

MINNESOTA CODE OF AGENCY RULES

RULES OF THE BOARD OF NURSING

1982 Reprint



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BOARD OF NURSING

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7 MCAR S 5.1001 Qualifications.

A. A student from a nursing program approved by the Minnesota Board of Nursing as provided in Minnesota Statute 148.251 may be admitted to the licensure examination providing all the following criteria are met:

1. the student is enrolled in the last school term;
2. the student is in good standing and there is reasonable expectation graduation requirements will be completed;
3. requirements for graduation will be completed no later than six weeks after the date of the examination for which the student is applying;
4. remaining course work will not include any basic content in the five areas covered by the examination (medical nursing, surgical nursing, nursing of children, obstetric nursing, psychiatric nursing).

B. An applicant from a nursing program approved by a Board of Nursing in another U.S. jurisdiction shall have had substantially the same course of study as stated in the minimum curriculum requirements for Minnesota approved nursing programs at the time of his/her application. The applicant who cannot demonstrate having had the same course of study shall remove deficiencies before the examination as directed by the Minnesota Board of Nursing. The applicant from a program approved by another jurisdiction must hold a diploma from an approved nursing program before he/she can be admitted to the licensure examination.

See 90295T or new
7 MCAR S 5.1002 Application. The application forms and instructions for filing are provided by the board. The application shall be submitted to the board in advance of the published deadline for the desired examination date.

A. An application for licensure by examination from a graduate of a Minnesota program shall consist of:

1. The notarized application form,
2. The recommendation from the nursing program director and
3. The fee of \$65, effective July 1, 1982.

Following graduation, whether this occurs before or after the examination, the applicant must also submit an affidavit of graduation (notarized) and an official school transcript.

B. A completed application from an out-of-state graduate shall consist of:

1. The notarized application,
2. The recommendation from the nursing program director,
3. The fee of \$85, effective July 1, 1982,
4. The affidavit of graduation and
5. The official school transcript.

C. The board will schedule the applicant to write the first examination available after application is completed within the constraints of space, expense, personnel and time.

7 MCAR S 5.1003 Permit to practice professional nursing. An applicant accepted to write the first licensure examination following graduation from a U.S. school of nursing shall be issued a permit to practice professional nursing until notification of examination results.

A. An applicant who does not write at the scheduled examination date must return the permit to the Minnesota Board of Nursing.

B. A holder of a permit shall not use the title "registered nurse", abbreviated R.N., in Minnesota until his license is issued, although he may be employed in professional nursing in Minnesota while the permit is valid. The holder of a permit may use the title "graduate nurse" and may use the letters "GN."

C. A holder of a permit who failed to pass the examination shall not practice professional nursing in Minnesota following the expiration of the permit until he has successfully rewritten the examination and his license has been issued.

MCAR S 5.1004 Examination and reexamination. The licensure examination may be prepared by the Minnesota Board of Nursing or by others delegated to do so by the Minnesota Board of Nursing.

A. The passing score on the Minnesota licensure examination, the State Board Test Pool Examination, shall be a standard score of at least 350 in each section.

B. An applicant whose score falls below a standard score of 350 in one or more sections of the State Board Test Pool Examination shall be deemed to have failed the examination.

C. An applicant who fails the examination shall re-write only the sections failed unless otherwise specified in these rules.

D. An applicant must pass all sections of the examination in not more than three writings within a 24 month period. Each 24 month period begins on the date of the first examination of the

cycle.

E. An applicant who does not pass all sections of the examination within a 24 month period must re-write all sections of the examination.

F. An applicant who does not pass the examination within the first 24 month period must present evidence of remedial assistance to the board prior to admission to each subsequent examination. The remedial assistance must occur during the period following the applicant's last examination and prior to the applicant's next examination. The remedial assistance must relate to the subject matter of the section(s) to be re-written, test-taking skills or English proficiency.

G. The fee for reexamination shall be \$40, effective July 1, 1982, and is required for each reexamination whether one or more sections of the examination are to be rewritten at that time.

H. Prior to the examination date each accepted applicant will be sent an admission card which shall be presented by the applicant for admission to the examination center.

7 MCAR S 5.1005 Duplicate original license. Duplicate original licenses are not issued for any reason.

7 MCAR S 5.1010 Qualifications. An applicant for Minnesota licensure by interstate endorsement shall have been granted licensure in another jurisdiction of the United States. Minnesota registered nurse licensure shall not be required for a nurse licensed in another jurisdiction who is in Minnesota as a student enrolled in a program of formal education which involves nursing practice, such as a program leading to a higher degree, a program to enhance skills in a clinical field or a program leading to certification in a nursing specialty. A Minnesota license or permit shall be required if the individual receives any monetary compensation for the nursing services provided or if the individual wishes to be employed during spare hours at the same time as he/she is enrolled in an educational program.

A. The applicant shall have graduated from a program preparing for registered nurse licensure which is approved by the Minnesota Board of Nursing or similar board in another U.S. jurisdiction. Such applicant must have had substantially the same general and nursing education as required by the board for Minnesota Program graduates at the time such applicant was accepted for licensure in the original jurisdiction.

B. An applicant who does not present evidence of satisfactory general or nursing education may be required to take an additional course of study to insure that his/her background is comparable to that of Minnesota program graduates.

C. Continuing education.

1. Before August 1, 1980, the registered nurse applying for licensure by interstate endorsement who has not been employed in nursing for five or more years immediately preceding application, except an applicant who graduated from an approved professional nursing program during the five years immediately preceding application, shall be required to submit evidence of competency in nursing before receiving a license in Minnesota. Such evidence, submitted on an affidavit, may include any of the following which occurred within the five year period immediately prior to the application for a license: completion of a refresher course, attendance at no less than 15 clock hours of nursing-related continuing education courses, completion of an apprenticeship, participation in an orientation program at least one week in length conducted by an employer or potential employer or such other evidence as the board may reasonably require.

2. On August 1, 1980, and thereafter, an applicant for licensure by interstate endorsement who has not been employed as a registered nurse for a period of two years or more immediately preceding application shall be required to submit an evidence form attesting to participation in continuing education activities which meet the criteria specified in 7 MCAR S 5.1031. The continuing education participation must have occurred within the 24 months preceding application for licensure.

3. On August 1, 1980, and thereafter, continuing education participation, as required in 7 MCAR S 5.1010 C.2., shall not be required of an applicant who graduated from an approved professional nursing program during the two years immediately preceding application for licensure.

D. A person who is not a graduate of an approved nursing program but has been licensed as a registered nurse in another jurisdiction may be licensed in Minnesota providing the criteria for licensure which he/she met in the original jurisdiction were comparable to criteria required in Minnesota at the time of his/her licensure in the other jurisdiction.

E. An applicant must have written the same licensure examination as that administered in Minnesota and achieved scores established as passing for that examination by the Minnesota Board of Nursing unless he/she graduated from a U.S. nursing program and was licensed by examination in a U.S. jurisdiction prior to 1954.

F. An applicant whose licensure examination scores do not meet the Minnesota requirements for 1954 or thereafter shall be required to re-write the current Minnesota examination and achieve a passing result before a Minnesota license is issued.

