3)

(a) The examination accepted by the board is the NCLEX.

Repeal and recreate (3) (b)

~~**(3) (b)** The board shall notify the applicant of eligibility for admission to the NCLEX once it receives verification of one of the following:~~

- ~~1. Certificate of approval.~~
- ~~2. Graduation.~~

The board shall determine that an applicant is eligible for admission to the NCLEX as of the date of the applicant's anticipated graduation or completion of the requirements for a certificate of approval. Applicants shall report their anticipated date of graduation or completion of the requirements for a certificate of approval as part of the application process. Applicants shall notify the board prior to the original anticipated date of eligibility if the date of eligibility changes and shall not take or attempt to take the NCLEX before graduation or obtaining a certificate of approval from a school of nursing.

Create (3) (bm):

(bm) Applicants shall submit proof of graduation or a certificate of approval to the board prior to taking the NCLEX.

Amend (3) (c)

~~**(c)** The applicant shall contact the examination provider to schedule the NCLEX date and time within one year from the time the notice of eligibility is received by the applicant the board determined that the applicant was eligible to take the examination.~~

(d) The board shall send notification of results to applicants who fail to earn a passing score on the NCLEX. An applicant may apply to the board for authorization to schedule reexamination.

The reexamination may not occur earlier than 45 days after the most recent sitting for the NCLEX.

Create (3) (e)

(e) Failure to comply may result in a denial of application or licensure.

Create (3) (f)

(f) If a license is issued based on fraud, deceit, or material omission, the board shall take any action it deems necessary pursuant to s. 441.07 (1g), Stats.

(4) An applicant who has a pending criminal charge or has been convicted of any crime or ordinance violation shall provide the board all related information necessary for the board to determine whether the circumstances of the arrest or conviction or other offense substantially relate to the practice of nursing.

(5) An applicant who has committed any act, which would be subject to discipline under ch. [N 7](#), shall provide the board with all related information regarding the act necessary for the board to make a determination on the application for licensure.

**Board of Nursing
Rule Projects (Updated 12/13/2022)**

Clearinghouse Rule Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
	044-22	11/23/2024	N/A	Med 26	Military Medical Personnel	Medical Board rule project would create provisions in order to implement 2021 WI Act 158.	Drafting rule	EIA Comment Period
	049-22	12/20/2024	N/A	SPS 11	Military Medical Personnel	Rule project would create provisions in SPS code relating to the operation and administration of the military medical personnel program.	Drafting rule	EIA Comment Period

Emergency Rules

EMR Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
EmR 2215	084-22	4/24/2025	8/11/2022	N 2	Modification of Board review process to take the NCLEX	The Board would like to revise the requirement that the Board needs to make applicants for licensure eligible to take the NCLEX in order to speed up the application process.	Published in the official newspaper on December 1, 2022. Effective until April 29, 2023.	Public Hearing

**Board of Nursing
Permanent Rules**

Clearinghouse Rule Number	Scope #	Scope Expiration	Date Scope Requested by Board	Rules Affected	Relating Clause	Synopsis	Stage of Rule Process	Next step
	084-22	4/24/2025	8/11/2022	N 2	Modification of Board review process to take the NCLEX	The Board would like to revise the requirement that the Board needs to make applicants for licensure eligible to take the NCLEX in order to speed up the application process.	Drafting Rule	Economic Impact Analysis Comment Period and Submission to Clearinghouse

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.	
			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.	

Board of Nursing

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Katlin Schwartz, Bureau Assistant		2) Date when request submitted: 12/14/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 1/12/2023	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Newsletter Matters	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <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: <u>Newsletter Future Planning:</u> Based on the typical schedule of the Board, the next newsletter will be due out in January 2023 with a deadline for article submission on December 23, 2022. A newsletter deadline reminder will be sent to article authors on December 16, 2022. The Board should discuss topics for the next newsletter and consider the topic list as outlined below. Articles/Ideas: <ul style="list-style-type: none"> • Chair's Corner – Robert Weinman <ul style="list-style-type: none"> ○ Wishing Nurses a Happy New Year ○ Administrative Code N7 ○ 48-hour reporting reminder • Rotating Articles on Professional Nursing Roles – Linda Scott (January 2023) & Emily Zentz (May 2023) • Reminder to Update Contact Information – DSPS Staff • Rotating Articles on Nurse Administrative Code • Application Processing Tips – DSPS Staff (<i>Subject to Executive Director approval</i>) • Possibilities in the Nursing Field/Reasons to Become a Nurse – Robert Weinman • Clinician Well-being, Burnout, and Health and Wellness – Linda Scott • New Generation of NCLEX New Test plan (NCSBN Website) – Linda Scott • Recruitment for the Nursing Field – WNA (<i>Subject to Executive Director approval</i>) (<i>May Newsletter</i>) • New Member Introduction Articles/Photos (<i>As needed for new appointments, subject to new member appointments and oath receipts</i>) 			
11) <i>Katlin Schwartz</i> Signature of person making this request		Authorization 12/14/2022 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 Agenda Items 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 & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brad Wojciechowski		2) Date when request submitted: 1/6/2023 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Board of Nursing			
4) Meeting Date: 1/12/2023	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagements, Travel, Public Relation Requests, and Reports	
7) Place Item in: <input type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <Appearance Name(s)> <input type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: <Click Here to Add Case Advisor Name or N/A>	
10) Describe the issue and action that should be addressed: 1) Consideration of Attendance: University of Wisconsin- Eau Claire College of Nursing and Health Sciences request a member of the Board of Nursing to be a virtual guest speaker on April 5, 2023			
11) Authorization			
		1/6/2023	
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 Agenda Items 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.			



PUBLIC AGENDA REQUEST FORM

Instructions:

1. Fill out this form, and then save to your device.
2. Return to the “[Suggest an Agenda Item](#)” page and select the appropriate Board or Council from the Board/Council list.
3. Attach your completed “Public Agenda Request” form and send.

First Name: Carolyn

Last Name: Kaiser

Association/Organization: WI Assn. Licensed Practical Nurses

Subject: Speaker @ WALPN Conference

Issue to Address:

^Prescription Drug and Monitoring Program, Discipline Process, Responsibility of Bd of Nsg.
What is any communication does the Bd of Nursing have with the role of the LPN?