



NURSING HOME ADMINISTRATORS EXAMINING BOARD
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
August 18, 2016

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 November 19, 2015 (4-5)**
- C) Administrative Updates (6-8)**
 - 1) Election of Officers
 - 2) Liaison Appointments and Delegated Authorities
 - 3) Department and Staff Updates
 - 4) Board Members – Term Expiration Dates
 - a) Kathleen Bertram – 07/01/2018
 - b) Stefanie Carton – 07/01/2019
 - c) Brittany Cobb – 07/01/2018
 - 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) Jessica Radtke
 - j) Patrick Shaughnessy – 07/01/2019
- D) Legislative and Administrative Rule Matters – Discussion and Consideration (9-17)**
 - 1) Health Services Executive Qualification of the NAB
 - 2) Update on Legislation or Pending or Possible Rulemaking Projects
- E) The National Association of Long Term Care Administrator Boards (NAB) Matters (18)**
 - 1) NAB Annual Meeting Report
 - 2) NAB Mid-Year Meeting on November 9-11, 2016 in Atlanta, Georgia – Consider Attendance
- F) Informational Items**

- G) 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

H) 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.).

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

- 1) Monitoring
- 2) Administrative Warnings
- 3) **Proposed Stipulations, Final Decisions and Orders**
 - a) 15 NHA 016 – Deana Westby, NHA **(19-24)**
- 4) **Case Closures**
 - a) 14 NHA 034 **(25-28)**

J) 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

K) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING DATE DECEMBER 8, 2016

**NURSING HOME ADMINISTRATORS EXAMINING BOARD
TELECONFERENCE/VIRTUAL MEETING
MEETING MINUTES
November 19, 2015**

PRESENT: Kenneth Arneson, Kathleen Bertram, Stefanie Carton, Timothy Conroy, Loreli Dickinson, Charles Hawkins, Patrick Shaughnessy (*attended in person*)

EXCUSED: Jessica Radtke, Susan Kinast-Porter

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department Staff

CALL TO ORDER

Kenneth Arneson, Chair, called the meeting to order at 9:31 a.m. A quorum of eight (8) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda:

- *Remove Item E: 9:40 a.m. Appearance Request to Revise Applications Forms*

MOTION: Timothy Conroy moved, seconded by Kathleen Bertram, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

Amendments to the Minutes:

- **Page 1 of the Minutes:** *In the motion to convene to closed session, revise the second in the motion to read as “Patrick Shaughnessy”*
- **Page 1 of the Minutes:** *In the motion to convene to closed session, change the following sentence to read as outlined herein: “Timothy Conroy ~~Kenneth Arneson~~ read the language of the motion”*
- **Page 2 of the Minutes:** *In the first motion appearing under the header “Case Summary”, remove the words “for prosecution”.*
- **Page 1 and 2 of the Minutes:** *Correct the spelling of Stefanie Carton’s name throughout the entirety of the meeting minutes.*

MOTION: Stefanie Carton moved, seconded by Patrick Shaughnessy, to approve the minutes of May 21, 2015 as amended. Motion carried unanimously.

NAB MATTERS

Report on the 2015 NAB Annual Meeting – June 3-5, 2015 – Philadelphia, PA

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, that in order to ensure consistency in representation at the National Association of Long Term Care Administrator Board Meetings, the Board designates Tom Ryan to attend all future annual and mid-year meetings as the Board’s delegate, and authorizes his travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Stefanie Carton moved seconded by April Folgert, 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: Kenneth Arneson-yes; Kathleen Bertram-yes; Stefanie Carton-yes; Timothy Conroy-yes; Loreli Dickinson-yes; April Folgert-yes; Charles Hawkins-yes; Patrick Shaughnessy-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:58 a.m.

RECONVENE TO OPEN SESSION

MOTION: Patrick Shaughnessy moved, seconded by Charles Hawkins, to reconvene in Open Session at 11:02 a.m. 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 and votes taken in closed session. Motion carried unanimously.

DELIBERATION ON CASE CLOSINGS

14 NHA 032

MOTION: Charles Hawkins moved, seconded by Loreli Dickinson, to close DLSC case number 14 NHA 032, against J.B., for Prosecutorial Discretion (P2). Motion carried unanimously.

15 NHA 014

MOTION: Timothy Conroy moved, seconded by Patrick Shaughnessy, to close DLSC case number 15 NHA 014, against G.D.C., for Prosecutorial Discretion (P2). Motion carried unanimously.