7 MCAR S 5.1011 Application. The application forms and instructions for filing are provided by the board.

A. A completed application for licensure by interstate endorsement shall include all of the following:

1. The completed and notarized application form;
2. A verification of licensure from the state in which the licensure examination was written;
3. A verification of licensure from the state in which most recently employed if this is different than the state of examination;
4. A satisfactory employment reference from the five years preceding the application. If the applicant has not been employed during this period, a personal reference is substituted;
5. The fee of \$40, effective January 1, 1982; and
6. An affidavit attesting to the required continuing education participation.

B. The applicant may not be employed as a registered nurse in Minnesota until a Minnesota license or permit has been issued.

DDM-7
7 MCAR S 5.1012 Permit to practice professional nursing. A permit for the practice of professional nursing in Minnesota for a period up to six months shall be issued by the Minnesota Board of Nursing to an applicant who is a graduate of a U.S. school of nursing and is licensed in another U.S. jurisdiction upon submission of application, statutory fee and satisfactory evidence of current licensure in another U.S. jurisdiction.

A. Such permit allows employment in professional nursing in Minnesota while remaining application credentials are being assembled and reviewed for action by the Minnesota Board of Nursing.

B. A person must not begin employment in professional nursing in Minnesota until a permit or license has been granted. If the permit expires and a license has not been issued, the applicant may no longer be employed in professional nursing in Minnesota.

7 MCAR S 5.1020 Qualifications.

A. A foreign educated nurse will be required to write all parts of the same licensure examination as administered in Minnesota and achieve scores established as passing for that series by the Minnesota Board of Nursing.

B. The foreign educated nurse who has passed the same examination as administered in Minnesota and has been licensed on that basis in another U.S. jurisdiction, shall be licensed by interstate endorsement.

C. An applicant shall have graduated with substantially the same general and nursing education as required by the board for Minnesota nursing graduates at the time such applicant was accepted for licensure by examination in the original foreign jurisdiction.

D. An applicant who does not have evidence of satisfactory general or nursing education may be required to take an additional course of study to insure that his/her background is comparable to that of Minnesota program graduates.

E. The applicant shall be required to demonstrate compliance with the U.S. Immigration and Naturalization Act.

F. An exchange visitor in the United States under the U.S. Mutual Education and Cultural Exchange Act shall not be eligible for Minnesota licensure. Such an exchange visitor may only practice professional nursing in Minnesota when such experience is an integral part of an exchange visitor nurse trainee program approved by the Minnesota Board of Nursing.

*See 2020957
for new*
MCAR S 5.1021 Application

A. The foreign educated nurse who has been licensed in another U.S. jurisdiction after passing the same examination as administered in Minnesota shall be licensed by interstate endorsement. He/she shall submit the same application as outlined in 7 MCAR S 5.1011, with the addition of a form indicating compliance with the U.S. Immigration and Naturalization Act.

B. The foreign educated nurse who has not passed the same licensure examination as administered in Minnesota shall be required to write and pass all parts of the examination. The completed application for such applicant shall include the notarized application form, certification of licensure from the foreign licensure authority, if the applicant has been licensed, certification of graduation from a nursing program, official transcript from the nursing program, reference from a United States employer, if employed in the United States, immigration form and the fee of \$65, effective July 1, 1982. The board will schedule the foreign educated nurse to write the first examination available after the application is complete within the constraints of space, time, expense, and personnel.

ROBBA-7
MCAR S 5.1030 Introduction and definitions.

A. Introduction. These rules are adopted pursuant to Minn. Stat. SS 148.231 and 214.12 (1976). They pertain to the establishment of requirements and procedures for registration renewal for registered nurses and criteria which continuing education activities must meet in order to be acceptable for registration renewal.

B. Definitions.

1. "Acceptable continuing education activity" means a learning experience in which a registered nurse has participated, evidence of which he/she submits to the board as part of the application for registration renewal, and which meets the requirements stated in these rules.
2. "Board" means the Minnesota Board of Nursing.
3. "Contact hour" means 50 consecutive minutes.
4. "Continuing education participation period" means the 24 month interval of time immediately prior to the renewal deadline during which a licensee must fulfill the requirements for registration renewal.
5. "Evidence form" means the printed document provided by the board for use in reporting the information required in 7 MCAR S 5.1031.
6. "Instructor" means a presenter, preparer, or guide for a continuing education activity. Written programmed instruction comes within this definition.
7. "License" means the document issued by the board to an individual who meets for the first time the requirements to practice professional nursing in Minnesota.
8. "Licensure" means the process by which the board confers legal authority upon an individual authorizing the person to engage in professional nursing, thereby certifying that those licensed have attained the minimal degree of competency necessary to ensure that the public health, safety and welfare will be reasonably well protected.
9. "Participation" means attendance at, or in any other manner taking part in, an acceptable continuing education activity documentation of which is submitted as a part of the application for registration renewal.
10. "Registration" means the process by which the names and original license numbers of individuals licensed by the board are recorded on a roster to designate that the individuals are authorized to engage in professional nursing during a renewal period.
11. "Renewal period" means a 24 month interval of time for which a renewal certificate is issued, beginning August 1 of any given year.
12. "Registration renewal" means the periodic process whereby an individual who is licensed and registered with the board requests and obtains registration for the next renewal period.

13. "Registration renewal deadline" means May 31, immediately preceding the licensee's next renewal period.

14. "Renewal certificate" means the document issued periodically by the board to a registered professional nurse who meets registration renewal requirements.

15. "Renewal date" means the first calendar day of a renewal period.

16. "Re-registration" means the process whereby a licensee regains the authority to practice professional nursing after a period of lapsed registration.

See ARO 21695T for new
7 MCAR S 5.1031 Registration renewal.

A. Requirements.

1. On June 1, 1978, each registered nurse currently licensed and registered with the board shall begin his/her first continuing education participation period.

2. Fifteen contact hours of acceptable continuing education activities shall be required for registration renewal between August 1, 1980, and July 31, 1982. Contact hours shall be accrued during the continuing education participation periods of June 1, 1978, through May 31, 1980, or June 1, 1979, through May 31, 1981.

3. Thirty contact hours of acceptable continuing education activities shall be required for registration renewal on August 1, 1982, and thereafter. Contact hours shall be accrued during a continuing education participation period beginning June 1, 1980, or any June 1 thereafter.

4. At least one of the acceptable continuing education activities required for registration renewal on or after August 1, 1986, shall require the licensee to show evidence that he/she successfully demonstrated to the instructor skill in performing one or a portion of a professional nursing function as indicated in Minn. Stat. S 148.171 (3) (1976).

5. The renewal fee shall be \$16 per renewal period, effective August 1, 1982.

6. An acceptable application for registration renewal consisting of a completed, signed application form; a completed evidence form meeting requirements stated in these rules; and a renewal fee, shall be postmarked on or before May 31, immediately preceding the licensee's next renewal period. Resubmission of a previously incomplete or incorrect application form, evidence form and renewal fee postmarked on or before May 31, shall constitute timely submission.

