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**TELECONFERENCE/VIRTUAL MEETING  
NURSING HOME ADMINISTRATORS EXAMINING BOARD  
Room 121C, 1400 East Washington Avenue, Madison  
Contact: Tom Ryan (608) 266-2112  
November 19, 2015**

*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**

**9:30 A.M.**

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

**A) Adoption of Agenda (1-3)**

**B) Approval of Minutes of May 21, 2015 (4-5)**

**C) Administrative Updates**

- 1) Department and Staff Updates
- 2) Board Membership Updates
  - a) New Board Member – April Folgert **(6)**
  - b) Board Member Resignation – Lori Koeppel **(7)**
  - c) Board Member Term Confirmation – Kate Bertram **(8)**
- 3) Board Members – Term Expiration Dates
  - a) Kenneth Arneson – 07/01/2010
  - b) Kathleen Bertram – 07/01/2018
  - c) Stefanie Carton – 07/01/2015
  - d) Timothy Conroy – 07/01/2018
  - e) Loreli Dickinson – 07/01/2011
  - f) April Folgert – 07/01/2019
  - g) Charles Hawkins – 07/01/2017
  - h) Susan Kinast-Porter – 07/01/2009
  - i) Patrick Shaughnessy – 07/01/2015

**D) 9:30 A.M. APPEARANCE (Telephonic/Web Conference): Randy Synder, on Behalf of National Association of Long Term Care Administrator Boards (NAB) (9-28)**

- 1) The Health Services Executive Credential
- 2) NAB and Its Resources

**E) 9:40 A.M. APPEARANCE – DSPS Staff – Request to Revise Application Forms for Nursing Home Administrator Registration (29-37)**

- 1) Application for Licensure – Form #418 **(30-34)**

2) Verification of Experience – Form # 71 **(35-37)**

**F) Legislative/Administrative Rule Matters (38-46)**

- 1) Effective Date – CR14-078 – Entrance to Examinations
- 2) Update on Legislation or Pending or Possible Rulemaking Projects

**G) NAB Matters (47-55)**

- 1) Report on the 2015 NAB Annual Meeting – June 3-5, 2015 – Philadelphia, PA
- 2) Report on the 2015 NAB Mid-Year Meeting – November 11-13, 2015 – Naples, FL

**H) Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Nominations, Elections, and Appointments
- 3) Administrative Updates
- 4) Education and Examination Matters
- 5) Credentialing Matters
- 6) Practice Matters
- 7) Legislation/Administrative Rule Matters
- 8) Liaison Report(s)
- 9) Informational Item(s)
- 10) Disciplinary Matters
- 11) Presentations of Petition(s) for Summary Suspension
- 12) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 13) Presentation of Proposed Decisions
- 14) Presentation of Interim Order(s)
- 15) Petitions for Re-Hearing
- 16) Petitions for Assessments
- 17) Petitions to Vacate Order(s)
- 18) Petitions for Designation of Hearing Examiner
- 19) Requests for Disciplinary Proceeding Presentations
- 20) Motions
- 21) Petitions
- 22) Appearances from Requests Received or Renewed
- 23) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

**I) 9:50 A.M. APPEARANCE: Al Rohmeyer, Administrator, Division of Legal Services and Compliance (DLSC) – Introduction and Q & A (56)**

**J) 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.).**

**K) Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Case Closures**
  - a) 14 NHA 032 **(57-60)**
  - b) 15 NHA 014 **(61-63)**

- L) Deliberation of Items Added After Preparation of the Agenda
  - 1) Nominations, Elections, and Appointments
  - 2) Education and Examination Matters
  - 3) Credentialing Matters
  - 4) Disciplinary Matters
  - 5) Monitoring Matters
  - 6) Professional Assistance Procedure (PAP) Matters
  - 7) Petition(s) for Summary Suspensions
  - 8) Proposed Stipulations, Final Decisions and Orders
  - 9) Administrative Warnings
  - 10) Proposed Decisions
  - 11) Matters Relating to Costs
  - 12) Case Closings
  - 13) Case Status Report
  - 14) Petition(s) for Extension of Time
  - 15) Proposed Interim Orders
  - 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

M) Consulting with Legal Counsel

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

N) Open Session Items Noticed Above not Completed in the Initial Open Session

O) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

**ADJOURNMENT**

**NEXT MEETING DATE FEBRUARY 4, 2016**

**NURSING HOME ADMINISTRATORS EXAMINING BOARD  
TELECONFERENCE/VIRTUAL MEETING  
MEETING MINUTES  
May 21, 2015**

**PRESENT:** Kenneth Arneson (*entered GoToMeeting at 9:50a.m.*), Kathleen Bertram, Stefanie Carton, Timothy Conroy, Loreli Dickinson, Charles Hawkins, Patrick Shaughnessy

**EXCUSED:** Lori Koeppel, Susan Kinast-Porter, Jessica Radtke

**STAFF:** Tom Ryan, Executive Director; Kelly Williams, Bureau Assistant; Katie Paff, Rules Coordinator and Amber Cardenas, Legal Counsel

**CALL TO ORDER**

Timothy Conroy, Vice Chair, called the meeting to order at 9:35 A. M. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Stephanie Carton moved, seconded by Patrick Shaughnessy, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Patrick Shaughnessy moved, seconded by Stephanie Carton, to approve the minutes of February 5, 2015 as amended. Motion carried unanimously.

**APPOINTMENT OF DELEGATED AUTHORITIES**

**MOTION:** Loreli Dickinson moved, seconded by Stephanie Carton, to adopt the “Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor” document. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS**

**UPDATE ON CLEARINGHOUSE RULE 14-078 RELATING TO ENTRANCE TO EXAMINATIONS**

**MOTION:** Stephanie Carton moved, seconded by Charles Hawkins, to authorize Kenneth Arneson to approve the Adoption Order for Clearinghouse Rule 14-078. Motion carried unanimously.

*Kenneth Arneson entered GoToMeeting at 9:50 A.M.*

**CLOSED SESSION**

**MOTION:** Timothy Conroy moved seconded by Patrick, 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 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.). Kenneth Arneson read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kathleen Bertram-yes; Stefani Carton-yes; Timothy Conroy-yes; Charles Hawkins-yes; Patrick Shaughnessy-yes; Loreli Dickinson-yes . Motion carried unanimously.

The Board convened into Closed Session at 9:47 A.M.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Patrick Shaughnessy moved, seconded by Charles Hawkins, to reconvene in Open Session at 9:55 A.M. Motion carried unanimously.

### **CASE SUMMARY**

#### **13 NHA 052**

**MOTION:** Charles Hawkins moved, seconded by Patrick Shaughnessy, to close DLSC case number 13 NHA 052, against P.T., for Insufficient Evidence for Prosecution (IE). Motion carried unanimously.

#### **14 NHA 009**

**MOTION:** Timothy Conroy moved, seconded by Stephanie Carton, to close DLSC case number 14 NHA 009, against S.S., for Prosecutorial Discretion (P2). Motion carried unanimously.

### **ADMINISTRATIVE WARNING**

**MOTION:** Patrick Shaughnessy moved, seconded by Stephanie Carton, to issue an Administrative Warning in the matter of DLSC case number 15 NHA 009. Motion carried unanimously.

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

**MOTION:** Timothy Conroy moved, seconded by Patrick Shaughnessy to affirm all motions made in closed session. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Patrick Shaughnessy moved, seconded by Charles Hawkins, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:57 A.M.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Nifty Lynn Dio, Bureau Assistant		<b>2) Date When Request Submitted:</b>  11/10/2015  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b>  Nursing Home Administrators Examining Board			
<b>4) Meeting Date:</b>  11/19/2015	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  New Board Member – April Folgert	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  Welcome –  <i>April Folgert, of New Berlin, as a Registered Nurse Member on the Nursing Home Administrator Examining Board. Succeeds Lori Koeppel</i>			
<b>11) Authorization</b>			
<b>Nifty Lynn Dio</b>		<b>11/10/2015</b>	
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	
<b>Directions for including supporting documents:</b> 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  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Kimberly Wood, Program Assistant Supervisor-Adv.		<b>2) Date When Request Submitted:</b> 7/30/2015 <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>	
<b>3) Name of Board, Committee, Council, Sections:</b> Nursing Home Administrator Examining Board			
<b>4) Meeting Date:</b> 11/19/2015	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Board Member Resignation – Lori Koeppel	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		<b>8) Is an appearance before the Board being scheduled?</b> <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A
<b>10) Describe the issue and action that should be addressed:</b> Informational notification regarding the resignation of Lori Koeppel from the Board's RN Member position.			
<b>11) Authorization</b>			
<b>Kimberly Wood</b>		<b>7/30/2015</b>	
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			
<b>Directions for including supporting documents:</b> 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  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Tom Ryan, Executive Director		<b>2) Date When Request Submitted:</b> 6/10/2015 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b> Nursing Home Administrators Examining Board			
<b>4) Meeting Date:</b> 11/19/2015	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> Confirmation of Kate Bertram	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b>  Welcome --  <i>Kate Bertram</i> , of Wauwatosa, as a Nursing Home Administrator on the Nursing Home Administrator Examining Board, was confirmed by the Senate on June 9, 2015 to serve for the term ending July 1, 2018. Succeeds Earlene Ronk.			
<b>11) Authorization</b>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Tom Ryan, Executive Director		<b>2) Date When Request Submitted:</b> 6/12/2015 <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>	
<b>3) Name of Board, Committee, Council, Sections:</b> Nursing Home Administrator Examining Board			
<b>4) Meeting Date:</b> 11/19/2015	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> APPEARANCE (Teleconference/Live Meeting) – Randy Snyder, on behalf of the National Association of Long Term Care Administrator Boards (NAB) – <ul style="list-style-type: none"> <li>The Health Services Executive Credential</li> <li>NAB and Its Resources</li> </ul>	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b> <input checked="" type="checkbox"/> Yes, Randy Snyder <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Randy Snyder, the Executive Director of the Minnesota Board of Examiners for Nursing Home Administrators, will appear remotely to discuss the NAB's Health Services Executive credential and to provide an overview of the NAB.			
<b>11) Authorization</b>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	

