



Date: February 16, 2016

DQA Memo 16-003

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Office of Caregiver Quality

Via: Otis Wood, Administrator
Division of Quality Assurance

Reminder: Wisconsin Nurse Aide Eligibility Requirements

The purpose of this memo is to provide clarification regarding nurse aide requirements for employment eligibility in healthcare provider settings in Wisconsin.

Inclusion on the Wisconsin Nurse Aide Registry

A nurse aide's name is included on the Wisconsin Nurse Aide Registry only after having satisfied the necessary training and testing requirements. At the time a nurse aide's name is placed on the Registry, two eligibilities are given, federal and state:

- The nurse aide is eligible to work for a two-year period (from the date tested) in federally certified healthcare settings, i.e. nursing homes, home health and hospice agencies.
- The nurse aide is also eligible to work in state licensed facilities, i.e. hospitals, including critical access hospitals; and facilities that are not certified as Medicaid providers, including nursing homes, facilities that serve persons with intellectual disabilities, home health agencies and hospices.

After the two year eligibility has expired to work in federally certified healthcare settings, the federal expiration date can be extended for another two years if the individual has no substantiated finding of misconduct on the Wisconsin Caregiver Misconduct Registry and if the nurse aide performed nursing-related duties under the supervision of an RN or LPN during the previous 24 months.

The nurse aide must submit the Nurse Aide Registry Renewal form <https://www.asisvcs.com/publications/pdf/075005.pdf>. The healthcare provider that employed the nurse aide must verify the nurse aide met the employment requirements.

NOTE: Federal eligibility is not required to work in state licensed facilities which include hospitals, including critical access hospitals and facilities that are not certified as Medicaid providers, including nursing homes, nursing homes that serve individuals with intellectual disabilities, home health and hospice agencies.

Verifying Employment Eligibility

A healthcare provider, regardless of type, that is a prospective employer, must verify that each nurse aide hired is eligible to perform nursing-related duties in the provider's healthcare setting. Providers can perform this verification by doing a registry search on the Pearson VUE website at www.pearsonvue.com. The website search method allows the inquirer to print a copy of the nurse aide's status at the time of the verification check.

Updating Federal Employment Eligibility

Nurse aide with expired federal eligibility who has been working in last 24 months:

If the nurse aide's status on the Registry indicates the nurse aide's federal employment eligibility to work in federally certified settings has expired, there is no substantiated finding of misconduct in the person's name on the Registry, and the healthcare provider can confirm the nurse aide has provided nursing-related duties for pay under the supervision of an RN or LPN in the 24 months prior to the expiration date, the nurse aide is eligible to work in federally certified healthcare settings. The healthcare provider must place a copy of the verifying documentation in the nurse aide's personnel file. The nurse aide must submit the Nurse Aide Registry Renewal form <https://www.asisvcs.com/publications/pdf/075005.pdf> to Pearson VUE to have the aide's federal employment eligibility status updated on the Registry.

NOTE: Working privately in someone's home or working as a personal care worker doing personal care duties does not meet the employment eligibility requirements for renewals of federal eligibility.

Nurse aide with expired federal eligibility who has not worked in last 24 months:

If the nurse aide does not have a substantiated finding on the Registry in their name and did not perform nursing-related duties under the supervision of an RN or LPN in the previous 24 months, their federal eligibility to work in the federally certified setting lapses. The nurse aide is only state eligible and may work in state licensed facilities. The nurse aide must retake and successfully pass the nurse aide competency evaluation examination in order to regain the eligibility to work in federally certified facilities. Once the nurse aide has successfully passed the competency evaluation examination, the nurse aide's federal eligibility status is updated on the Registry. The nurse aide is then eligible to work in a federally certified healthcare setting for two years from the date that the aide successfully passed the competency evaluation examination.

Questions

See the website at <https://www.dhs.wisconsin.gov/caregiver/nurse-aide/natd-registry.htm> for more information. Contact the Office of Caregiver Quality at DHSCaregiverIntake@wisconsin.gov or (608) 261-8319 with questions.