7. An applicant for registration renewal shall pay a

penalty fee of \$5, effective June 1, 1982, as well as the renewal fee for the current renewal period if the application, evidence form, or renewal fee is postmarked after May 31 of the year in which it was due.

8. In order for a continuing education activity to be acceptable to the board for registration renewal, a licensee shall be able to substantiate that each of the criteria listed below has been met.

a. The content is related to one or more of the following components of professional nursing specified in Minn. Stat. S 148.171 (3) (1976):

(1) independent nursing functions as listed below:

(a) providing a nursing assessment of the actual or potential health needs of individuals, families or communities;

(b) providing nursing care supportive to or restorative of life by functions such as:

i. skilled ministration of nursing care,

ii. supervising nursing personnel,

iii. teaching nursing personnel,

iv. health teaching,

v. health counseling,

vi. case finding,

vii. referral to other health resources; and

(c) evaluating nursing functions; or

(2) delegated medical functions.

b. The duration of the activity was at least one contact hour.

c. The objectives were written in measurable terms which describe what a licensee can expect to learn.

d. The instructor's qualification in the subject, such as education and experience, shall be stated in written form.

e. The method to be utilized by the learner to determine whether or not learning occurred was in written form. Acceptable methods may include but need not be limited to self-evaluation check lists or tests.

f. The continuing education activity was completed

during the continuing education participation period immediately preceding the renewal date for which the licensee is seeking registration renewal.

g. Credit shall not be granted for identical continuing education activities submitted during any single continuing education participation period.

h. A written statement of participation provided by the instructor or a designee following completion of each acceptable continuing education activity was obtained. A fee receipt shall not be acceptable.

i. A grade indicating successful completion was obtained in an acceptable continuing education activity for which grades are granted.

9. A continuing education activity which the licensee taught shall not meet that licensee's registration renewal requirements.

10. A licensee shall submit true information. Falsification of any evidence for any registration renewal period and/or failure to comply with these rules for any two registration renewal periods shall constitute unethical conduct and provide grounds for suspension or revocation of a license.

11. A licensee shall keep records documenting each acceptable continuing education activity submitted to meet registration renewal requirements and obtain data from the acceptable continuing education activity as required in 7 MCAR S 5.1031 B.8. The records shall be kept for two years following the end of the renewal period to which the activity is applied.

B. Procedure.

1. The licensee shall maintain with the board his/her correct mailing address for the purpose of receiving board communications and/or notices. Placing the notice in first class United States mail, postage prepaid and addressed to the licensee at his/her last known address shall constitute valid service.

2. The board shall mail a renewal application and evidence form at least 120 calendar days prior to a licensee's renewal date to the last known address of every registered nurse holding a current renewal certificate. Failure to receive such notice shall not relieve a license holder of his/her obligation to comply with these rules.

3. An application, evidence form and renewal fee postmarked on June 1, or later, shall not be processed and shall be returned to a licensee for payment of a penalty fee.

4. Information to be provided by the licensee on an evidence form shall include:

- a. identification of the licensee;
- b. identification of the continuing education activities;
- c. verification that the continuing education activities met all the criteria specified in A. and that the information contained on the form is true in every respect; and
- d. licensee's signature and date signed.

5. If the application form, evidence form, or renewal fee submitted by a licensee is incomplete, incorrect, or in noncompliance with 7 MCAR S 5.1031, the licensee shall be notified as to the reason for the rejection and all documents shall be returned to the licensee within 30 calendar days after the board receives them.

6. If an individual is granted a Minnesota license within six calendar months prior to the first day of licensee's renewal period, the license fee shall serve as payment for the first renewal period. Fifteen contact hours of acceptable continuing education activities shall be required for the first registration renewal.

7. Following each renewal date the board may select a sample of licensees applying for registration renewal and require substantiation of participation in acceptable continuing education activities. Selected licensees shall submit in writing the following data obtained from each continuing education activity which verifies the information on the evidence form:

- a. Objective or objectives of each continuing education activity;
- b. Verification received by the licensee of the number of contact hours and, for activities lasting four or more hours, a schedule listing time periods;
- c. Documentation of each instructor's qualifications, such as education and experience;
- d. Evidence that the licensee used the mechanism which was provided to determine if learning occurred. Acceptable methods may include but need not be limited to self-evaluation checklists or tests;
- e. Written verification received by the licensee of participation in each continuing education activity provided by an instructor involved with the continuing education activity or a designee;
- f. The specific professional nursing content area to which each continuing education activity is related;

g. In 1986 and thereafter, proof of compliance with A.4.; and

h. Any additional documentation the board deems necessary.

8. If a licensee cannot demonstrate that he or she has sufficient hours of acceptable continuing education activities, the number of hours lacking to comply for that continuing education participation period shall be added to the contact hours required in the immediately succeeding period. This rule may be applied once for any one licensee.

9. A licensee who defers a number of hours of continuing education to the immediately succeeding period pursuant to 8. shall be required to submit with the next renewal application substantiation of participation in continuing education activities that provided the number of contact hours required for that participation period as well as the number of contact hours which were deferred from the previous participation period.

10. A licensee in noncompliance with A.2., 3., 4., and 8. shall be subject to the conditions in 7. By this rule an audit shall be automatic for a nurse who has been found in an audit of the immediately preceding continuing education participation period to be in noncompliance with the rules.

RODBM-7
7 MCAR S 5.1033 Re-registration.

A. The names of all nurses who do not return the renewal application, evidence form, renewal, and penalty fees by November 1 of each renewal year shall be removed from the roster of individuals authorized to practice professional nursing during the current renewal period.

B. A nurse who applies for re-registration shall:

1. submit a signed re-registration application;
2. pay the renewal fee for the current period; and

3. submit evidence of meeting all requirements specified in 7 MCAR S 5.1031. Participation in continuing education activities must have occurred during the 24 months prior to the submission of the application for re-registration.

RODBM-7
7 MCAR S 5.1034 Change of name on records.

A. Name change.

1. The licensee who has changed names shall notify the board in writing as soon as possible and request a revised renewal certificate.

2. When requesting a revised renewal certificate, the licensee shall return the current certificate to the board. If the current certificate has been lost, stolen, or destroyed, the licensee shall provide written evidence of the situation.

3. The board may require substantiation of the name change by requiring official documentation.

B. Address change.

1. The licensee who has changed addresses shall notify the board in writing as soon as possible.

2. The board shall notify the licensee of address changes made in the licensee's records; however, a revised renewal certificate will not be issued.

7 MCAR S 5.1035 Duplicate and replacement documents.

A. License.

1. A duplicate license shall not be issued.

2. A replacement license may be issued when the licensee notifies the board, by certified statement, that the original license was lost, stolen, or destroyed.

3. The replacement license shall be marked "Replacement" and the date of issuance indicated.

4. The fee for a replacement license is \$5.00.

B. Renewal certificate.

1. A duplicate renewal certificate shall not be issued.

2. If a renewal certificate is lost, stolen or destroyed, the licensee shall submit written evidence of the situation.

3. Upon written request of the licensee, a Verification of Current Registration shall be issued for a fee of \$5, effective January 1, 1982.