# A New Vision for Leadership



**Randy Lindner, President & CEO**



**National Association  
of Long Term Care  
Administrator Boards**

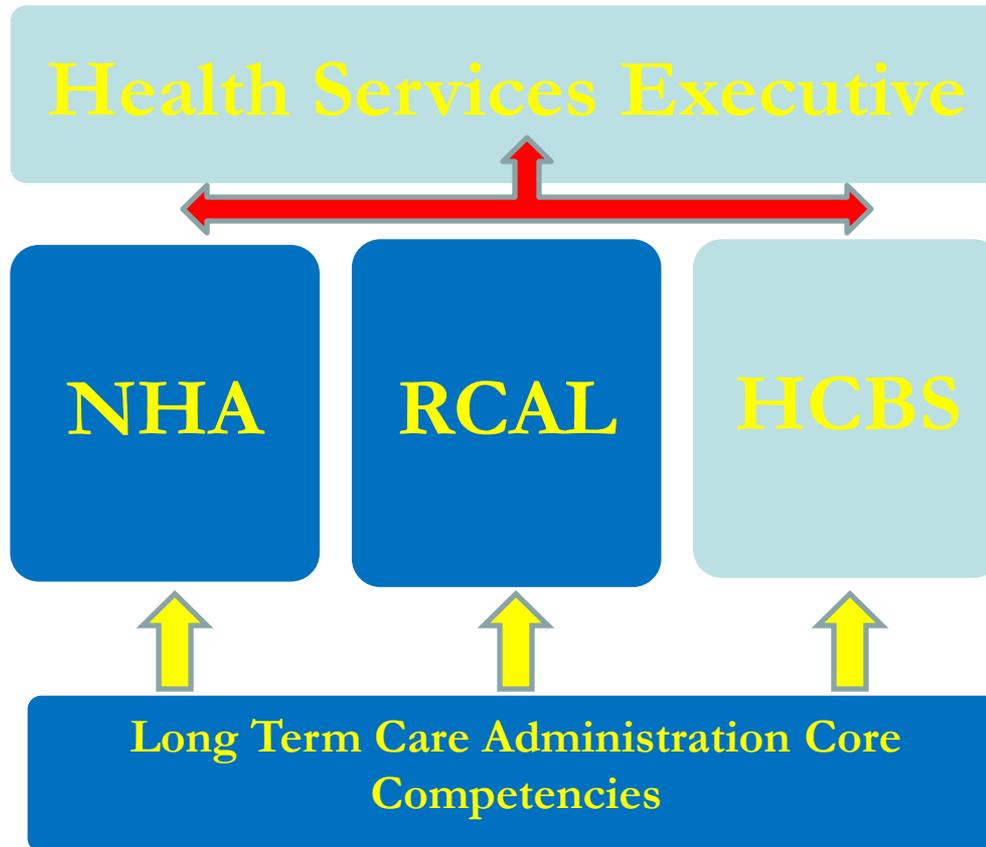
# Leadership Challenges

- **Inconsistent practice standards limit jurisdictional (state) licensure mobility/transfer**
- **Lines of service have expanded beyond skilled nursing**
  - **Assisted Living**
  - **Home and Community Based Services**
    - (i.e. Independent living, adult day care, home care, home health, hospice, palliative care)
- **Multiple licenses may be required to practice in multiple lines of service despite significant similarity in leadership competencies**
- **Industry is not able to place highly skilled leaders where and when they need them**
- **The image of the profession is low, difficult to attract young professionals**

# Future Direction

- NAB conducted a contemporary and aspirational study across multiple lines of service (NHA, RCAL, HCBS) to provide a basis for a forward looking competency-based credential (HSE)
- To investigate similarities and differences and identify
  - *Common or core* domains, tasks, and KSs
  - *Specific or unique* domains, tasks, and KSs
- Meet needs of existing programs—NHA & RC/AL
- Provide groundwork for new credentials, HCBS, HSE

# A New Vision for the Profession



# The Benefits

- Focus on the needs of
  - Practitioners (career progression, jurisdictional mobility, enhance image of the profession)
  - Regulators (efficient credentialing model for current and new professions, enhanced public protection)
  - Employers (identifying executive leadership)
- To validate the role of *HCBS* administrator
- To explore the role of *health services executive*

# The Benefits

- **Streamlines the licensees' acquisition of second and third credentials**
- **Breaks down the silos of competence and acknowledges foundational practice standards**
- **Provides standards against which curriculum content can be evaluated/validated**
- **Contributes to consumer confidence re: consistency and quality of care**
- **Provides a roadmap to move beyond current antiquated regulatory model**

# The Results

## Current NHA Domains

- Resident Centered Care & Quality of Life
- Human Resources
- Finance
- Environment
- Leadership & Management

## Current RC/AL Domains

- Resident Care Management
- Human Resources Management
- Organizational Management
- Physical Environment Management
- Business/Financial Management

## New Domains

- Customer Care, Supports & Services
- Human Resources
- Finance
- Environment
- Management & Leadership

# Findings: Domains of Practice

- 82% of competencies are common across multiple lines of service
- **Administrator's Emphasis:**
  - SNF: *Customer Care, Supports & Services (29.5%)*
  - RC/AL: *Customer Care, Supports & Services (35%)*
  - HCBS: *Management and Leadership (30%)*
- **Less-experienced devote more time in *Customer Care, Supports and Services* and less time in *Management and Leadership* than more-experienced**

# Findings: Tasks

**Frequency of task performance among administrators of SNF, ALF & HCBS is only a matter of degree.**

- Every task applies to at least 1, often 2
- Some tasks may be performed to a greater or lesser extent by each

**When to master specific Tasks (before or after beginning work as an administrator) varied by service line, but only by degree.**

## Finding: Knowledge and Skills

**When to acquire specific Knowledge/Skills (before or after beginning work as an administrator) varied by service line, but only by degree.**

**All skills were rated highly critical across all three lines of service.**

# Global Leadership Competencies

- **Many of the competencies may be global\***
  - **Leadership and Management**
  - **Customer Care Supports and Services**
  - **Finance**
  - **Human Resource Management**
  - **Environmental Management**

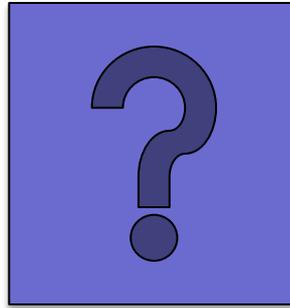
**\*Need to recognize local culture, values, laws and regulations**

# Global Leadership Opportunities

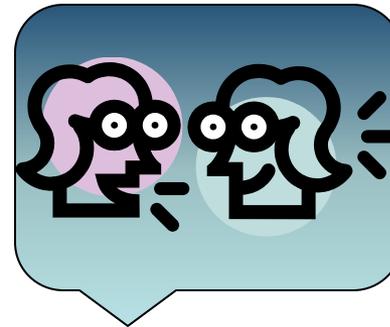
- **Foundation for:**
  - **Voluntary Competency Credentials**
    - **Certification**
  - **Academic Programs in Aging Services Leadership**
  - **Educational Programming**
  - **Continuing Education/Competency**
  - **Training/Internship Programs**
  - **Publications**



# Questions?



# Comments?



# Contact

## National Association of Long Term Care Administrator Boards

1444 I Street NW, Suite 700

Washington, DC 20005

Phone: 202-712-9040 Fax: 202-216-9646

[nab@nabweb.org](mailto:nab@nabweb.org)

[www.nabweb.org](http://www.nabweb.org)



National Association  
of Long Term Care  
Administrator Boards

# Contact/Resource Information

**1444 I St. NW, Suite 700**

**Washington, DC 20005**

**Tel: 202-712-9040 Fax: 202-216-9646**

**[nab@nabweb.org](mailto:nab@nabweb.org)**

**[www.nabweb.org](http://www.nabweb.org)**

# NAB's Professional Practice Analysis Aligns Leadership Core Competencies Across Expanding Continuum of Care

Long term care supports and services and the stakeholders involved in that ecosystem are at a turning point. By 2030, approximately 72.1 million people 65 and older will live in the U.S., more than twice the number in 2000. As Americans live longer and in greater numbers, consumers are looking for more options and more reliable information about the variety of long term care supports and services. Although seniors represent the majority of the population served, it is important to recognize that long term care services are not exclusive to seniors but include all individuals receiving these services.

