



NURSE AIDE TESTING REQUIREMENTS FOR STUDENT AND GRADUATE NURSES

Department of Health Services / Division of Quality Assurance / Office of Caregiver Quality

P-00225 (02/2019)

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Student and graduate nurses may be eligible to take the Wisconsin nurse aide competency examination if they meet the requirements outlined below.

STUDENT NURSE

Definition

An individual who is currently enrolled in a school for professional nurses or a school for licensed practical nurses that meets the standards established by the Board of Nursing under Wis. Stat. s. 4441.01(4) and Wis. Admin. Code ch. N1.

Requirements

To be eligible as a student nurse, the individual must:

- Complete the courses that satisfy all nurse aide training requirements, which include:
 - The Aging Process
 - Basic Nursing Skills
 - Basic Restorative Skills
 - Death and Dying
 - Care of Cognitively Impaired
 - Communication Skills
 - Infection Control
 - Personal Care Skills
 - Safety and Emergency Procedures
 - Residents' Rights
- Successfully complete a hands-on clinical experience providing assisted daily living cares to residents.

Directions

- Download DHS form [F-62696, Student Nurse/Graduate Nurse Training Verification](#).
- Complete Part I – Personal Information.
- The nurse instructor must complete and sign Part II.
- Attach an official transcript to the form.
- **Submit these documents for verification and approval to:**
Wisconsin Department of Health Services
DQA / Office of Caregiver Quality
ATTN: Nurse Aide Training Consultant
PO Box 2969
Madison, WI 53701-2969 (or via email at DHSCaregiverIntake@dhs.wisconsin.gov)

Denial

If the information submitted does not satisfy the nurse aide training requirements, the applicant will be denied testing.

Approval

If the information submitted satisfies the nurse aide training requirements, the applicant will be approved to take the Wisconsin nurse aide competency examination. The individual will be required to successfully complete both parts of the examination. To access the examination, individuals must have a valid email address in order to receive a username and temporary password from DHS. Once DHS provides the individual their username and password, individuals must log into [TMU© \(Testmaster Universe\)](#) to choose a test event and location. Upon passing both the knowledge and skills exams, the individual will be placed on the Wisconsin Nurse Aide Registry.

GRADUATE NURSE

Definition

An individual who has successfully completed the course work of a basic nursing course in any school approved by the Board of Nursing under Wis. Stat. s. 441.04, but who has not successfully completed the examination under ss. 441.05 or 441.10(2).

Requirements

To be eligible as a graduate nurse, an individual must:

- Not yet have taken the National Council Licensure Examinations for Registered Nurses (NCLEX-RN) or for Practical Nurses (NCLEX-PN)
- Complete courses that satisfy all nurse aide training requirements, which include:
 - The Aging Process
 - Basic Nursing Skills
 - Basic Restorative Skills
 - Death and Dying
 - Care of Cognitively Impaired
 - Communication Skills
 - Infection Control
 - Personal Care Skills
 - Safety and Emergency Procedures
 - Residents' Rights
- Successfully complete a hands-on clinical experience providing assisted daily living cares to residents

Directions

- Download DHS form [F-62696, Student Nurse/Graduate Nurse Training Verification](#).
- Complete Part I – Personal Information.
- The nurse instructor must complete and sign Part II.

A graduate nurse who has completed a state-approved nursing education program and who has not taken the National Council Licensure Examination for Registered Nurses (NCLEX-RN) or Practical Nurses (NCLEX-PN) must submit:

1. An original transcript;
2. A [Student Nurse/Graduate Nurse Training Verification](#) (DHS form F-62696), verifying that he/she has met all training requirements for a nurse aide program

A graduate nurse who has taken a state-approved nursing education program and who has taken the National Council Licensure Examination for Registered Nurses (NCLEX-RN) or Practical Nurses (NCLEX-PN) and failed must submit:

1. A copy of the letter from the State Board of Nursing verifying that the individual failed the NCLEX;
2. An original transcript; and
3. A [Student Nurse/Graduate Nurse Training Verification](#) (DHS form F-62696), verifying that he/she has met all training requirements for a nurse aide program

Individuals will be required to successfully complete the Wisconsin nurse aide competency examination. To access the examination, individuals must have a valid email address in order to receive a username and temporary password from DHS. Once individuals have received their username and password from DHS, they must log into [TMU© \(Testmaster Universe\)](#) to choose a test event and location. Upon passing both the knowledge and skills exams, the individual will be placed on the Wisconsin Nurse Aide Registry.

Individuals who hold a current license as an LPN or RN must submit:

1. A copy of his/her current license
2. An original transcript
3. A [Student Nurse/Graduate Nurse Training Verification](#) (form F-62696), verifying that he/she has met all training requirements for a nurse aide program

Documents must be sent to DHS for approval at:

Wisconsin Department of Health Services
 DQA / Office of Caregiver Quality
 ATTN: Nurse Aide Training Consultant
 PO Box 2969
 Madison, WI 53701-2969
 or via email at DHSCaregiverIntake@dhs.wisconsin.gov