4. If a licensee does not receive a renewal certificate which has been issued and notifies the board office within ninety (90) days of date of issuance, a Verification of Current Registration may be issued without a fee.

7 MCAR S 5.1036 Verification of Minnesota license.

A. A registered nurse wishing to be licensed in another United States jurisdiction or foreign country may, upon written request, have a certified statement of Minnesota licensure issued to the Board of Nursing or other official agency

empowered to issue nursing licenses in the other jurisdiction or country.

B. The fee for verification of a license shall be \$10 effective July 1, 1982, for each verification.

C. If a transcript is provided from the board files for a nursing program which is no longer currently in operation, an additional fee of \$5 effective January 1, 1982, may be charged.

RD287-7 *MCAR 1751 6-13-83*
7 MCAR § 5.1050 Definitions.

A. "Approval" is synonymous with accreditation as stated in Minnesota Statutes, section 148.171-148.285 and means the program has fulfilled requirements set forth in board rules and regulations. Graduates from board approved programs are eligible to apply for registered nurse licensure.

B. "Board" means the Minnesota Board of Nursing.

C. "Clinical facility" means an institution, agency or organization whose primary purpose is to provide care or services supportive to the promotion or maintenance or restoration of health.

D. "Controlling institution" means the larger institution that operates a nursing program.

E. "Course" means a distinct unit of the curriculum that has been organized for presentation within one term. In a nursing course, this word refers to all of the related learning experiences provided by the faculty, both within and without the classroom, in order to support the objectives.

F. "Curriculum" means the planned studies and learning activities designed to lead to graduation and eligibility for registered nurse licensure.

G. "Faculty" means the group of persons employed for administration, teaching, guidance or research functions in the program preparing for registered nurse licensure.

H. "Director" means the registered nurse delegated the authority and responsibility for the administration of the program and implementation of the curriculum. This title is used regardless of the person's official title in the controlling institution.

I. "Program" means an educational unit of a larger controlling institution that prepares persons for registered nurse licensure.

Types of programs:

1. "The associate degree program" means a program that is

an integral part of a community/junior college or senior college which offers a curriculum leading to an associate degree in nursing.

2. "The baccalaureate degree program" means a program that is an integral part of a senior college or university which offers a curriculum leading to a baccalaureate degree in nursing.

3. "The diploma program" means a program under the control of the hospital which offers a curriculum leading to a diploma in nursing.

J. "Recommendations" mean statements of desirable standards for the development of quality programs. These standards are strongly urged by the board although not mandatory.

K. "Requirements" mean mandatory standards with which programs shall comply in order to be approved, as contained in Minnesota Statutes, sections 148.171-148.285.

L. "Survey" means the board's collection of information for review purposes in granting, renewing or denying approval. The information may be collected by such methods as on-site visits and review of reports.

7 MCAR S 5.1051 Application for approval. The controlling board of an institution contemplating establishment of a nursing program shall confer with the board in early stages of planning.

A. The board will send copies of the application for approval to the controlling institution of a new program at its request.

B. An institution shall have met the following requirements before it is eligible to file such an application with the board.

1. The appointment of a qualified director shall become effective sufficiently in advance of admission of students to develop an organizational plan and administrative policies, to appoint a qualified faculty, to develop budgetary plans and to make preliminary investigation of educational facilities. Experience has shown that a period of not less than one calendar year is necessary to accomplish these tasks.

2. Other qualified faculty members shall be appointed sufficiently in advance of admission of students to participate in developing the program's statement of philosophy and objectives and in devising the curriculum design.

C. The completed application for approval together with supplementary materials (such as faculty records) shall be submitted to the board at least three months preceding the expected date of admission of students.

D. Following board review of the application for approval a

survey will be made.

E. The board will review the survey report and notify the institution whether the program has been granted interim approval. The institution will receive copies of the report and a letter conveying board action.

7 MCAR S 5.1052 Interim approval. Interim approval shall be granted by the board to a new program which meets the board requirements as evidenced by the application for approval and by the survey.

A. Additional reports will be requested and additional surveys will be made by the board during the period of interim approval. This period extends through the length of time required for the first student group to be in the final year of the program.

B. Toward the end of this period, a survey will be made to determine end of interim approval and to grant approval or provisional approval.

7 MCAR S 5.1053 Approval and renewal of approval. At the end of the interim approval period, providing the program has continued to meet board requirements and has completed the initial plans approved earlier by the board, approval shall be accorded.

A. The board publishes and revises a list of approved programs. Unless otherwise designated as "interim" or "provisional", the programs included on the list will be recognized as approved.

B. The board shall make surveys, review all approved programs and grant renewal of approval to those which continue to meet board requirements.

7 MCAR S 5.1054 Provisional approval. The board will accord provisional approval to any program previously having interim approval or approval if conditions within the program and controlling institution do not meet requirements.

A. These conditions will be brought to the attention of the authorities of the controlling institution and the program. A definite length of time will be stated by the board during which the conditions shall be corrected.

B. If the unsatisfactory conditions are not corrected within the defined period, the board will remove the program from approval status following hearing and reasonable notice thereof.

7 MCAR S 5.1055 Closing of a nursing program. When the authorities of a controlling institution have decided to

discontinue an approved program, the institution shall notify the board to this effect.

A. Provided the quality of the educational program is safeguarded, the board will continue approval of the program until the enrolled students have graduated.

B. A controlling institution closing a program shall provide for safe storage of vital school records.

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7 MCAR S 5.1060 Controlling institution.

A. The controlling institution shall be an educational institution which the board deems able to provide an effective program leading to graduation and eligibility for registered nurse licensure and which shall include universities, senior colleges, or community/junior colleges, both public and private. Only those general hospitals which have existing programs as of July 1, 1976 shall constitute a controlling institution within these rules.

7 MCAR S 5.1061 Organization.

A. The controlling institution shall make provision for a qualified director who shall be responsible for, and authorized to act on, matters concerned with the program.

7 MCAR S 5.1062 Records and reports.

A. There shall be an accurate system maintained for the preservation of academic records and files for students and graduates.

B. The program shall make reports as requested by the board.

7 MCAR S 5.1070 Composition and functions. The faculty shall formulate and implement the educational policies for the program according to the powers delegated to the faculty by the controlling body of the institution.

A. The director shall have adequate assistance in the administration of the program.

B. Members of the faculty are persons employed for instruction, guidance, research or administration.

C. The faculty shall have the responsibility for development and implementation of the curriculum.

D. Nursing courses shall be the responsibility of faculty members who are registered nurses employed by the program.

R003M-7

7 MCAR S 5.1071 Minimum qualifications. Faculty members should be qualified by academic preparation and experience and should have appropriate personal attributes for their positions. Minimum qualifications for diploma and associate degree program faculty members should be a baccalaureate level of preparation and for baccalaureate programs, a master's level of preparation. It is recommended that persons with less preparation hold provisional appointments.

A. Nurse faculty members shall be licensed as Minnesota registered nurses and shall be currently renewed to practice.

B. The selection of qualified faculty members, faculty policies and practices shall be in accord with state and federal laws on non-discrimination.