ADJOURNMENT

MOTION: Stefanie Carton moved, seconded by Timothy Conroy, to adjourn the meeting at 11:04 a.m. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio, Bureau Assistant		2) Date When Request Submitted: 12/23/15 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 Administrators Examining Board			
4) Meeting Date: 02/04/2016	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Updates 1. Election of Officers 2. Liaison Appointments and Delegated 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 (Fill out Board Appearance Request) <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: 1. Elect Officers for 2016 2. The Chair Appoints Liaisons 3. The Board should consider continuation or modification of previously delegated authorities			
11) Authorization			
Nifty Lynn Dio		12/23/15	
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.			

Nursing Home Administrators Examining Board

2015 ELECTION RESULTS	
Board Chair	Kenneth Arneson
Vice Chair	Timothy Conroy
Secretary	Charles Hawkins

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

2015 LIAISON APPOINTMENTS	
Credentialing Liaison	Patrick Shaughnessy Alternate – Stefanie Carton
Monitoring Liaison	Timothy Conroy Alternate – Kenneth Arneson
Education and Exams Liaison	Charles Hawkins Alternate – Patrick Shaughnessy
Legislative Liaison	Stefanie Carton Alternate – Charles Hawkins
Travel Liaison	Kenneth Arneson Alternate – Timothy Conroy
PAP Liaison	Timothy Conroy Alternate – Kenneth Arneson
Rules Liaison	Stefanie Carton Alternate – Charles Hawkins
Website Liaison	Patrick Shaughnessy Alternate – Stefanie Carton
Screening Panel	Kenneth Arneson, Patrick Shaughnessy Alternate – Timothy Conroy

DELEGATED AUTHORITY MOTIONS

MOTION: Patrick Shaughnessy moved, seconded by Lori Koeppel, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, to fill vacant appointment positions, where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Stephanie Carton moved, seconded by Charles Hawkins, that the Board delegates authority to the Chair, highest ranking officer, or longest serving member of the Board, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Charles Hawkins moved, seconded by Patrick Shaughnessy, that Board Counsel or another Department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.

MOTION: Patrick Shaughnessy moved, seconded by Lori Koepfel, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Dale Kleven Administrative Rules Coordinator		2) Date When Request Submitted: 8/8/16 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Nursing Home Administrator Examining Board			
4) Meeting Date: 8/18/16	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Legislative and Administrative Rule Matters – Discussion and Consideration 1. Health Services Executive Qualification of the NAB	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed:			
11) Authorization			
<i>Dale Kleven</i>		<i>August 8, 2016</i>	
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.			

Health Services Executive

BACKGROUND and HISTORY

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NAB's Background, Research and Initial Stakeholder engagement:

In response to the challenges and changing long term care environment the NAB began a forward looking approach to how long term care leaders are educated, trained and licensed to practice along the continuum of care. At the same time NAB committed to addressing the challenges of professional image, inconsistent practice standards, licensure portability, meeting the needs of employers, regulators and supporting NAB's member regulatory boards and agencies in their role of public protection.

The first step was to validate the role of the contemporary long term care leader to practice along the continuum of care and within lines of specialized service. This was accomplished through the conduct of a professional practice analysis (PPA) that examined both common and specialized tasks, knowledge and skills (KSS) required along multiple lines of service. The results of the PPA validated the hypothesis that a significant common core of KSS cross multiple lines of service supporting establishment of a broad based approach to how LTC leaders are trained, educated and licensed. The PPA supports the establishment of a new aspirational and voluntary qualification standard for the Health Services Executive (HSE).

The approach is simple; the NAB Verify HSE qualification recognizes a common core of entry level competencies in addition to unique competencies by line of service. Successful demonstration of this combination of competencies as measured by education, experience and examination meets or exceeds the current requirements of licensure to practice as a nursing home administrator (NHA), an assisted living administrator (RCAL), and administrators practicing in the field of home and community based services (HCBS) in the majority of jurisdictions. Thus the NAB has positioned this approach as "Licensure by Equivalency". It continues to support examination and licensure of NHA, and RCAL and adds the option of licensure for HCBS professionals who choose to be licensed in a single line of service.

