CHAPTER 2

LICENSURE / CERTIFICATION REQUIREMENTS

Section 1. Statement of Purpose.

(a) These Board Rules are adopted to implement the Board’s authority to establish and regulate the requirements and procedures for application and renewal of a license, certificate, recognition or permit.

(b) An applicant for licensure, certification, recognition or permit shall have committed no acts which were grounds for disciplinary action, or if the act was committed, the state has found after investigation that sufficient restitution has been made and the applicant no longer presents a threat to the public safety.

Section 2. Licensure/Certification by Examination.

(a) APRN Recognition

(i) Applicant shall:

(A) Meet qualifications for RN licensure by examination or endorsement;

(B) Graduate from a graduate or post-graduate level advanced practice nurse educational program;

(C) Complete a program of study in a role and population focus area of advanced practice registered nursing;

(D) Successfully pass a national certification examination;

(E) Submit completed application and fees;

(F) Submit fingerprint cards and fee; and

(G) Submit evidence of meeting competency under Section 12.

(b) RN/LPN

(i) Applicant shall:

(A) Graduate from a state board-approved nursing RN or LPN education program;

(B) Submit completed application and fee;

(C) Submit fingerprint cards and fee; and
(D) Successfully pass the NCLEX specific to RN or LPN education program.

(ii) The Board shall notify the applicant by mail of official test results.

(iii) If an applicant fails the NCLEX, the applicant may retake the NCLEX and shall:

(A) Submit completed application and fee for licensure by re-examination; and

(B) Submit fingerprint cards and fee, as needed.

(iv) The Board may allow an applicant to sit for the NCLEX no more than ten (10) times within a five (5) year period following graduation.

(c) CNA

(i) Applicant shall:

(A) Graduate from a state board-approved CNA training and competency evaluation program;

(B) Submit completed application and fee;

(C) Submit fingerprint cards and fee; and

(D) Successfully pass the NATCEP.

(ii) The Board shall notify the applicant by mail of official test results.

(iii) The Board may allow an applicant to sit for the NATCEP no more than five (5) times within a one (1) year period following graduation.

Section 3. **Licensure/Certification by Endorsement.**

(a) An applicant who is unable to provide satisfactory verification of education, training or competency shall be required to meet the requirements for licensure or certification by endorsement.

(b) APRN Recognition

(i) Applicant shall:

(A) Meet qualifications for RN licensure by examination or endorsement;

(B) Graduate from a graduate or post-graduate level advanced practice registered nurse educational program or has completed an accredited APRN education program prior to January 1, 1999;
(C) Complete a program of study in a role and population focus area of advanced practice registered nursing;

(D) Submit evidence of current national certification;

(E) Submit completed application and fees;

(F) Submit fingerprint cards and fee; and

(G) Submit evidence of meeting competency under Section 12.

(c) **RN/LPN**

(i) Applicant shall:

(A) Graduate from a state board-approved nursing RN or LPN education program;

(B) Submit completed application and fee;

(C) Submit fingerprint cards and fee;

(D) Submit verification of initial state of licensure by examination; and

(E) Submit evidence of meeting competency under Section 12.

(d) **CNA**

(i) Applicant shall:

(A) Graduate from a state board-approved CNA training and competency evaluation program;

(B) Submit completed application and fee;

(C) Submit fingerprint cards and fee;

(D) Submit verification of initial state of certification by examination; and

(E) Submit evidence of meeting competency under Section 12.

(e) **CNA Certification by Deeming**

(i) Applicant shall:

(A) Successfully complete the first semester of a state board-approved RN or LPN nursing education program within two (2) years prior to application;
(B) Submit completed application and fee; and
(C) Submit fingerprint cards and fee.

Section 4. **Other Certifications/Recognitions.**

(a) **APRN Prescriptive Authority**
   (i) Applicant shall:
   (A) Submit completed application and fee; and
   (B) Submit evidence of completion of coursework in pharmacology and clinical management of drug therapy within the five (5) year period immediately before the date of application, specifically:
      (I) Two (2) semester credit hours, or
      (II) Three (3) quarter credit hours, or
      (III) Thirty (30) contact hours of coursework.

(b) **LPN Intravenous (IV)**
   (i) Applicant shall:
   (A) Meet qualifications for LPN licensure by examination or endorsement;
   (B) Complete a state board-approved LPN IV basic or advanced course; and
   (C) Submit completed application.