7 MCAR S 5.1081 Educational progression opportunities.

A. By July 1, 1977 there shall be written policies regarding opportunities for student placement in, and/or progression through the curriculum based on satisfactory establishment of knowledge and skill(s), however acquired.

B. During the 1977-78 academic year there shall be evidence of opportunities for student placement in, and/or progression through one-third of the nursing courses of the curriculum based on satisfactory establishment of knowledge and skill(s), however acquired.

7 MCAR S 5.1082 Progression and graduation requirements.

A. Criteria for graduation shall be prepared by the faculty and clearly communicated in writing to students upon admission to the program.

B. The graduation criteria shall include but not be limited to satisfactory achievement of the competencies as outlined in 7 MCAR S 5.1090 D, and the essential requirements delineated in each nursing course.

C. Evidence of progress toward meeting graduation criteria shall be an integral part of the student's records.

7 MCAR S 5.1090 Philosophy and goals.

A. The philosophy of the nursing program shall be compatible with the philosophy of the controlling institution.

B. The faculty shall write, periodically review and revise a philosophy that serves as the base for the curriculum and its implementation.

C. The philosophy shall include, but not be limited to a clear description of the faculty's beliefs, regarding:

1. man,
2. society,
3. health,
4. nursing including the relationship of the graduate being prepared to that from the other types of programs,
5. teaching and learning.

D. There shall be a written description of the competencies of the graduate being prepared. The knowledge and skills delineated shall be appropriate to the type of graduate being prepared and shall relate, but not be limited to the following broad areas:

1. nursing process or problem solving,
2. nursing skills and delegated medical tasks, and
3. role behaviors.

There shall be evidence that the faculty discusses with nurses, employers, and consumers in the area serviced by the program, the knowledge and skills of the graduates. The focus of such discussion shall be upon mutual concerns, mutual understanding of philosophy and goals and appropriate utilization of the graduate.

7 MCAR S 5.1091 Curriculum development and objectives.

A. The curriculum includes all the content, instructional activities and learning experiences planned and guided by the institution's faculty to achieve stated curriculum and course objectives. The selection of content and activities of the learning experience is one of the central responsibilities of curriculum planning. The selection and organization of the learning experiences in the curriculum shall provide continuity, sequence and integration of learnings.

B. The curriculum shall provide for instruction in the areas of human behavior and studies of cultures, natural sciences and professional development. The nursing courses shall provide for classroom and clinical laboratory instruction so that concepts taught in the classroom are applied in the clinical situation. This classroom and clinical instruction shall be concurrent. Provision shall be made for learning experiences with patients having major nursing care needs in all age groups and stages of illness, with adults and children receiving medical and surgical therapy, with those having mental illness, and with mothers and infants in the maternity cycle.

1. The curriculum shall be based upon and shall provide:
 - a. knowledge of individual behavior based on behavioral sciences.
 - b. knowledge of principles of human functioning based on natural sciences.
 - c. knowledge of health and deviations therefrom, and knowledge of pathological processes.
2. The following content shall be included in nursing courses:
 - a. major nursing problems associated with patients in all age groups.
 - b. application of knowledge in developing nursing skills in: problem-solving processes to make appropriate judgments; developing effective interpersonal relationships with the patient and his family, helping him to assess his resources; fulfilling the comforting, caring, and curing roles; developing communication skills with the patient, his family, nursing personnel and health team members.
 - c. application of knowledge to carry out delegated tasks.
 - d. information concerning opportunities for continued personal and professional development.

7 MCAR S 5.1092 Instruction.

A. Nurse faculty members shall be responsible for selecting, teaching, guiding and evaluating all learning experiences in the classroom and clinical facility.

1. The learning experiences and methods of instruction shall provide opportunity for fulfilling the objectives of the nursing courses.
2. Learning experiences and methods that promote critical thinking and synthesis of learning shall be utilized in the teaching-learning process.
3. Provision shall be made for individual differences among students.

B. Nursing course objectives shall be developed by the nurse faculty members and shall be in writing.

1. Nursing course objectives shall be consistent with the philosophy and goals of the program.
2. Nursing course objectives shall be developed in

behavioral terms and shall identify the changes in behavior in the student as a result of the learning process.

C. Nursing course outlines shall be written by the faculty members and shall be periodically reviewed and revised to be consistent with on-going evaluation processes. These outlines shall identify the content of each nursing course and its implementation as determined by the faculty members.

D. Instructional materials shall be appropriate to assure implementation of the curriculum, be current and available to students and faculty.

2008M-7
7 MCAR S 5.1093 Evaluation.

A. There shall be written evidence of on-going evaluation that shall include but not be limited to:

1. the curriculum in terms of the graduation competencies.
2. employment functioning of the graduates.

B. By July 1, 1978 and thereafter there shall be evidence of implementing recommendations based on the evaluation findings.

7 MCAR S 5.1094 Major change. The program shall request and obtain board approval before instituting the following major changes:

A. change in the philosophy, goals, curriculum or objectives that would result in graduate competencies different from those approved as appropriate to the type of program.

B. addition or deletion of a clinical facility utilized for student learning.

C. change in the control of the program.

D. Proposals of an experimental nature will be considered by the board and encouraged where appropriate.

7 MCAR S 5.1100 Clinical facilities.

A. Every plan to use a clinical facility, in whole or in part, for student learning that involves nursing assessment, intervention/implementation and evaluation that necessitates direct teaching supervision must be approved by the board prior to utilization. Each program must submit evidence that the facility selected meets criteria listed in 7 MCAR SS 5.1100-5.1101 of this section.

B. The faculty shall have objectives for all clinical learning written in measurable performance terms that are

appropriate for the type of program.

C. All clinical facilities selected by the faculty shall provide experience that will be adequate and appropriate for achieving the learning objectives.

D. The program shall be able to document how the selected clinical facilities are utilized to implement the curriculum and learning objectives.

E. All clinical facilities utilized for learning shall have current accreditation by an agency the board recognizes as evaluating quality of care such as the Joint Commission for Accreditation of Hospitals and/or demonstrates that they have complied with the criteria listed in 7 MCAR S 5.1100 F.

F. All clinical facilities utilized for learning shall have evidence of quality of nursing service in the following areas:

1. appropriate utilization of all types of nursing personnel.
2. staffing that is not affected by presence or absence of students and is adequate for effective patient care.
3. medical and/or registered nurse supervision of direct patient care.
4. clarity of nursing care plans for patients.
5. a systematic plan and process for the review and improvement of patient care that utilizes evaluation tools such as a review of clinical records.
6. inservice education for nursing personnel.

G. The curriculum implementation plan for learning in the clinical facility shall include evidence that learning is assured in the following ways:

1. faculty members responsible for selecting, guiding, and evaluating student learning.
2. number of students appropriate to the learning objectives, available experience and physical facilities.
3. teacher/student ratio appropriate to the learning objectives and the facility dependent upon such factors as:
 - a. availability of the educational experience within the facility.
 - b. location of educational experience within the facility.
 - c. the educational guidance necessary for student

achievement of objectives.

4. When other nursing programs are using the facility, the programs and facility shall provide evidence that there are adequate learning experiences for all students involved.