■ ■ ■

The Professional Practice Analysis is the most recent example of the NAB's responsiveness to stakeholder needs, contributing to consumer confidence about the consistency and quality of long term care services.

■ ■ ■

In response to this trend, providers of long term care supports and services are working to create more living and lifecare choices along an expanding continuum of care. Also fueling the development of new options and services: legislative changes at the federal level that call for state Medicaid programs to fund home and community-based services, an emerging area within this expanding continuum of care. And the new healthcare law, The Patient Protection and Affordable Care Act, requires lines of services to coordinate care and offers provider incentives to keep consumers out of hospitals, prompting a potential increase in the use of home care or adult day care settings.

Add to this rapidly changing environment the 51 different practice standards established by each of the 50 states and the District of Columbia, which discourage long term care administrators from relocating to another job in a different state.

Finally, colleges and universities that educate long term care professionals seek uniform, quality degree programs, which have been difficult to develop because of the inconsistency of state and federal licensing requirements. Meaningful curricula to respond to and anticipate this broader scope of home and community-based long term care services options are required.

As these factors converge, they present two primary opportunities that will benefit all stakeholders:

- 1 aligning professional development of long term care administrators to position the profession and its future leaders to adapt to further growth and
- 2 developing a better career advancement path that will recruit and retain a high caliber of dedicated talent in the long term care field.

The National Association of Long Term Care Administrator Boards (NAB), the recognized authority for leadership core competencies in long term care, conducted a Professional Practice Analysis (PPA) study to capitalize on these opportunities to ensure the ongoing recruitment and retention of high performing long term care administrators.

## National Association of Long Term Care Administrator Boards: A History of Leadership

When the federal government mandated the licensure of nursing home administrators more than 40 years ago, there was no accompanying national mandate for establishing practice standards for education, training and continuing education. As a result, each of the 50 states and the District of Columbia has a different practice standard, which complicates an already complex system and makes it difficult to attract and prepare leaders in long term care administration. NAB established and periodically updates core competencies for nursing home administrators and a national examination program, which each of the 50 states and the District of Columbia adopted. More than 20 years later, NAB again assumed a leadership role when it introduced core competencies for assisted living administrators, established an accreditation program for degree programs in long term care administration and created standards and an approval process for continuing education programs. We now have an opportunity to create a new vision to transform the mandates on Nursing Home Administrators (NHA) to a direction of leadership strength for Residential Care/Assisted Living (RC/AL) and other lines of support and services through NAB's enhanced and improved credentialing process.

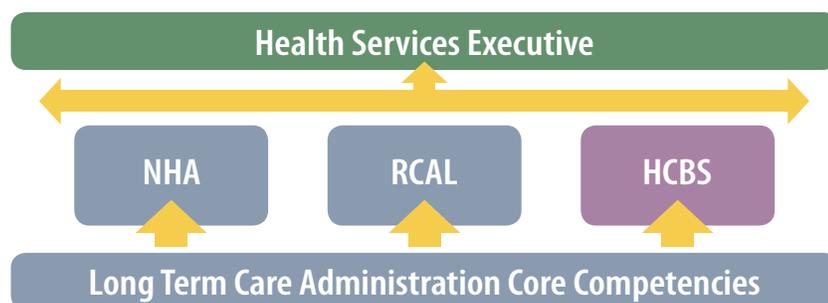
Fast forward to the needs of today's consumers, providers, educators and NAB members, and it becomes clear why NAB is leading the effort to conduct a PPA to create new and updated credentials for executives responsible for multiple lines of service within the long term care continuum. Additionally, NAB seeks to standardize the long term care administrator license, enabling administrators to work in any state with recognition and acceptance of a broad-based license meeting state-specific licensure requirements.

Today, at this pivotal point in the evolution of long term care, NAB is exploring a new vision for the competencies required of executives in the field. Based on recommendations developed in partnership with sponsors and participants of the National Emerging Leadership Summit, NAB's PPA will articulate both broad and specific knowledge related to home and community-based services, assisted living, hospice, home care, adult day care, independent living and skilled nursing care. The PPA analyzes the knowledge tasks and skills an administrator must possess both to enter the profession and to demonstrate competency to advance throughout his career. Outcome data will be the basis for new curricula in college and university degree programs, training programs, competency measures and continuing competencies.

In addition, to streamline licensure and recognize students who achieve a high level of education and training, NAB seeks to develop a nationally recognized and voluntary Health Services Executive License (HSEL) to recognize administrators and provide the mobility for long term care professionals to work in different states. Taking the process one step further, NAB will work with member state boards and agencies to accept this HSEL as meeting state licensing and/or certification requirements.

NAB seeks to develop a nationally recognized and voluntary Health Services Executive License (HSEL) to recognize administrators and provide the mobility for long term care professionals to work in different states.

### EXPLORING A NEW VISION FOR THE PROFESSION



## Professional Practice Analysis

Clearly, one of the key components of this evolving long term care ecosystem is the class of professionals tasked with managing multiple lines of services (including nursing home, assisted living, home and community-based services). What skills and education will these administrators require? What is the best way to train, recruit and develop a career path for a new generation of managers and executives in the long term care field? And what lessons can be learned from the development of earlier long term care models?

■ ■ ■  
A steering committee and task force comprised of health services executives from across the long term care line of services provided oversight of NAB's two-phase, 16-month study.

The PPA identifies the domains of practice, tasks performed, and knowledge and skills required of individuals responsible for leadership in organizations that provide long term care supports and services. It validates the job descriptions of current administrators (and the emerging role of the home and community-based services administrator) and explores the expanding role of the health services executive. Finally, outcomes will provide a foundation for the development of leadership models to share with similar organizations and partners in the international arena.

A practice analysis is a structured description of a profession's practice. This best practices approach is an initial step in a broader process of identifying the need for and form(s) of a particular credential. The results lead to a description of practice that serves as a basis for exam content consistent with practical applications. A steering committee and task force comprised of health services executives from across the long term care line of services provided oversight of NAB's two-phase, 16-month study.

Phase One involved subject matter experts (SMEs) who developed and revised the practice description across multiple lines of service. These SMEs were a representative group of practitioners, employers/supervisors, educators, regulators and members of professional associations. Focus groups and independent reviews of the practice descriptions rounded out Phase One activities.

In Phase Two, both a pilot survey and large-scale survey of practitioners validated the practice description. Throughout the process, extensive quantitative and qualitative analyses were conducted along with outlining examination specifications for current and potential credentials. Profiles of practice, examination specifications and test content were identified, and these facets will benefit a wide range of stakeholder groups (associations, academics, regulators, foundations, as well as thought leaders and select international constituencies).

Five primary domains were identified:

- 1 Customer Care, Supports, and Services
- 2 Human Resources
- 3 Finance
- 4 Environment
- 5 Management and Leadership

Within each domain is a detailed list of knowledge, tasks and skills. This list is the foundation for academic programs, administrator-in-training programs, examinations and continuing education programs.

## Professional Practice Analysis: Goals & Stakeholder Benefits

Since its founding, NAB has helped guide and lead the profession of long term care administration. The PPA creates a basis for competency-based credentials that will keep pace with the dynamic long term care environment. Addressing the needs of existing programs like the NHA and the RC/AL exam, the PPA provides a framework for new credentials that focus on the particular needs and/or issues that help drive the success (and the key areas of interest) of the primary stakeholder groups involved:

GROUP	AREAS OF INTEREST
<b>PRACTITIONERS:</b>	Career progression, professional image, jurisdictional mobility
<b>REGULATORS:</b>	Efficient model for professions of today (and tomorrow); enhanced public protection
<b>EMPLOYERS:</b>	Identifying, developing and retaining executive leadership
<b>EDUCATORS:</b>	Articulating a basis for practice standards against which curricula will be evaluated and proved
<b>NAB:</b>	Catalyzing change and charting a path to enhance the image of the long term care profession on the national and international stage

## Conclusion

To be successful and serve the needs of all stakeholders, this evolving long term care ecosystem demands the right educational curricula, training and credentialing programs to recruit, retain and develop high-caliber career professionals in the long term care field. The PPA is the latest example of how NAB continues to anticipate and respond to stakeholder needs and more specifically, contribute to consumer confidence regarding the consistency and quality of long term care services.



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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Susan Theisen, Records Management Supervisor		<b>2) Date When Request Submitted:</b>  8/18/15 <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>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Nursing Home Administrator Examining Board			
<b>4) Meeting Date:</b>  8/27/15	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Application Revision Request	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  Form 418 is the "Application for Licensure" for Nursing Home Administrator Registration. It currently requires the applicant to complete a checklist for "Type of Experience" in the field of institutional administration. Form 71 is the "Verification of Experience in the Field of Institutional Administration" which is filled in for completion by the applicant's supervisor. This form lists the same "Type of Experience" section. We are proposing to remove the "Type of Experience" section on the applicant's form (#418) due to the fact that we only need the documentation approved from the supervisor.			
<b>11) Authorization</b>			
 Signature of person making this request		8/18/15 Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
<b>Directions for including supporting documents:</b> 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.			