(c) **MA-C**
   (i) Applicant shall:
   (A) Meet qualifications for State CNA II certification;
   (B) Complete a Board-approved MA-C training and competency evaluation program;
   (C) Successfully pass a MA-C examination; and
   (D) Submit completed application.

(d) **CNA II**
   (i) Applicant shall:
(A) Meet qualifications for CNA by examination, endorsement or deeming;

(B) Complete a Board-approved CNA II training and competency evaluation program; and

(C) Submit completed application.

(e) Home Health Assistant

(i) Applicant shall:

(A) Meet qualifications for CNA by examination, endorsement, or deeming;

(B) Complete a Board-approved Home Health Assistant training and competency evaluation program; and

(C) Submit completed application.

Section 5. **Licensure of Foreign Educated RN/LPN.**

(a) Applicant shall:

(i) Graduate from a foreign nursing RN or LPN education program;

(ii) Submit certification from a national certifying organization;

(iii) Submit written evidence of English proficiency, from a national certifying body, if English is not the first language of the applicant;

(iv) Submit completed application and fee;

(v) Submit fingerprint cards and fee; and

(vi) Successfully pass the NCLEX specific to RN or LPN education program.

(b) If an applicant fails the NCLEX, the applicant may retake the NCLEX and shall:

(i) Submit completed application and fee for licensure by re-examination; and

(ii) Submit fingerprint cards and fee, as needed.

(c) The Board may allow an applicant to sit for the NCLEX no more than ten (10) times within a five (5) year period.

Section 6. **Temporary Permit.**

(a) A temporary permit is non-renewable and may be revoked by the Board at any time.
(b) Graduate Temporary Permit

(i) The Board may issue a graduate temporary permit for APRN, RN, LPN and CNA. However, a graduate temporary permit shall not include:

(A) Prescriptive authority for GAPRNs.

(B) Ability to work as a Home Health Assistant for GNAs.

(ii) A graduate temporary permit holder shall:

(A) Be held to the established standards of nursing practice and CNA role; and

(B) Practice only under appropriate direction and supervision as follows:

(I) GAPRN supervised by APRN within the same specialty or physician,

(II) GN or GPN supervised by an APRN or RN, or

(III) GNA supervised by an APRN, RN, or LPN.

(iii) If the applicant does not successfully pass the initial national examination, the graduate temporary permit shall expire and applicant cannot practice nursing in the State.

(c) Temporary Permit while seeking Licensure or Certification

(i) An APRN, RN, LPN, or CNA seeking licensure or certification may request a temporary permit.

(d) Temporary Permit without Licensure or Certification

(i) An APRN, RN, LPN, or CNA not seeking permanent licensure or certification may request a temporary permit.

(ii) Applicant shall:

(A) Submit evidence of current licensure or certification in good standing from another jurisdiction; and

(B) Submit completed application and fee.

Section 7. Biennial Renewal of Licensure, Certification and/or Recognition.

(a) The Board shall make application(s) for renewal of licensure, certification and/or recognition available on the Board website on or before October 1st of every even year.

(b) Failure to receive a renewal notice from the Board does not excuse an APRN,
RN, LPN or CNA from the requirements for renewal under the NPA or these Board Rules.

(c) An APRN, RN, LPN, or CNA seeking renewal shall:

(i) Submit completed renewal application and fees; and

(ii) Submit evidence of meeting competency under Section 12.

Section 8. **Failure to Renew.**

(a) All licenses, certificates, and/or recognitions expire on December 31st of the renewal year.

(b) Unless an APRN, RN, LPN or CNA renews their license, certification or recognition on or before December 31st, the APRN, RN, LPN, or CNA shall not practice after December 31st of the renewal year.

(c) On January 1st after the renewal year an APRN, RN, LPN, or CNA who did not renew their license, certificate or recognition, their license, certification or recognition shall lapse.

(d) An APRN, RN, LPN or CNA shall not resume practice until the APRN, RN, LPN or CNA submits a completed relicensure/recertification application and the Board issues a license, certificate or recognition.

(e) Any APRN, RN, LPN or CNA that practices on an expired or lapsed license, certificate or recognition before the Board issues a license, certificate or recognition shall be grounds for discipline.

Section 9. **Relicensure/Recertification.**

(a) Applicant seeking relicensure or recertification shall:

(i) Submit completed application and fees; and

(ii) Submit evidence of meeting competency under Section 12.

Section 10. **Inactive Status and Reactivation.**

(a) The Board may grant a RN or LPN request for inactive status.