7 MCAR S 5.1101 Written agreements.

A. The controlling institution and program shall have written agreements with each clinical facility utilized for student learning.

B. The agreements shall be reviewed annually by the parties to see that the provisions are current and meet the following criteria for coordinated planning and implementation:

1. assurance from the clinical facility of access to learning experience that shall be both appropriate and adequate to fulfill the written learning objectives designated by the faculty.

2. specification of the authority and responsibilities of program and clinical facility personnel wherever related to the educational experience of the student.

3. arrangement for the faculty members assigned to the clinical facility to receive that degree of prior orientation mutually agreed upon as necessary to meet the needs of both the program and the facility.

4. provision of continuing multi-level communication between the clinical facility and the program personnel. Such communication shall include but not be limited to:

a. provision for the familiarization of facility staff with the program's philosophy, goals, curriculum.

b. provision for the familiarization of program faculty with the facility's philosophy, policy, and program expectations.

c. provision for follow-up evaluation of the clinical experience by facility staff and program faculty.

7 MCAR S 5.1110 Definitions.

A. For purposes of these scholarships "rural nursing" means a clinical nursing course at least 4 weeks in length approved by the Board of Nursing in a hospital located in a community outside Minneapolis, St. Paul, Duluth or Rochester.

B. For purposes of these scholarships "state hospital for the mentally ill" means a clinical nursing course at University of Minnesota Hospitals, St. Cloud Veterans' Hospital or one of

the state hospitals for the mentally ill under control of the state Department of Public Welfare.

C. For purposes of these scholarships "practice the profession of nursing for at least one year immediately after graduation in the State of Minnesota" shall mean for either a practical or professional nursing graduate:

1. Employment beginning at least one or two months following graduation shall satisfy the requirement of "immediate".

2. Part time (half of a usual work week) employment for two years shall be considered the same as full-time employment for one year.

7 MCAR S 5.1111 Application.

A. The application form provided by the Board of Nursing shall be completed in part by the applicant who shall provide information as to his financial need; part shall consist of references as to his ability for nursing and financial need.

B. The Nurse Scholarship Committee appointed by the Board of Nursing shall review application and make recommendations to the board for awards or rejections of applications in accordance with the law and board policies, procedures and regulations.

7 MCAR S 5.1112 Qualifications.

A. Priority for awards shall be given to those applicants who appear to have the greatest financial need and scholastic ability as evidenced by references and information from applicant. An applicant of top scholastic ability but little apparent financial need, as evidenced by references and information from applicant, shall not be granted an award; similarly an applicant of considerable apparent financial need but low scholastic ability, as evidenced by references and information from the applicant, shall be granted an award.

B. An applicant shall be a student in an accredited professional or practical nursing school in Minnesota, or accepted by such a school for admission to the next class of students.

C. An award to a student in a baccalaureate degree nursing program shall not be granted until the beginning of the clinical portion of the program.

7 MCAR S 5.1113 Withdrawals. The Board of Nursing shall request that a scholarship recipient who chooses to withdraw from the nursing program shall refund the amount of the award already paid to him. This repayment may be made periodically in amounts

convenient for the recipient.

2002BM-7
7 MCAR S 5.1114 Graduation. When requested by the board, the recipient shall provide information as to his place and length of employment in nursing following graduation.

A. The board shall request repayment from the recipient who has graduated but not fulfilled his obligation to work one year as a nurse in Minnesota immediately following graduation; the amount of the repayment would be in proportion to the amount of a year not worked.

B. Attendance at an educational program after graduation from the basic one accredited by the Board of Nursing shall not satisfy fulfillment of the requirement "practice the profession of nursing."

7 MCAR S 5.2001 Qualifications. The application forms and instructions for filing are provided by the Minnesota Board of Nursing.

A. A student from a practical nursing program approved by the Minnesota Board of Nursing as provided in Minnesota Statutes 148.292 may be admitted to the licensure examination providing all the following criteria are met:

1. the student is in good standing and there is reasonable expectation graduation requirements will be completed.

2. requirements for graduation will be completed no later than two weeks after the date of the examination for which the student is applying.

3. remaining course work will not include any basic content in the areas covered by the examination (nursing care of infants, children, mothers and adults and nursing care of patients with mental and emotional problems).

B. An applicant from a practical nursing program approved by a Board of Nursing by another U.S. jurisdiction shall have had substantially the same course of study as stated in the minimum curriculum requirements for Minnesota approved nursing programs at the time of his/her application. The applicant who cannot demonstrate having had the same course of study shall remove deficiencies before the examination as directed by the Minnesota Board of Nursing. The applicant from a program approved in another jurisdiction must hold a diploma from an approved nursing program before he/she can be admitted to the licensure examination.

See 2002BM-7 for new
7 MCAR S 5.2002 Application. The application forms and instructions for filing are provided by the board. The application shall be submitted to the board in advance of the

published deadline for the desired examination date.

A. An application for licensure by examination from a student or graduate of a Minnesota program shall consist of:

1. The notarized application form,
2. The recommendation from the nursing program director,
- and
3. The fee of \$50, effective July 1, 1982.

Following graduation, whether this occurs before or after the examination, the applicant must also submit an affidavit of graduation (notarized) and an official transcript.

B. A completed application from an out-of-state graduate shall consist of:

1. The notarized application,
2. The recommendation from the nursing program director,
3. The fee of \$50, effective July 1, 1982,
4. The affidavit of graduation, and
5. The official school transcript.

C. The board will schedule the applicant to write the first examination available after application is completed within the constraints of space, expense, personnel and time.

7 MCAR S 5.2003 Examination and reexamination. The licensure examination may be prepared by the Minnesota Board of Nursing or by others delegated to do so by the Minnesota Board of Nursing.

A. The passing score on the Minnesota licensure examination, the State Board Test Pool Examination, shall be a standard score of at least 400.

B. An applicant whose score falls below a standard score of 400 on the State Board Test Pool Examination shall be deemed to have failed the examination.

C. An applicant must pass the examination in not more than three writings within a 24 month period. Each 24 month period begins on the date of the first examination of the cycle.

D. An applicant who does not pass the examination within the 24 month period must present evidence of remedial assistance to the board prior to admission to each subsequent examination. The remedial assistance must occur during the period following the applicant's last examination and prior to the applicant's next examination. The remedial assistance must relate to the

subject matter of the examination, test-taking skills or English proficiency.

E. The fee for reexamination shall be \$25, effective July 1, 1982 and is required for each reexamination.

F. Prior to the examination date each accepted applicant will be sent an admission card which shall be presented by the applicant for admission to the examination center.

7 MCAR S 5.2004 Duplicate original license. Duplicate original licenses are not issued for any reason.

7 MCAR S 5.2005 Permit to practice.

A. A permit to practice practical nursing may be issued to an applicant accepted to write the first licensure examination following graduation.

B. The permit shall remain valid until the applicant is notified of the results of the examination or recalled by the board.