# Wisconsin Department of Safety and Professional Services

**ANSWER THE FOLLOWING QUESTIONS:** (Attach additional sheets if necessary)

1.	Have you ever surrendered, resigned, canceled, or been denied a professional license, or other credential in Wisconsin, or any other jurisdiction? <b>If yes, give details on an attached sheet, including the name of the profession and the agency.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to any warning, reprimand, suspension, probation, limitation, or revocation? <b>If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Is disciplinary action pending against you in any jurisdiction? <b>If yes, attach a sheet providing details about pending action, including the name of the agency and status of action.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Have you ever been convicted of a misdemeanor or a felony, or do you have any felony or misdemeanor charges pending against you? <b>If yes, submit Convictions and Pending Charges (Form #2252).</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Have any suits or claims ever been filed against you as a result of professional services? <b>If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Are you registered or licensed in any other profession(s)? <b>If yes, state what profession(s) and in what state(s):</b> <div style="border: 1px solid black; height: 20px; width: 60%; margin-top: 5px;"></div>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Have you ever been credentialed under any other name(s)? <b>If yes, state name(s) credentialed under:</b> <div style="border: 1px solid black; height: 20px; width: 60%; margin-top: 5px;"></div>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Experience Requirements

Upon passing the required examination, an applicant for licensure shall complete the following experience requirement based on the type of education completed:

**Regular Course of Study:** A supervised clinical practicum, which means work experience acquired in a nursing home in conjunction with the approved program as defined in Wis. Admin. Code § NHA 1.02(9).

**Program of Study:** Successful completion of one year of experience in the field of institutional administration as defined in Wis. Admin. Code § NHA 1.02(1).

**Specialized Course:** Successful completion of one year of experience in the field of institutional administration as defined in Wis. Admin. Code § NHA 1.02(1).

## Employment History

Provide a chronological listing of your employment **that is pertinent to the experience you have acquired in the field of institutional administration.** Attach an additional sheet if necessary. This experience must be verified by your employer. Submit Form #71 with additional required details.

1) Employer \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_ Date of Employment \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

# Wisconsin Department of Safety and Professional Services

2) Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Title \_\_\_\_\_ Date of Employment \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_

## Type of Experience

“Experience in the field of institutional administration” means work experience acquired in any consecutive 36-month period within the 5-year period immediately preceding the date of application for licensure, as an employee, student, trainee or intern in the total operation and activities of a nursing home under the supervision of persons licensed under Wis. Stats. § 456, or holding the equivalent license in another state recognized by the board, and exposure to and knowledge of the following categories per Wis. Admin. Code § NHA 1.02(1). Check the categories in which **you** gained exposure to and knowledge of during the time you were **an employee, student, trainee or intern.**

(1) Fiscal management, including, but not limited to: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
\_\_\_\_\_ Financial planning, forecasting, and budgeting  
\_\_\_\_\_ Accounting practices and principles  
\_\_\_\_\_ Fiscal intermediaries  
\_\_\_\_\_ Public finance programs  
\_\_\_\_\_ Management of residents' funds

(2) Environmental services, including, but not limited to: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
\_\_\_\_\_ Preventive maintenance programs for building and equipment  
\_\_\_\_\_ Sanitation procedures, practices, and policies  
\_\_\_\_\_ Design needs of the disabled  
\_\_\_\_\_ Environmental safety practices, policies and procedures, and  
accident prevention  
\_\_\_\_\_ Maintenance, housekeeping, laundry and security functions  
\_\_\_\_\_ Relationship between health facility management and governmental  
environmental service providers

(3) Resident services, including, but not limited to: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
\_\_\_\_\_ Therapy services  
\_\_\_\_\_ Physician services  
\_\_\_\_\_ Social services  
\_\_\_\_\_ Resident food services  
\_\_\_\_\_ Resident activities  
\_\_\_\_\_ Patient care  
\_\_\_\_\_ Drug handling and control  
\_\_\_\_\_ Nursing services  
\_\_\_\_\_ Rehabilitative and restorative

# Wisconsin Department of Safety and Professional Services

- (4) Personnel management, including, but not limited to: \_\_\_\_\_ Date Completed: \_\_\_\_\_
- \_\_\_\_\_ Recruiting, interviewing, hiring, training
  - \_\_\_\_\_ Reviewing, disciplining, supervising of employees
  - \_\_\_\_\_ Record-keeping
  - \_\_\_\_\_ Preparation of statistical reports
  - \_\_\_\_\_ Wage and salary administration
  - \_\_\_\_\_ Health care staffing patterns
  - \_\_\_\_\_ Human relations
  - \_\_\_\_\_ Administering fringe benefit programs
  - \_\_\_\_\_ State and federal employment regulations
- (5) \_\_\_\_\_ State and federal inspections for compliance with \_\_\_\_\_ Date Completed: \_\_\_\_\_  
applicable nursing home laws, rules and regulations.

## **ALL APPLICANTS MUST COMPLETE THE BELOW SECTIONS:**

### CERTIFICATION OF LEGAL STATUS:

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

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

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

### CONTINUING DUTY OF DISCLOSURE

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

### AFFIDAVIT OF APPLICANT

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

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

Applicant Signature: \_\_\_\_\_ Date: 

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# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53708-8935  
FAX #: (608) 261-7083  
Phone #: (608) 266-2112

Ship To: 1400 E. Washington Avenue  
Madison, WI 53703  
E-Mail: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## NURSING HOME ADMINISTRATOR EXAMINING BOARD

### VERIFICATION OF EXPERIENCE IN THE FIELD OF INSTITUTIONAL ADMINISTRATION

**APPLICANT: COMPLETE TOP PORTION OF THIS FORM AND FORWARD TO SUPERVISOR AT FACILITY WHERE EMPLOYED.** If the supervisor is no longer available to complete this form, the personnel manager or any other person authorized by the facility's administrator may complete it. If more than one employer will be verifying experience, you may make additional copies of this form. Proper completion of this form is required for processing of the application. Any alteration made to the form will void the form. Failure to submit proper documentation of employment will delay processing of your credential application.

Last Name	First Name	MI	Former / Maiden Name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			

Address (street, city, .state, zip)

**APPLICANT'S SUPERVISOR: CERTIFY EMPLOYMENT BELOW AND RETURN FORM TO THE NURSING HOME ADMINISTRATOR EXAMINING BOARD AT THE ADDRESS SHOWN ABOVE.** Each supervisor is to date and sign this form verifying the applicant's exposure to and knowledge of their respective areas.

The above named applicant has filed an application for licensure as a nursing home administrator in the State of Wisconsin. One of the qualifications for licensure is experience in the field of institutional administration gained in a licensed nursing home per Wis. Admin. Code § NHA 1.02. Your statement will affect the applicant's eligibility for licensure.

<input type="text"/>	<input type="text"/>
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Name of Employing Facility \_\_\_\_\_ Facility License Number \_\_\_\_\_

Facility Address (street, city, state, zip)

Governmental Agency by which Facility is Licensed: \_\_\_\_\_

Name and NHA License Number of Facility's Administrator: \_\_\_\_\_

Name of Applicant's Supervisor : \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Employment Period: (include month, day, and year) From: / /  To: / /

Hours Worked:  Full-Time Number of Hours Per Week:

Part-Time Number of Hours Per Week:

Applicant's Title While Employed: \_\_\_\_\_

# Wisconsin Department of Safety and Professional Services

## Experience Gained

“Experience in the field of institutional administration” means work experience acquired in any consecutive 36-month period within the 5-year period immediately preceding the date of application for licensure, as an employee, student, trainee or intern in the total operation and activities of a nursing home under the supervision of persons licensed under Wis. Stats. § 456, or holding the equivalent license in another state recognized by the board, and exposure to and knowledge of the following categories per Wis. Admin. Code § NHA 1.02(1). Check the categories in which the applicant gained exposure to and knowledge of during the time you were his/her supervisor.

(a) Fiscal management, including, but not limited to:

- Financial planning, forecasting, and budgeting
- Accounting practices and principles
- Fiscal intermediaries
- Public finance programs
- Management of residents’ funds

**Date completed:** \_\_\_\_\_ **Signature of Business Manager:** \_\_\_\_\_

(b) Environmental services, including, but not limited to:

- Preventive maintenance programs for buildings and equipment
- Sanitation procedures, practices, and policies
- Design needs of the disabled
- Environmental safety practices, policies and procedures, and accident prevention
- Maintenance, housekeeping, laundry, and security functions
- Relationship between health facility management
- Governmental environmental service providers

**Date completed:** \_\_\_\_\_ **Signature of Maintenance Supervisor:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_ **Signature of Housekeeping Supervisor:** \_\_\_\_\_

(c) Resident services, including but not limited to:

- Therapy services
- Physician services
- Social services
- Resident food services
- Resident activities
- Patient care
- Drug handling and control
- Nursing services
- Rehabilitative and restorative

**Date completed:** \_\_\_\_\_ **Director of Nursing:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_ **Social Services Director:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_ **Recreational Therapy Director:** \_\_\_\_\_

# Wisconsin Department of Safety and Professional Services

(d) Personnel management, including, but not limited to:

- \_\_\_\_\_ Recruiting, interviewing, hiring, training
- \_\_\_\_\_ Reviewing, disciplining, supervising of employees
- \_\_\_\_\_ Recordkeeping
- \_\_\_\_\_ Preparation of statistical reports
- \_\_\_\_\_ Wage and salary administration
- \_\_\_\_\_ Health care staffing patterns
- \_\_\_\_\_ Human relations
- \_\_\_\_\_ Administering fringe benefit programs
- \_\_\_\_\_ State and federal employment regulations

**Date completed:** \_\_\_\_\_ **Signature of Personnel Director/Administrator:** \_\_\_\_\_

(e) \_\_\_\_\_ State and federal inspections for compliance with applicable nursing home laws, rules and regulations.