NAB's Proposed Licensure by Equivalency:

Licensure by Equivalency offers an additional solution to licensure portability. Licensure portability models based on common competency standards have been successful in other professions as an acceptable pathway for entry level and experienced practitioners to demonstrate qualification for licensure. NAB proposes a new qualification standard, the Health Services Executive as a broader inclusive combination of education, experience and examination as meeting the equivalence of licensure qualifications for NHA, RCAL and HCBS. Graduates of a NAB Accredited HSE degree (BA/BS), of which two years is dedicated to the long term care administration major including a minimum 1000 hour field experience would be eligible to apply for the HSE. An additional pathway will be offered that recognizes current licensed administrators who meet NAB's HSE qualification standard.

- The NAB's "Licensure by Equivalency" is NAB's approach to portability. Other occupational professions approach to portability; (i.e., Pharmacy, Occupational Therapy, Nursing, and

Medicine) have established national standards adopted by participating states (see Appendix A for additional information on these models). States will maintain their individual existing pathways to current licensure for NHA, RCAL and/HCBS as applicable which is especially important for the new licensee that elects to maintain permanent state residence and/or practice in a specific line of service.. States are asked to add the option of the HSE qualification standard as an additional pathway to support practice in multiple lines of service and portability of their license.

- Currently, most states have models representing;
 - Licensure by Exam: minimum education coursework, AIT/Practicum, state and NAB exam as indicated by state decisions (51 different state models)
 - Licensure by Endorsement: minimum experience standard for applicants moving across jurisdictional lines. (51 different state models)
- Licensure by Equivalency; (Proposed) recognizes the Health Services Executive qualification standard as meeting licensure requirements for their jurisdiction (i.e. education, experience and national examination). Upon validation from NAB of meeting the NAB equivalency qualification, the state of practice issues the applicable license to the candidate.

Principles of Licensure by Equivalency:

- Consensus exists that the highest level of Education, Examination(s) and Experience combined meet entry-level competencies in the creation of the Health Services Executive qualification standard.
- Licensure by Equivalency provides a nationally recognized standard validated by NAB to be accepted by the state to issue an individual license that meets the individual nursing home administrator, assisted living or home and community based administrator requirement of that state.
- States desire exceptional candidates to efficiently earn the privilege to practice in their jurisdiction while promoting public safety through rigorous education, ongoing competency development and accountability.

Why address this issue:

1. Protects the public by assuring highly trained Health Services Executives
2. Recognizes the evolving long term care services and supports continuum.
3. Recognizes the long standing LNHA licensure transfer challenge confronting LTC professionals and national providers, and streamlines the regulatory interstate portability of license requirements.
4. Acknowledges the issue of license portability: nationally, many occupations are faced with portability of license and the artificial unintended barriers established by each jurisdiction.
5. Additional recent drivers of this recommended change include the *White House report "Occupational Licensing: A Framework for Policy Makers"*. Member organizations of the Federation of Associations of Regulatory Boards (i.e. Nursing, Pharmacy, Medicine, Occupational Therapy, and Optometry) are proactively accepting the challenge with interstate compacts and portability models. Not officially endorsing but strongly encouraging success of this model is the Centers for Medicaid and Medicare Services (CMS). Meetings with Leading Age, American Health Care Association, and the American

College of Health Care Administrators have resulted in positive support of this approach to licensure.

6. Enhances the image of the profession, removes barriers to initial licensure and portability. Offers expanded career opportunity which enhances recruitment and retention of a highly qualified leadership workforce.

NAB SOLUTION

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Proposed HSE Pathways and Standards:

1. Education Entry-Level Pathway to Health Services Executive Designation-Requirements

- Completed online HSE application submitted through NAB
- Official Transcript from a NAB accredited HSE college/university program showing completion.
- Successful completion of NAB Examination(s) required of a HSE within the five (5?) years preceding application
 - Passing of a 150 Item NHA, RCAL or HCBS Examination (includes core exam items)
 - Additional 50 Item exam module(s) (NHA, RCAL and/or HCBS) not included in the first 150 item exam
- Review of and no disqualifying findings within the NPDB
- Criminal Background Check – Federal (Doubtful that NAB would have jurisdiction for CBC national fingerprinting, this may have to be left to the state)

Education Graduate of a NAB HSE Accredited Program

AIT 1,000 hours incorporated into the HSE Accredited Program

Examination(s) HSE (core exam and 3 modules)