C. The holder of a permit may use the title "graduate practical nurse" and may use the letters "GPN".

D. The holder of a permit who does not take the examination as scheduled must return the permit.

7 MCAR S 5.2010 Qualifications. An applicant for Minnesota licensure by interstate endorsement shall have been granted licensure in another jurisdiction of the United States. Minnesota LPN licensure shall not be required for a nurse licensed in another jurisdiction who is in Minnesota as a student enrolled in a program of formal education which involves nursing practice, such as a program leading to licensure at another level of nursing or a program to enhance skills in a specific area of nursing. However, such a person may not be employed in practical nursing in Minnesota without first securing a license from the board.

A. The applicant shall have graduated from a program preparing for practical nurse licensure which is approved by the Minnesota Board of Nursing or similar board in another U.S. jurisdiction. Such applicant must have had substantially the same general and nursing education as required by the Minnesota Board of Nursing for Minnesota program graduates at the time such applicant was accepted for licensure in the original jurisdiction.

B. An applicant who does not present evidence of satisfactory general or nursing education may be required to take an additional course of study to insure that his/her

background is comparable to that of Minnesota program graduates.

C. A person who is not a graduate of an approved program but has been licensed as a practical nurse in another U.S. jurisdiction shall be accepted for Minnesota licensure only if he/she would have been eligible for Minnesota licensure at the time of original licensure in another jurisdiction.

D. An applicant must have written the same licensure examination as that administered in Minnesota and achieved a score established as passing for that examination by the Minnesota Board of Nursing unless he/she graduated from a U.S. practical nursing program and was licensed by examination in a U.S. jurisdiction prior to 1955.

E. An applicant whose licensure examination score does not meet the Minnesota requirements for 1955 or thereafter shall be required to re-write the current Minnesota examination and achieve a passing score before a Minnesota license is issued.

F. The licensed practical nurse applying for licensure by interstate endorsement who has not been employed in nursing for five years or more preceding application shall be required to submit evidence of competency in nursing before receiving a license in Minnesota. Such evidence may include completion of a refresher course, continuing education courses, an apprenticeship, an orientation program or such other evidence as the board may reasonably require.

7 MCAR S 5.2011 Application. The application forms and instructions for filing are provided by the board.

A. A completed application shall include all of the following:

1. The completed and notarized application form,
2. A verification of licensure from the state in which the licensure examination was written.
3. A verification of licensure from the state in which most recently employed if this is different than the state of examination,
4. A satisfactory employment reference from the last five years. If the applicant has not been employed for five years or more, a character reference is required in lieu of the employment reference, and
5. The fee of \$30, effective January 1, 1982.

B. The applicant may not be employed as a practical nurse in Minnesota until the Minnesota license has been issued.

22BM-7
7 MCAR S 5.2020 Qualifications.

A. A foreign educated practical nurse will be required to write the same licensure examination as administered in Minnesota and achieve scores established as passing for that examination by the Minnesota Board of Nursing.

B. The foreign educated practical nurse who has passed the same examination as administered in Minnesota and has been licensed on that basis in another U.S. jurisdiction, shall be licensed by interstate endorsement.

C. An applicant whose nursing education was in any language but English shall be required to prove competency in English before he/she can be admitted to the licensure examination. Achieving an acceptable score on a standardized test of English as a foreign language would be considered proof of competency. Other acceptable proofs of competency in English would be affidavits stating that nursing education had been acquired in the English language.

D. An applicant shall have graduated with substantially the same general and nursing education as required by the board for Minnesota nursing graduates at the time such applicant was accepted for licensure by examination in the original foreign jurisdiction.

E. An applicant who does not have evidence of satisfactory general or nursing education may be required to take an additional course of study as directed by the board in order to insure that his/her background is comparable to that of Minnesota program graduates.

F. The applicant shall be required to demonstrate compliance with the U.S. Immigration and Naturalization Act.

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7 MCAR S 5.2021 Application.

A. The foreign educated practical nurse who has been licensed in another U.S. jurisdiction after passing the same examination as administered in Minnesota shall be licensed by interstate endorsement. He/she shall submit the same application as outlined in 7 MCAR S 5.2011, with the addition of a form indicating compliance with the U.S. Immigration and Naturalization Act.

B. The foreign educated practical nurse who has not passed the same licensure examination as administered in Minnesota shall be required to write and pass the examination. The completed application for such applicant shall include the notarized application form, certification of licensure from the foreign licensure authority, if the applicant has been licensed, certification of graduation from a nursing program, official transcript from the nursing program, reference from a United States employer, if employed in the United States, the

immigration form and the fee of \$50, effective July 1, 1982. The board will schedule the applicant to write the first examination, available after the application is complete within the constraints of space, time, expense and personnel.

7 MCAR S 5.2030 Renewal of registration.

A. Each licensee is responsible for applying for renewal of registration if he or she wishes to be employed as a licensed practical nurse in Minnesota. The board issues renewal application forms to all current licensees and will renew registration upon receiving a signed application and the renewal fee.

B. Effective January 1, 1982, approximately one-half of all licensees shall be issued registration renewal certificates which expire on December 31, 1982, and one-half of all licensees shall be issued registration renewal certificates which expire on December 31, 1983. Thereafter, the renewal period for all licensees shall be 24 months in length, beginning January 1 and ending December 31. There shall be even-year renewal periods and odd-year renewal periods.

C. The renewal fee shall be \$15 per 24-month renewal period, effective January 1, 1982. The fee shall be \$16 effective January 1, 1983. Licensees whose registrations expire December 31, 1982, shall pay \$7.50.

D. Individuals licensed for the first time within three calendar months prior to the first day of a renewal period shall not be required to meet requirements for that renewal period but shall be considered in good standing.

7 MCAR S 5.2031 Penalty. An applicant for renewal of registration shall pay a late penalty fee of \$5, effective April 1, 1982, as well as the renewal fee if the request for renewal is postmarked after the end of the renewal period.

7 MCAR S 5.2033 Re-registration.

A. The licensed practical nurse whose name has not been on the registration roster for five years or more must present evidence of competency in nursing before becoming re-registered. Such evidence may include any of the following which occurred within the five year period prior to the application for a current renewal certificate:

1. employment as a licensed practical nurse in another United States jurisdiction or foreign country;
2. completion of no less than one week of a refresher course;

3. attendance at no less than 15 clock hours of nursing-related educational offerings;

4. participation in an orientation program at least one week in length conducted by an employer or potential employer; or

5. such other similar evidence; and

6. such other evidence as the board may reasonably require.

B. The licensee whose name has not been on the registration roster for less than five years will be granted re-registration upon submission of a signed re-registration application and payment of the renewal fee for the current period.

7 MCAR S 5.2034 Change of name on records.

A. Name change.

1. The licensee who has changed names shall notify the board in writing as soon as possible and request a revised renewal certificate.

2. When requesting a revised renewal certificate, the licensee shall return the current certificate to the board. If the current certificate has been lost, stolen, or destroyed, the licensee shall provide written evidence of the situation.

3. The board may require substantiation of the name change by requiring official documentation.

B. Address change.

1. The licensee who has changed addresses shall notify the board in writing as soon as possible.

2. The board shall notify the licensee of address changes made in the licensee's records; however, a revised renewal certificate will not be issued.