**Date completed:** \_\_\_\_\_ **Signature of Administrator:** \_\_\_\_\_

## **Certification of Nursing Home Administrator:**

I hereby certify that I am a licensed Nursing Home Administrator in the State of Wisconsin, and the applicant listed above has gained exposure to and knowledge of all areas identified above, that I have no hesitations in recommending this applicant for Nursing Home administrator licensure, and that I understand that if any information provided or verified by me in this application is found to be false, I may be disciplined by the Nursing Home Administrators Examining Board under Wis. Stats. § 456.10.

Signature of Nursing Home Administrator \_\_\_\_\_ Date: \_\_\_\_\_

License Number: \_\_\_\_\_

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request:  Katie Vieira Administrative Rules Coordinator		2) Date When Request Submitted:  10/27/2015  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:  Nursing Home Administrator Examining Board			
4) Meeting Date:  11/19/2015	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  1) Effective Date – CR14-078 – Entrance to Examinations 2) Update on Legislation or Pending or 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?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <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:  CR14-078 relating to entrance to examinations will go into effect on December 1 <sup>st</sup> , 2015.			
11) Authorization			
<b>Katie Vieira</b>		<b>10/27/2015</b>	
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.			

**CERTIFICATE**

**STATE OF WISCONSIN**

**DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES**

*I, Tom Ryan, Executive Director, Division of Policy Development in the Wisconsin Department of Safety and Professional Services and custodian of the official records of the Nursing Home Administrators Examining Board, do hereby certify that the annexed rules relating to entrance to examinations were duly approved and adopted by the Nursing Home Administrators Examining Board on the 8<sup>th</sup> day of October, 2015.*

*I further certify that said copy has been compared by me with the original on file in this office and that the same is a true copy thereof, and of the whole of such original.*

*IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the board at 1400 East Washington Avenue, Madison, Wisconsin this 8<sup>th</sup> day of October, 2015.*



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*Tom Ryan, Executive Director  
Division of Policy Development  
Department of Safety & Professional Services*

STATE OF WISCONSIN  
NURSING HOME ADMINISTRATOR  
EXAMINING BOARD

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IN THE MATTER OF RULEMAKING	:	ORDER OF THE
PROCEEDINGS BEFORE THE	:	NURSING HOME ADMINISTRATOR
NURSING HOME ADMINISTRATOR	:	EXAMINING BOARD
EXAMINING BOARD	:	ADOPTING RULES
	:	(CLEARINGHOUSE RULE 14-078)

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ORDER

An order of the Nursing Home Administrator Examining Board to repeal NHA 2.02 (1), and (4) (Note 2), and 2.03; to renumber NHA 4.01 (1) (d); to amend NHA 2.02 (4) and (4) (Note 1), 4.01 (1) (c) (Note), and 4.02 (1) (c) and (2) (a) 4; and to create NHA 4.01 (1) (d) 1. to 3. and 4.02 (3), related to entrance to examinations.

Analysis prepared by the Department of Safety and Professional Services.

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ANALYSIS

**Statutes interpreted:**

Sections 440.071 and 456.11, Stats.

**Statutory authority:**

Sections 15.08 (5) (b) and 227.11 (2) (a), Stats., and 2013 Wisconsin Act 114

**Explanation of agency authority:**

The Nursing Home Administrator Examining Board is generally empowered by ss. 15.08 (5) (b) and 227.11 (2) (a), Stats., to promulgate rules that will provide guidance within the profession and interpret the statutes it administers. 2013 Wisconsin Act 114 provides that neither the department, nor any of its attached boards, may require applicants for licensure to complete their post-secondary education before being eligible to take their licensure exam. This legislation prompted the Nursing Home Administrator Examining Board to exercise its rule-making authority to amend pertinent sections of Wis. Admin. Code ch. NHA 1 to 5 in order to give guidance within the profession related to entrance to examinations.

**Related statute or rule:**

Wis. Admin. Code chs. NHA 2 and 4

**Plain language analysis:**

These rules address changes instituted by the passage of 2013 Wisconsin Act 114. The Act requires the department and its attached boards to allow applicants for licensure to take their credentialing examination before completing any post-secondary education, program of study, or specialized courses. These proposed rules carry out the legislative intent by amending Wis. Admin. Code ss. NHA 2, and 4. These rules also address the reinstatement of a license by adding the term to Wis. Admin. Code s. NHA 4.02. The new provision sets forth what applicants should do to reinstate a suspended or revoked license with unmet disciplinary requirements.

SECTION 1. deletes the provision requiring education as a prerequisite to sit for the examination.

SECTION 2. amends a provision by removing language referring to the administration of an examination.

SECTION 3. amends the first note under NHA 2.02 (4) by updating where applicants can receive applications.

SECTION 4. repeals the second note under NHA 2.02 (4) and the provision regarding examination requirements.

SECTION 5. amends the first note under NHA 4.01 (1) (c) by updating where applicants can receive applications and adds education as a prerequisite for licensure.

SECTION 6. creates an introductory phrase for NHA 4.01 (1) (d).

SECTION 7. creates new educational requirements for licensure.

SECTION 8. updates citations regarding fees that accompany applications.

SECTION 9. sets forth the requirements for reinstatement of a license.

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

42 USCS § 1396g sets forth the federal requirements for licensure of nursing home administrators. The statute states it is the function and duty of state agencies to, “develop, impose, and enforce standards which must be met by individuals in order to receive a license as a nursing home administrator...” 42 USCS § 1396g (c) (1). This proposed rule institutes a new standard with regard to nursing home administrator examination requirements. By instituting this new standard, the Nursing Home Administrator Examining Board is in line with 42 USCS § 1396g (c) (1) which allows state agencies to regulate licensed nursing home administrators.

**Comparison with rules in adjacent states:**

**Illinois:** Nursing Home administrators are regulated by the Illinois Department of Financial and Professional Regulation via the Nursing Home Administrators Licensing and Disciplinary Act, 225 ILCS 70. Illinois requires applicants for a license as a nursing home administrator to be either a graduate of a college or university or to have completed a course of instruction regarding the operation of nursing homes that is approved by the department. 225 ILCS 70/8 (e).

**Iowa:** Nursing home administrators in Iowa are regulated by the Iowa Board of Nursing Home Administrators in the Bureau of Professional Licensure in the Iowa Department of Public Health. Applicants must take the approved national examination to be eligible for licensure. 645 IAC 141.2.

**Michigan:** Licensure as a nursing home administrator in Michigan requires either having sufficient education and training in the fields of study set forth in statute, or having experience of not less than 5 years of employment as a chief executive or administrative officer at a hospital. MCLS 333.17309 (3).

**Minnesota:** The Board of Examiners for Nursing Home Administrators of the Minnesota Health Licensing Board regulates nursing home administrators in Minnesota. Minnesota requires applicants for nursing home administrator licensure to obtain a bachelor's degree from an accredited postsecondary institution as well as passing the national examination for nursing home administrator and the state examination which test Minnesota laws and rules governing nursing facility operations. Minn. R. 6400.6000.

**Summary of factual data and analytical methodologies:**

The methodologies used in developing this proposed rule include comparing 2013 Wisconsin Act 114 to current statutes and rules regarding nursing home administrators.

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

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 Eric.Esser@wisconsin.gov, or by calling (608) 267-2435.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis document is attached.

**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 Eric.Esser@wisconsin.gov, or by calling (608) 267-2435.

**Agency contact person:**

Katie Vieira (Paff), Administrator Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 1400 East Washington Avenue, Room 151, P.O. Box 8935, Madison, Wisconsin 53708; telephone 608-261-4472; email at [Kathleen.Vieira@wisconsin.gov](mailto:Kathleen.Vieira@wisconsin.gov).

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TEXT OF RULE

SECTION 1. NHA 2.02 (1) is repealed.

SECTION 2. NHA 2.02 (4) is amended to read:

NHA 2.02 (4) A qualified applicant with a disability shall be provided with reasonable accommodations requested in connection with the completion of an application for examination submitted under this section, ~~or relating to the administration of an examination required under s. NHA 2.03.~~

SECTION 3. NHA 2.02 (4) (Note 1) is amended to read:

NHA 2.02 (4) Note: ~~Application forms are available on request to the board office at~~ Applications are available from the Department of Safety and Professional Services, Division of Professional Credentialing, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708, or from the department's website at: <http://dsps.wi.gov>.

SECTION 4. NHA 2.02 (4) (Note 2) and 2.03 are repealed.

SECTION 5. NHA 4.01 (1) (c) (Note) is amended to read:

NHA 4.01 (1) (c) Note: ~~Application forms for licensure are available on request to the board office located at~~ Applications are available from the Department of Safety and Professional Services, Division of Professional Credentialing, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708, or from the department's website at: <http://dsps.wi.gov>.