Experience Pathway to Health Services Executive Designation Requirements

- Completed online HSE application submitted through NAB
- Official Transcript verifying BA/BS from an accredited college (specify who accredited?) without an approved LTC program.
- Passing Exam score from time of initial licensure as an NHA, RCAL and/or HCBS
- Successful passing of additional 50 item exam module(s) (NHA, RCAL, and/or HCBS not included in exam of initial licensure
- Review of and no disqualifying findings within the NPDB
- Criminal Background Check – Federal (Doubtful that NAB would have jurisdiction for CBC national fingerprinting, may have to be left with the state)

- Experience in lieu of the NAB-accredited LTC Administration degree may qualify as equivalency for to the Health Services Executive by verification of active engagement in the long term care field and/or long term care administrator profession in a licensed capacity in the following categories.

Current License	NHA	NHA and AL
Education	BA	BA
Additional 50 item Examination(s)*	RCAL + HCBS	HCBS
# Years of NHA Practice/Active Engagement	5 years* *Definition of Practice to be developed, meets state AIT requirements by equivalency	5 years*

Proposed State Action and Statutory Language:



State Action:

The following items are provided to promote consistent and uniform language for each state to determine whether Licensure by Equivalency is best approached through statutes, rules or administrative policy. The global intent is to provide each state common minimum language to add to their compliance requirements to assure consistency of qualifying standards and maintain the operational aspects governed by NAB.

Options for State Licensure

NAB recommends one of two options to recognize a licensure candidate who has been validated and qualified as a Health Services Executive by the NAB.

- 1) Establish through statute, regulations or rules qualification for licensure a candidate who has been validated and qualified as a Health Services Executive by NAB as meeting the states requirements for licensure as a Nursing Home, Assisted Living or Home and Community Based Administrator and issue them a state license in the applicable category of licensure.
- 2) Establish through statute, regulations or rules a new license category "Health Services Executive (HSE)". Recognize candidates who have been validated and qualified as a Health Services Executive by NAB as meeting the states requirements for an HSE license with the HSE license meeting the states requirements for licensure as a Nursing Home, Assisted Living or Home and Community Based Administrator.

Definition: Licensure by Equivalency

The board may license any person validated as a qualified Health Services Executive by the National Association of Long Term Care Administrator Boards through licensure by equivalency as meeting the minimum qualifications of a nursing home administrator, assisted living administrator or home and community based service administration (as applicable to state licensure requirements). The state may require a state jurisprudence examination. All final licensure decisions are made by the state board.

Definition: Health Services Executive:

"Health Services Executive" means an individual who has the leadership competencies required in a nursing facility, assisted living community or home and community based service provider in this jurisdiction or another jurisdiction and is licensed by the licensing authority in this jurisdiction. The Health Services Executive has met minimum standards validated by the National Association of Long Term Care Administrator Boards and the state may grant a license for Health Services Executive, nursing home administrator, assisted living administrator or for the HCBS Administrator.

Definition: Practice of Health Services Executive:

Health Services Executive is developed to recognize and promote a quality entry level education, continued competency and accountability of leadership that ultimately provides quality services and support in a home-like setting with a commitment to choice, dignity, independence, individuality, and privacy based on client/resident needs and preference in skilled nursing facilities, assisted living communities and home and community based services. The Health Services Executive has broad knowledge competencies across the continuum and shall be granted licensure as a Health Services Executive, nursing home administrator, assisted living administrator or HCBS administrator in this jurisdiction.

Definition: NAB Domains of Practice

"Domains of Practice" means the tasks performed and the knowledge, skills and abilities identified as necessary to perform those tasks by NAB in its Professional Practice Analysis. The NAB Domains of Practice can be found on the National Association of Long Term Care Administrator Boards website at www.nabweb.org. The domains are validated through a national survey of administrators representing multiple lines of service and updated every five to seven years.