(b) Applicant shall submit a completed application and fee.

(c) The RN or LPN shall not practice nursing in this State until the license is reactivated. Applicant may apply for reactivation and shall:

(i) Submit completed application and fee; and
(ii) Submit evidence of meeting competency under Section 12.

(d) If the RN or LPN was under investigation or on a conditional license at the time inactive status was granted, the investigation or conditions shall continue upon reactivation.

Section 11. Reinstatement of Licensure, Certification and/or Recognition.

(a) An APRN, RN, LPN or CNA whose license, certificate, or recognition has been revoked, surrendered, suspended, or conditioned may apply for reinstatement and shall:

(i) Submit completed application and fees;

(ii) Submit evidence of meeting competency under Section 12.

(iii) Submit evidence of meeting requirements of the previous Board's order; and

(iv) Submit evidence demonstrating just cause for reinstatement.

(b) Licenses, certificates, or recognitions which have been suspended solely pursuant W.S. 33-21-146(b) shall be reinstated pursuant to W.S. 20-6-112(c).

Section 12. Competency for Licensure/Certification Continuing In Or Returning To Practice.

(a) Timeframe for meeting competency

(i) If applicant is renewing their license, certificate or recognition, then competency shall be met during the renewal cycle which is from January 1st of the odd year through December 31st of the even year.

(ii) For those applicants seeking licensure, certification or recognition by endorsement, reactivation, reinstatement, relicensure/recertification, or returning to practice, competency shall be met during the timeframe identified prior to date of application.

(b) APRN

(i) An APRN shall demonstrate competency by submitting evidence of:

(A) Current national certification as an APRN in the recognized role and population focus area; or

(B) If recognized APRN in the State prior to July 1, 2005, and has maintained continuous recognition, but not nationally certified, the APRN shall submit evidence of:

(I) Completion of sixty (60) or more contact hours of continuing education related to the APRN’s recognized role and population focus area; and

(II) Completion of four hundred (400) or more hours practicing as an APRN
during the last two (2) years.

(ii) An APRN with prescriptive authority shall submit documentation of completion of fifteen (15) hours of coursework in pharmacology and clinical management of drug therapy within the two (2) years prior to license expiration.

(c) RN/LPN

(i) A RN or LPN shall demonstrate competency by submitting evidence of:

(A) Employment in the practice of nursing prior to license expiration for a minimum of:

(I) Sixteen hundred (1600) hours during the last five (5) years; or

(II) Five hundred (500) hours during the last two (2) years; or

(B) If the applicant has not practiced nursing during the last five (5) years, applicant shall:

(I) Successfully complete a refresher course or the equivalent, accepted by the Board;

(II) Successfully complete a nursing education program which confers a degree beyond the licensee’s basic nursing education;

(III) Obtain certification by a nationally recognized professional accrediting agency in a specialty area of nursing that is accepted by the Board;

(IV) Successfully pass NCLEX; or

(V) Successfully complete twenty (20) hours of CEUs within two (2) years and which adhere to the following guidelines:

(1.) Courses shall be relevant to the applicant's primary area of nursing practice;

(2.) Fifty (50) minutes of theory is equivalent to one (1) CEU; and

(3.) Academic courses relevant to nursing may be accepted as meeting the requirements for continuing education.

a. Ten (10) contact hours is equivalent to one (1) CEU ; or

b. One (1) semester credit hour is equivalent to fifteen (15) CEUs; or

c. One (1) quarter credit hour is equivalent to ten (10) CEUs.
(d) **LPN IV**

(i) A LPN IV shall demonstrate competency by submitting evidence of:

(A) Satisfactory completion of ten (10) contact hours and/or in-service education in IV within two (2) years; or

(B) Successful completion of a Board-approved LPN IV refresher course.

(e) **CNA**

(i) A CNA shall demonstrate competency by submitting evidence of:

(A) Employment as a CNA prior to certification expiration for a minimum of sixteen (16) hours and twenty-four (24) hours of education which may include in-service presentations, contact hours or other means which provide learning activities related to CNA practice; or

(B) Participation in direct patient care through an approved nursing program since the last renewal cycle.

(ii) A CNA who is unable to meet competency shall be required to meet the requirements for certification by examination.

**Section 13. Nurse Volunteer License.**

(a) Applicant shall:

(i) Meet qualifications under W.S. 33-21-157; and

(ii) Submit completed application.