SECTION 6. NHA 4.01 (1) (d) is renumbered 4.01 (1)(d) (intro.) and is amended to read:

NHA 4.01 (1) (d) (intro.) Satisfy any one of the following educational requirements ~~specified in s. NHA 2.02 (1)-:~~

SECTION 7. NHA 4.01 (1) (d) 1. to 3. are created to read:

NHA 4.01 (1)(d) 1. A regular course of study.

2. A program of study.

3. Specialized courses.

SECTION 8. NHA 4.02 (1) (c) and 4.02 (2) (a) 4. are amended to read:

NHA 4.02 (1) (c) ~~A The fee in the amount required under s. 440.08 (2) (a) 51., Stats~~  
s.440.03 (9) (a), Stats.

NHA 4.02 (2) (a) 4. The required renewal fees ~~specified in s. 440.08 (2) (a) 51. and (3),~~  
under ss. 440.03 (9) (a), and 440.08 (3), Stats.

SECTION 9. NHA 4.02 (3) is created to read:

NHA 4.02 (3) REINSTATEMENT. (a) A licensee whose license has unmet disciplinary requirements, such as a suspension, which has not been renewed within 5 years after the renewal date or whose license has been surrendered or revoked may apply for reinstatement of the license by submitting all of the following:

1. Evidence of completion of requirements in s. NHA 4.02 (2) (b) if the licensee has not held an active Wisconsin license within the last 5 years.
2. Evidence of completion of disciplinary requirements, if applicable.
3. Evidence of rehabilitation or change in circumstances, warranting reinstatement of license.

(b) A licensee whose license has been revoked may not apply for reinstatement of the license until 1 year after revocation of the license in accordance with s. 456.11 (2), Stats.

(c) A licensee may not practice as a nursing home administrator prior to being granted reinstatement of a license.

SECTION 10. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro.), Stats.

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(END OF TEXT OF RULE)  
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Dated 10-8-15

Agency Ken Ameson  
Member of the Board  
Nursing Home Administrator  
Examining Board

## ADMINISTRATIVE RULES Fiscal Estimate & Economic Impact Analysis

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1. Type of Estimate and Analysis  
 Original    Updated    Corrected

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2. Administrative Rule Chapter, Title and Number  
NHA 2,3,4

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3. Subject  
Entrance to exams

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4. Fund Sources Affected <input type="checkbox"/> GPR <input type="checkbox"/> FED <input checked="" type="checkbox"/> PRO <input type="checkbox"/> PRS <input type="checkbox"/> SEG <input type="checkbox"/> SEG-S	5. Chapter 20, Stats. Appropriations Affected 20.165 (1)(g)
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6. Fiscal Effect of Implementing the Rule

<input type="checkbox"/> No Fiscal Effect	<input type="checkbox"/> Increase Existing Revenues	<input checked="" type="checkbox"/> Increase Costs
<input type="checkbox"/> Indeterminate	<input type="checkbox"/> Decrease Existing Revenues	<input checked="" type="checkbox"/> Could Absorb Within Agency's Budget
		<input type="checkbox"/> Decrease Cost

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7. The Rule Will Impact the Following (Check All That Apply)

<input type="checkbox"/> State's Economy	<input type="checkbox"/> Specific Businesses/Sectors
<input type="checkbox"/> Local Government Units	<input type="checkbox"/> Public Utility Rate Payers
	<input type="checkbox"/> Small Businesses (if checked, complete Attachment A)

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8. Would Implementation and Compliance Costs Be Greater Than \$20 million?  
 Yes    No

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9. Policy Problem Addressed by the Rule  
The proposed rule addresses a change in policy due to the passage of 2013 Wisconsin Act 114. The Act requires that the Department of Safety and Professional Services and its attached boards allow applicants to take their credentialing exam before completing any post-secondary education. Currently, Wis. Admin. Code s. NHA 2.02 requires completion of a regular course of study, a program of study, or specialized courses before being allowed to take the exam. This proposed rule will bring current Nursing Home Administrator regulations in line with Act 114.

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10. Summary of the businesses, business sectors, associations representing business, local governmental units, and individuals that may be affected by the proposed rule that were contacted for comments.  
The rule was posted on the Department of Safety and Professional Service's website for 14 days in order to solicit comments from businesses, associations representing businesses, local governmental units and individuals that may be affected by the rule. No comments were received.

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11. Identify the local governmental units that participated in the development of this EIA.  
No local governmental units participated in the development of this EIA.

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12. Summary of Rule's Economic and Fiscal Impact on Specific Businesses, Business Sectors, Public Utility Rate Payers, Local Governmental Units and the State's Economy as a Whole (Include Implementation and Compliance Costs Expected to be Incurred)  
This proposed rule will have minimal or no economic or fiscal impact on specific businesses, business sectors, and public utility rate payers, local governmental units or the state's economy as a whole.

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13. Benefits of Implementing the Rule and Alternative(s) to Implementing the Rule  
The benefit of implementing the rule is creating consistency between statutes and the administrative code. There are no other viable alternatives to the proposed rule due to the change in policy being brought about by the passage of 2013 Wisconsin Act 114.

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14. Long Range Implications of Implementing the Rule  
The Long range implication of implementing the rule includes removing undue delays in licensure by allowing applicants to take credentialing exams as soon as they are ready to enter their chosen profession.

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15. Compare With Approaches Being Used by Federal Government

## ADMINISTRATIVE RULES Fiscal Estimate & Economic Impact Analysis

42 USCS § 1396g sets forth the federal requirements for licensure of nursing home administrators. The statute states it is the function and duty of state agencies to, “develop, impose, and enforce standards which must be met by individuals in order to receive a license as a nursing home administrator...” 42 USCS § 1396g (c) (1). This proposed rule institutes a new standard with regard to nursing home administrator examination requirements. By instituting this new standard, the Nursing Home Administrator Examining Board is in line with 42 USCS § 1396g (c) (1) which allows state agencies to regulate licensed nursing home administrators.

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16. Compare With Approaches Being Used by Neighboring States (Illinois, Iowa, Michigan and Minnesota)

**Illinois:** Nursing Home administrators are regulated by the Illinois Department of Financial and Professional Regulation via the Nursing Home Administrators Licensing and Disciplinary Act, 225 ILCS 70. Illinois requires applicants for a license as a nursing home administrator to be either a graduate of a college or university or to have completed a course of instruction regarding the operation of nursing homes that is approved by the Department. 225 ILCS 70/8 (e).

**Iowa:** Nursing home administrators in Iowa are regulated by the Iowa Board of Nursing Home Administrators in the Bureau of Professional Licensure in the Iowa Department of Public Health. Applicants must take the approved national examination to be eligible for licensure. 645 IAC 141.2.

**Michigan:** Licensure as a nursing home administrator in Michigan requires either having sufficient education and training in the fields of study set forth in statute, or having experience of not less than 5 years of employment as a chief executive or administrative officer at a hospital. MCLS 333.17309 (3).

**Minnesota:** The Board of Examiners for Nursing Home Administrators of the Minnesota Health Licensing Board regulates nursing home administrators in Minnesota. Minnesota requires applicants for nursing home administrator licensure to obtain a bachelor’s degree from an accredited postsecondary institution as well as passing the national examination for nursing home administrator and the state examination which test Minnesota laws and rules governing nursing facility operations. Minn. R. 6400.6000.

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17. Contact Name Shawn Leatherwood	18. Contact Phone Number 608-261-4438
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This document can be made available in alternate formats to individuals with disabilities upon request.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>		<b>2) Date When Request Submitted:</b> 10/22/2015 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> <li>▪ 10 work days before the meeting for Medical Board</li> <li>▪ 14 work days before the meeting for all others</li> </ul>	
<b>3) Name of Board, Committee, Council, Sections:</b>  Nursing Home Administrator Examining Board			
<b>4) Meeting Date:</b>  10/22/2015	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Executive Director's Report from National Association of Long Term Care Administrator Board (NAB) Annual (June 2015) and Mid Year (November 2015) Meetings	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b>  No	<b>9) Name of Case Advisor(s), if required:</b>	
<b>10) Describe the issue and action that should be addressed:</b>  Receive the reports from the NAB Annual and Mid-Year Meetings.			
<b>11) Authorization</b>			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	



**National Association  
of Long Term Care  
Administrator Boards**

highlights

## ANNUAL MEETING

Philadelphia, PA - June 3-5, 2015

### Philadelphia Meeting Demonstrates Progress toward New Credential

The City of Brotherly Love hosted NAB's strongest-attended meeting on record, with 105 registered attendees and 36 member boards and agencies represented at the Board of Governors meeting. NAB Chair Keith Knapp (Kentucky) and the leadership team updated our members on the implementation of the Professional Practice Analysis (PPA) and the new Health Services Executive (HSE)

credential. Knapp reported that he and other NAB representatives had reached out to our various stakeholders over the past year to present and detail the parameters of the new credential; overall, people in and connected to the long term care administrator profession have been supportive of the new opportunities the HSE will afford both practitioners and their residents.

Among the developments announced at the meeting was the drafting of a new AIT manual. The document, crafted by a team led by Lisa Hahn (Virginia), will serve as a guide for state boards and agencies, with the goal of standardizing requirements across state lines. The manual will also identify the tools and knowledge needed by students to become effective administrators. Consequently, a module for preceptors will be developed this summer.