NAB

The National Association of Long Term Care Administrator Boards

NAB: HSE Application and Operational Procedures:

Proposed minimums on HSE Application:

1. Applicants for Health Services Executive must provide the following for NAB Verify:

- a. Online Application with Fee
 - b. Personal and demographic information/data
 - c. Official Transcript from NAB Approved Academic Program for entry level applicant
 - d. Official Transcript showing award of BA/BS from non-NAB approved for experience pathway candidates
 - e. Employment/practice History
 - f. Disciplinary Information/history
2. HSE Applicants to the individual state will continue to meet the state's application requirements:
- a. Current application with new option of HSE Licensure by Equivalency
 - b. Associated state application fees
 - c. State jurisprudence examination if applicable **AND**
 - d. Validation of the National Association of Boards for Long Term Care Administrators HSE Standard through electronic **NAB Verify**:

Frequently asked Questions (FAQs)

Q. Who makes the final licensure decision?

A. The state board or licensing agency

Q. Who issues the License?

A. The state board or licensing agency

Q. Does the HSE qualification standard impact my board/agency's applicant revenue?

A. No, the states maintain their current fee structure

Q. What is the role of NAB Verify?

A. NAB Verify is designed as a member service to take the burden of initial HSE standard review and verification off the state board's staff. The HSE qualification will be provided to the state by NAB Verify. The state maintains final authority to issue a license. NAB has no licensing authority.

Q. Who will pay for the NAB Verify?

A. The applicant will be assessed a fee for the HSE NAB Verify review service.

Q. What is the benefit of NAB Verify to the Applicant?

A. NAB Verify will provide the applicant with membership in a national licensure registry that will support and facilitate licensure portability throughout their career. NAB is exploring additional benefits such as adding a disciplinary databank and the ability to maintain continuing education credits within the applicant's NAB Verify record.

Q. What is required for state participation?

A. Agreement to adopt the NAB HSE qualifications as a state standard in determining licensure eligibility for HSE candidates at the state level.

Appendix A

Portability Models

Pharmacy

The National Association of State Boards of Pharmacy established the NABP Clearinghouse many years ago to facilitate the transfer of licensure across state lines. The NABP's bylaws (Article II) require member participation in the NABP Clearinghouse as a condition for membership. The NABP Clearinghouse is a national database of the licensed profession and all licensure transfers must be processed through the Clearinghouse. Requirements include education, experience, examination, disciplinary records, licensed in good standing, moral/ethical standards and meet continuing education requirements.

<http://www.nabp.net/about/constitution-and-bylaws>

Occupational Therapy

All occupational therapists must be certified by the National Association of Boards of Occupational Therapy to qualify for state licensure.

Nursing

The Nurse Licensure Compact is an interstate compact. It allows the nurse to have one multi-state license in the primary state of residency. This permits the nurse to practice other member states both physically and electronically subject to each state's practice laws. It is modeled after the driver's license compact which follows the mutual recognition model of licensure. Nurses can practice in multiple states with one license.

<https://www.ncsbn.org/nurse-licensure-compact.htm>

Medicine

An interstate compact based on a uniform application, model policies, credentials verification defined in the Federation of State Medical Boards (FSMB) Interstate Medical Compact. Participating states must sign onto and abide by the terms of the FSMB. Participation is voluntary by both physicians and state regulatory boards. The compact establishes eligibility factors; examination, education, disciplinary record. License issued by each state of practice.

<http://www.licenseportability.org/>

NAB current work plan: March 17, 2016

- Create sub-committee within the State Governance Committee of five early adaptor members to review and steer HSE to implementation. This group should meet in June, 2016 and regularly work towards HSE Implementation.
 - Outline HSE Standards Commission (five members elected or appointed by NAB leadership) The five members would be standing members of a sub-committee of the State Governance Committee and imbedded within that committee, which strengthens the Committee with a 'process'.
 - Operationalize systems to mirror NCERS such as:
 - NAB staff receives application and contents;
 - Once applications are completed, NAB staff sends to a minimum of three of five Commission members for final approval and review.
 - NAB staff send completed verification to state board.
 - Commission must create bylaws, policies and procedures.
 - Commission must outline partnership approaches with state licensing boards to accept the HSE standards. The Commission will be responsible for consumer, advocacy and regulatory education.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 08/09/2016 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: 08/18/2016	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, or Public Relation Requests and Reports Annual Meeting Report NAB Mid Year Meeting	
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 (Fill out Board Appearance Request) <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: Attention NAB Members, The newsletter of the Cleveland meeting highlights is available online at nabweb.org. Click on http://www.nabweb.org/filebin/pdf/Annual_Meeting_Highlights_Cleveland.pdf . Registration for the Nov. 9-11 Mid-Year Meeting in Atlanta will open in mid-August. We hope to see you then. Thanks, and enjoy your summer. Sincerely, Jason <i>Jason B. Silberberg</i> <i>NAB Deputy Director</i>			
11) Authorization			
Nifty Lynn Dio		08/09/2016	
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.			