



NURSE AIDE TRAINING PROGRAM: OUT-OF-STATE TRAINING REQUIREMENTS

Division of Quality Assurance

P-00687 (05/2014)

Out-of-State Transfer Requirements for Nurse Aides with Less than 120 Hours of Training

Nurse aides who are listed on another state's registry in good standing, but who have completed less than 120 hours of nurse aide training, may be eligible for placement on the Wisconsin Nurse Aide Registry per Act 357 if they meet the requirements below:

Out-of-State Trained

- **Wisconsin Act 357** provisions allow an individual with less than Wisconsin's required 120 hours of nurse aide training to be eligible for placement on the Wisconsin Nurse Aide Registry and employable as a nurse aide in Wisconsin provided they have had 2,088 hours of work experience as a nurse aide in the past two years in another state.
- An individual who successfully completed a competency exam in that state that is the same or substantially similar to the Wisconsin state competency examination will be placed on the Wisconsin Nurse Aide Registry and they will not be required to take a Bridge Training program or an equivalent competency examination.
- If the individual has not completed a competency examination in that state that is the same or substantially similar to the Wisconsin examination, they will first need to pass the Wisconsin competency examination in order to be listed on the Wisconsin Nurse Aide Registry and to be eligible to work in Wisconsin. Individuals would not be required to complete a Bridge Training program.

Requirements

Individuals must first complete the Out-of-State Application process to determine if they are eligible for transfer. For out-of-state nurse aides to be eligible, individuals must be listed as active and in good standing on the Registry in the state they are transferring from and must provide evidence of having worked as a nurse aide for a minimum of 2088 hours in the preceding 24-month period.

Directions

- Access the PearsonVue form, *Nurse Aide Registry Out-of-State Application*, at: <http://www.asisvcs.com/publications/pdf/075001.pdf>
- Complete Part I Sections A-D of the application.
- Attach a copy of your *Nurse Aide Training Certificate of Completion*.
- Send the completed application to the state where you are currently registered or trained as a nurse aide with the exceptions of individuals transferring from California, Colorado, Missouri, North Carolina, and South Carolina. Individuals from these states should send their application directly to the Office of Caregiver Quality, P.O. Box 2969 Madison, WI 53701.
- A complete list of the State Nurse Aide Registries can be found on the Pearson VUE website at: www.pearsonvue.com

Process

The Office of Caregiver Quality will review the *Nurse Aide Registry Out-of-State Application* and, if the applicant is eligible to transfer to the Wisconsin Nurse Aide Registry, the applicant will be mailed a *Nurse Aide Employment Verification* (DQA form F-01231). This form will need to be completed and notarized by the applicant's most recent employer. Once this form has been returned to the Office of Caregiver Quality, the individual's name will either be entered onto the Wisconsin Nurse Aide Registry and a certificate issued or the individual will be mailed an authorization letter allowing them to apply to take the Wisconsin nurse aide competency exam.

Note

Individuals wishing to transfer their nurse aide certification to Wisconsin who have had 120 hours or more of nurse aide instruction do not need to report 2,088 hours of employment.