*NAB President & CEO Randy Lindner addresses the Board of Governors in Philadelphia.*



*Former NAB President Katrina Magdon accepts the Distinguished Service Award at the Board of Governors meeting.*

Knapp also took the opportunity to award Katrina Magdon the NAB Distinguished Service Award at the Board of Governors meeting. Magdon—the Executive Secretary of the Alabama Board of Examiners, a past NAB President and current Chair of the NAB PPA Exam Resources Development Task Group—was lauded for her many years of leadership within NAB and the long term care profession.

**For Questions or Assistance,  
the NAB Staff is at  
Your Service!**

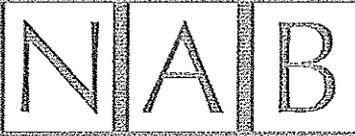
**Randy Lindner**  
President & CEO  
rlindner@bostrom.com

**Jason Silberberg**  
Deputy Director  
jsilberberg@bostrom.com

**Taylor Stephens**  
NCERS Program Coordinator  
mstephens@bostrom.com

**Julie Elfand**  
Director of Meetings  
jelfand@bostrom.com

Phone: 202-712-9040  
Fax: 202-216-9646  
Website: [www.nabweb.org](http://www.nabweb.org)



ANNUAL MEETING

Philadelphia, PA - June 3-5, 2015

### NAB Screens Oscar-Nominated Documentary on Music Legend's Struggle with Alzheimer's

In lieu of a keynote speaker, NAB had the unique opportunity to screen the recent documentary, *Glen Campbell...I'll Be Me* at the Philadelphia meeting. Shown through the cooperation of the I'll Be Me Alzheimer's Fund, this film documents the music legend's heartbreaking journey, as he goes on a farewell tour while dealing with the onset of Alzheimer's. Though he struggles to remember even the names of his loved ones and the lyrics of his famous songs, Glen is buoyed by the love from his family and legions of fans and performs over 150 shows across the country, even recording a bittersweet farewell (the Oscar-nominated song "I'm Not Gonna Miss You"). Filled with sadness, humor and incredible music, the film made a deep impression on the Annual Meeting attendees, as it showed them how to empathize with people suffering from Alzheimer's and help them live their lives with dignity. NAB meeting attendees were joined by local long term care administrators from the greater Philadelphia area.

## committee highlights

### CONTINUING EDUCATION

Chair Michael Hickey (Washington) presented a new NCERS website proposal from LearningBuilder, which the Board approved. The redesigned website will allow NCERS sponsors to more efficiently submit their programs and allow NAB to streamline the review and approval processes. In addition, the new system has the capability to add features that will allow learners to record their CE credits and track their status towards their state licensure requirements. Three NCERS providers were given Certified Sponsor status: Post-Acute Consulting, the Vendome Group, and Trilogy Health Services.



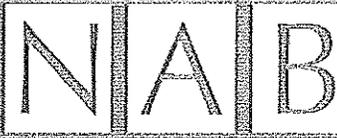
Education Committee Chair Jennifer Johs-Artisensi (left) and Keith Knapp present an accreditation certificate to Vertyne Starr of Southern Adventist University. Johs-Artisensi later accepted a certificate on behalf of her program at Wisconsin-Eau Claire.

### EDUCATION

Chair Jennifer Johs-Artisensi (Wisconsin) and her committee recommended that schools applying for NAB academic accreditation for the first time require a 1,000-hour internship for their students; the Board of Governors approved their recommendation. Two schools were conferred five-year renewals of their NAB academic accreditation: Southern Adventist University in Tennessee and the University of Wisconsin-Eau Claire.

### MEMBER RELATIONS AND OUTREACH

Chair Laura Lucas (North Carolina) reviewed NAB's integrated marketing plan. The plan aims to integrate the Professional Practice Analysis into NAB's website and other collateral materials, as well as increase interactions within NAB's Community website. Lucas reported that, during her committee's meeting, they reviewed NAB's value proposition statement, discussed ideas for NAB press releases and refined NAB's elevator pitch: "NAB is the National authority on licensing executives in long term care dedicated to delivering quality."



## committee highlights (continued)

### STATE GOVERNANCE AND REGULATORY ISSUES

Chair Donald Aldridge (New York) reviewed the results of a survey of state licensing boards, which will also be posted on Community page. His committee meeting looked into how states are reforming LTC delivery systems, concepts in regulatory change and identifying legislative barriers, issues in licensing, utilization of the NAB test attestation form that puts the onus on the test-taker, and AIT funding.

### NOMINATING COMMITTEE

The Board of Governors elected three members to the Nominating Committee: Jane Baker (North Carolina), Margaret McConnell (Nevada) and Nikki Robertson (South Carolina). They will join Immediate Past Chairman and Committee Chair Randy Snyder (Minnesota) and NAB Chair Keith Knapp, as they vet candidates for NAB's Executive Committee offices for the 2016-18 term. Information about nominations will be distributed to the membership in the fall.

### NAB Bylaws, Policy Changes Approved

The NAB Board of Governors voted to approve several changes to NAB's Bylaws and Policy, including the following:

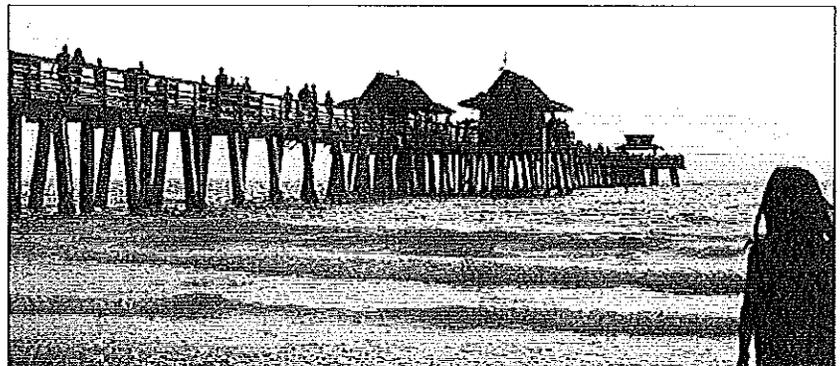
- Ad Hoc Committees: The NAB Chair is empowered to establish ad hoc committees for limited periods of time to address specific NAB needs.
- Exam Committee Membership: Members must either have passed the NAB exam prior to joining these committees as an item writer, or they must wait at least two years after their last date of exam committee participation before becoming eligible to take the exam.
- Investment Policy: NAB created an investment policy statement, which establishes investment objectives and guidelines, including criteria to evaluate portfolio performance.

In addition, the following changes to NAB Procedures were among those approved by the NAB Executive Committee:

- Exam Committee Membership: All members must sign a conflict of interest disclosure form before they may participate in any committee activities.
- Ethics: The Chair is empowered to establish an ad hoc ethics committee to investigate reports of possible ethical violations; procedures for investigations and punishments for violations are delineated.

### NEXT NAB MEETING

We invite you to join us at our 2015 Mid-Year Meeting, November 11-13 in Naples, Florida. Details will be emailed and posted on [www.nabweb.org](http://www.nabweb.org) in August. Please mark your calendar and plan to attend!







National Association  
of Long Term Care  
Administrator Boards



# Naples Florida

MID-YEAR MEETING  
NOVEMBER 11-13, 2015  
NAPLES GRANDE BEACH RESORT

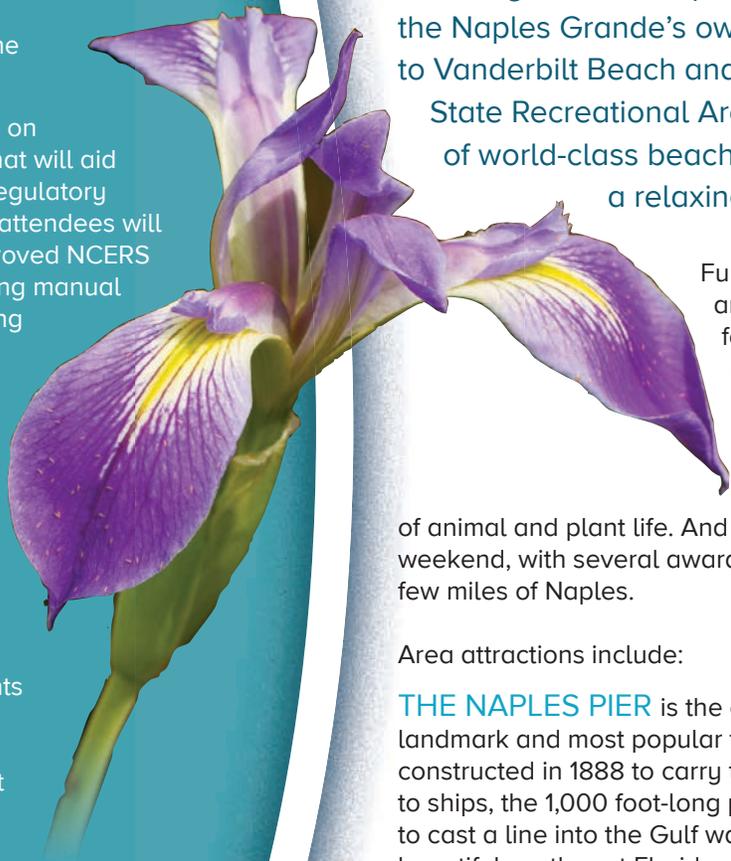
## MAINTAINING PROGRESS TOWARDS A NEW HEALTH CARE LEADERSHIP MODEL

The NAB Mid-Year Meeting traditionally serves as an opportunity for us to examine how we are proceeding towards the realization of our strategic planning goals. This November, in Naples, Florida, we will convene to measure our progress towards the implementation of a new Health Services Executive (HSE) credential. The new, all-encompassing designation will benefit practitioners within the profession—present and future—and NAB needs to ensure that our stakeholders' needs will be satisfied.

Among the objectives of this meeting, we will evaluate the scope of our academic accreditation program from the perspective of the HSE. We will discuss how colleges and universities are prepared to incorporate HSE training into their curricula, the logistics and timelines for the schools to make any necessary adaptations to the HSE paradigm, and possible accreditation of alternative lines of study (i.e. RCAL, HCBS) to best prepare the administrators of tomorrow.

NAB will also unveil or update on several significant initiatives that will aid administrators, students and regulatory boards in November. Meeting attendees will see progress towards the improved NCERS system, the updated AIT training manual and an online preceptor training program, and the innovative online NAB exam study guide. The NAB Outreach Task Force will also be presenting proposed standards and models for adoption of the HSE license.

As always, NAB meetings afford our members and guests the opportunity to network and exchange thoughts on improving the profession and serving the public. With attendees arriving from almost every state in the country, meeting participants are exposed to a wide variety of experiences and ideas, which ultimately help the long term care administration profession flourish.



WELCOME to

# Naples

and the

## Paradise Coast

Naples lies on Florida's Gulf Coast and has some of the most pristine white-sand beaches in the United States. The water is remarkably clear and calm, and the shores provide excellent opportunities for kayaking, paddle-boarding or even dolphin-watching. Between the Naples Grande's own stretch of beachfront to Vanderbilt Beach and Delanor Wiggins Pass State Recreational Area, there are ten miles of world-class beach where you can spend a relaxing day in the sun.

Further inland, the Naples area has acres of inland forests, mangroves and nature preserves that are ideal for sightseeing and exploration. Self-guided walks and guided kayak tours reveal the diversity of animal and plant life. And golfers will have a dream weekend, with several award-winning courses within a few miles of Naples.

Area attractions include:

**THE NAPLES PIER** is the city's most recognizable landmark and most popular tourist destination. Originally constructed in 1888 to carry train passengers and freight to ships, the 1,000 foot-long pier is the optimal location to cast a line into the Gulf waters, and to catch the beautiful southwest Florida sunsets.



**THIRD STREET SOUTH**, located in the heart of downtown Naples, is a concentration of specialty and antique shops and restaurants, as well as colorful flower gardens. There is a farmers market every Saturday morning, and the Naples Historical Society offers walking tours of the area's historic buildings and cottages.

**FIFTH AVENUE SOUTH**, also downtown, is a palm-lined street with dozens of fine dining restaurants and cafes, boutique shops and art galleries. The area is also home to two playhouses and a series of outdoor festivals.

**NAPLES BOTANICAL GARDEN** is a world-class garden paradise that features the plants and cultures of the tropics and subtropics. Located about 9 miles south of the Naples Grande, the site of a former strip mall and parking lot now holds 90 acres of beautifully restored natural habitats, 2.5 miles of walking trails and a butterfly garden, offering educational entertainment for people of all ages.

**THE NAPLES ZOO AT CARIBBEAN GARDENS** provides a variety of wildlife experiences, inspiring the conservation of our planet's remaining wild areas and their wondrous inhabitants. Featured attractions include a giant anteater, cotton-top tamarins, Malayan tigers and, of course, alligators. Visitors can even hand-feed the zoo's herd of giraffes. There is also a permanent exhibit of exotic plants.



## 2015 MID-YEAR MEETING PROGRAM

All meetings and events will take place at the Naples Grande Beach Resort, with the exception of the Thursday evening social event. Times are subject to change.

### Wednesday November 11, 2015

8:30 am – 12:00 pm	Executive Committee Meeting*
8:30 am – 5:00 pm	NHA Exam Committee Meeting* RC/AL Exam Committee Meeting*
1:00 pm – 3:00 pm	NAB Foundation Meeting
2:00 pm – 6:00 pm	Registration
3:00 pm – 4:00 pm	Orientation to NAB ( <i>open to all – especially first time attendees</i> )
4:00 pm – 6:00 pm	State Executive Forum State Board Member Forum Academic Forum NCERS Forum
6:30 pm – 8:00 pm	Chairman's Reception

### Thursday November 12, 2015

7:30 am – 8:30 am	Breakfast and Opening Comments
8:30 am – 10:15 am	Continuing Education Committee Meeting Member Relations and Outreach Committee Meeting
10:15 am – 10:30 am	Break
10:30 am – 12:15 pm	Education Committee Meeting State Governance and Regulatory Issues Committee Meeting
11:00 am – 12:00 pm	Exam Development Orientation ( <i>If you are interested in serving on either the NHA or RC/AL Exam Committee or as an Item Writer, or want to learn more about the Exam development process, this orientation is a MUST attend</i> )
12:30 pm – 2:00 pm	Lunch
2:00 pm – 3:30 pm	Keynote Presentation (TBA)
5:30 pm – 9:30 pm	Naples Bay Dinner Cruise aboard the <i>Naples Princess</i>

### Friday November 13, 2015

8:00 am – 9:00 am	Breakfast Buffet
9:00 am – 12:00 pm	Board of Governors Meeting

\*By invitation only

For more information on attractions in Naples and the surrounding areas, please visit [WWW.PARADISECOAST.COM](http://WWW.PARADISECOAST.COM).

## HOTEL & RESERVATIONS

The Mid-Year Meeting will be held at the Naples Grande Beach Resort, a 23-acre hotel with its own 18-hole championship golf course, 15 tournament-grade tennis courts, full-service spa, and three miles of sugar-sand beachfront. A limited number of guestrooms have been reserved at a discounted rate of \$209.00 single/double (additional state and local taxes on room rates will apply, currently at 10.00%) for NAB attendees. Guests within NAB's room block will have their daily resort fee waived; resort amenities include complimentary internet access, bicycle rentals, chaise lounge rentals and



discounts on tennis courts, kayaks, paddle boards and the kids club.

To make reservations, call the Naples Grande Beach Resort's reservations department at 1-844-369-2490 by Tuesday, October 20, 2015. In order to receive this special rate, you must mention that you will be attending the NAB Mid-Year Meeting. **After October 20, or once the block has been filled (whichever comes first), reservations will be accepted on a space- and rate-available basis.**

All individual reservations must be guaranteed and accompanied by a first-night room deposit or guaranteed with a credit card at time of booking. Payment will be taken upon check-in. Individual cancellations must be made at least 3 days prior to your arrival date in order to avoid a penalty. An early departure fee of one night's room plus tax will be assessed to your room bill if you check-out before your reserved departure date; if you wish to change your departure date, contact the hotel prior to check-in to avoid this fee. Check-in time is 4:00 PM and check-out time is 11:00 AM.

For more information about the Naples Grande Beach Resort and its amenities, please visit [www.naplesgrande.com](http://www.naplesgrande.com).

## TRANSPORTATION

Regional Southwest Florida International Airport (RSW) in Fort Myers is approximately 30 miles north of the Naples Grande. It serves most major U.S. airlines. One-way taxi fare from the airport to the Naples Grande Beach Resort is a flat rate of \$60.00 for up to three passengers; each additional passenger is \$10.00. Follow signs from the baggage claim area outside to the taxi booth, where cabs are arranged. Naples Airport Shuttle has direct service between the airport and the hotel for \$65.00, plus a 20 percent service charge, for up to three people. Visit [www.naplesairportshuttle.com](http://www.naplesairportshuttle.com) to make an online reservation.

Charlotte County Airport in Punta Gorda (PGD) is approximately one hour north of the Naples Grande Beach Resort. Allegiant Air has approximately ten arrivals per day from other regional airports around the country. Visit [www.allegiantair.com](http://www.allegiantair.com) for flight schedules and airfares.

## DRESS

Business casual attire is appropriate for all meetings. The average temperature for Naples in November is in the low 80's F during the day and in the mid-60's F in the evenings.



1444 I Street, NW, Suite 700 / Washington, DC 20005

Tel: 202-712-9040 / Fax: 202-216-9646

[www.nabweb.org](http://www.nabweb.org)



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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b> Al Rohmeyer, Administrator, Division of Legal Services and Compliance (DLSC)		<b>2) Date When Request Submitted:</b> 6/18/2015 Items will be considered late if submitted after 4:30 p.m. and less than:	
<b>3) Name of Board, Committee, Council, Sections:</b> Nursing Home Administrators Examining Board			
<b>4) Meeting Date:</b> 11/19/2015	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> APPEARANCE: Al Rohmeyer, Administrator, Division of Legal Services and Compliance (DLSC) – Introduction and Q & A	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	<b>8) Is an appearance before the Board being scheduled? If yes, who is appearing?</b> <input checked="" type="checkbox"/> Yes, Al Rohmeyer <input type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b> N/A	
<b>10) Describe the issue and action that should be addressed:</b> Al Rohmeyer, Administrator of DLSC, will introduce himself to the Board and respond to questions.			
<b>11) Authorization</b>			
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			