7 MCAR S 5.2035 Duplicate and replacement documents.

A. License.

1. A duplicate license shall not be issued.

2. A replacement license may be issued when the licensee notifies the board, by certified statement, that the original license was lost, stolen or destroyed.

3. The replacement license shall be marked "Replacement" and the date of issuance indicated.

4. The fee for a replacement license is \$5.00.

B. Renewal certificate.

1. A duplicate renewal certificate shall not be issued.

2. If a renewal certificate is lost, stolen or destroyed, the licensee shall submit written evidence of the situation.

3. Upon written request of the licensee, a Verification of Current Registration shall be issued for a fee of \$5, effective January 1, 1982.

4. If a licensee does not receive a renewal certificate which has been issued and notifies the board office within ninety (90) days of date of issuance, a Verification of Current Registration may be issued without a fee.

7 MCAR S 5.2036 Verification of Minnesota license.

A. A licensed practical nurse wishing to be licensed in another United States jurisdiction or foreign country may, upon written request, have a certified statement of Minnesota licensure issued to the Board of Nursing or another official agency empowered to issue nursing licenses in the other jurisdiction or country.

B. The fee for verification of a license shall be \$10 effective July 1, 1982, for each verification.

C. If a transcript is provided from the board files for a nursing program which is no longer currently in operation, an additional fee of \$5 effective January 1, 1982, may be charged.

7 MCAR S 5.2040 Definitions.

A. "Approval" means the program has fulfilled requirements set forth in board rules and regulations. Graduates from board approved programs are eligible to apply for licensed practical nurse licensure.

B. "Board" means the Minnesota Board of Nursing.

C. "Clinical facility" means an institution, agency or organization whose primary purpose is to provide care or service supportive to the promotion or maintenance or restoration of health.

D. "Controlling institution" means the larger institution that operates a nursing program.

E. "Course" means a distinct unit of the curriculum that has been organized for presentation within one term. In a nursing course, this word refers to all of the related learning

activities provided by the faculty, both within and without the classroom, in order to support the objectives for that unit of the curriculum.

F. "Curriculum" means the planned studies and learning activities designed to lead to graduation and eligibility for licensed practical nurse licensure.

G. "Faculty" means the group of persons employed to administer or teach in the program preparing for licensed practical nurse licensure.

H. "Director" means the registered nurse delegated the authority and responsibility for the administration of the program and implementation of the curriculum. This title is used regardless of the person's official title in the controlling institution.

I. "Program" means an educational unit of a larger controlling institution that prepares persons for licensed practical nurse licensure.

J. "Recommendations" mean statements of desirable standards for the development of quality programs. These standards are strongly urged by the board although not mandatory.

K. "Requirements" mean mandatory standards with which programs shall comply in order to be approved, as contained in Minnesota Statutes, Sections 148.29-148.297.

L. "Survey" means the board's collection of information for review purposes in granting, renewing or denying approval. The information may be collected by on-site visits, review of reports or through other methods.

22814-7
7 MCAR S 5.2041 Interim approval. A new program meeting the standards of the board will be granted interim approval. Interim approval will extend through the period of time required for the first group of students to complete the program.

A. Conferences and surveys will be scheduled as deemed necessary to assure the board that the program is developing satisfactorily.

B. A survey for consideration for approval will be made and a written report prepared for board review prior to graduation of the first class.

C. If the program shows evidence of satisfactory operation during the interim approval period, approval shall be accorded.

7 MCAR S 5.2042 Approval and renewal of approval.

A. The board publishes a list of approved practical nursing

programs. Programs with interim or provisional approval are so designated.

B. From time to time renewal of approval is based on survey and other reports and shall be granted following the survey.

C. Additional conferences and surveys may be scheduled as necessary.

7 MCAR S 5.2043 Provisional approval. Programs failing to maintain standards may have their approval withdrawn as follows:

A. The violation of standards and the need for major corrections of conditions will be brought to the attention of the program authorities with a reasonable stipulation of time in which the required changes are to be made. During this time the program is listed as having provisional approval.

B. If recommendations for major corrections have been met by the provisionally approved program within the time stipulated by the board, approval will be restored.

C. If the violation of board standards is not corrected within the time stipulated, provisional approval will be withdrawn and further graduates of that program will not be eligible for licensure.

7 MCAR S 5.2044 Applications for approval. An institution interested in developing a practical nursing program shall confer with the board representatives before the program begins so that assistance may be given in interpreting board rules and regulations regarding approval of programs and in promoting establishment of a sound educational program. A program must have board approval to enable its graduates to apply for licensure as Minnesota licensed practical nurses.

A. During the planning period an advisory group shall be formed to aid the controlling body in studying the need for such a program in this community, in determining suitable resources, and by serving in a liaison capacity with the community.

B. An institution must meet the following requirements before it is eligible to file the application for interim approval with the board.

1. The director shall have been actively employed well in advance of the proposed admission of students (experience has shown four months to be a minimum time).

2. It shall be planned that other faculty members engaged to teach at the beginning of the program shall be employed well in advance of the proposed admission of students (experience has shown one month to be a minimum period of time).

3. Arrangements for budget, requisite educational facilities, curriculum, admission and graduation standards and other essentials of administration and instruction (see Chapters 6-10) shall be planned for and developed. There shall be on file information which will show how the entire program has been and will be organized and implemented.

C. The completed application for interim approval, together with records of faculty experience and qualifications (if known) shall be submitted to the board by the director thirty days prior to the time the survey is desired.

1. After an analysis of the completed application the board will determine readiness and a date for the on-site survey.

2. A written report of this survey will be made to the board for action at the regular meeting which precedes the proposed opening date of the program by at least thirty days.

D. Notice of the board's action to grant or not grant interim approval will be sent with copies of the report to the administrative authorities.

7 MCAR S 5.2045 Closing of a practical nursing program. When a controlling institution has decided to discontinue a program which has been approved by the board, it shall notify the board to that effect.

A. Approval of the program will continue until the currently enrolled students have completed the program provided that minimum standards are maintained.

B. The controlling institution closing a program shall provide for safe storage and accessibility of former students' and graduates' records. Arrangements for this shall be discussed with the board.

7 MCAR S 5.2050 Controlling institution.

A. The controlling institution shall be an educational institution which the board deems able to provide an effective licensed practical nurse preparing program and which shall include but not be limited to comprehensive high schools, vocational-technical schools, community/junior colleges, senior colleges and universities, both public and private. Only those general hospitals which have existing programs as of July 1, 1976 shall constitute a controlling institution within these rules.

7 MCAR S 5.2051 Organization.

A. The controlling institution shall make provision for a qualified director who shall be responsible for, and authorized

to act on, matters concerned with the program.

7 MCAR S 5.2052 Records and reports.

A. There shall be an accurate system maintained for the preservation of academic records and files for students and graduates.

B. The program shall make reports as requested by the board.

7 MCAR S 5.2060 Faculty composition. The faculty shall include a stable nucleus of well-qualified persons who have responsibility for the program and its administration.

7 MCAR S 5.2061 Number of faculty.

A. The faculty for a program shall include a minimum of:

1. a full-time director
2. a full-time nurse instructor (in some situations the equivalent of a full-time nurse instructor may be employed, although this practice is not desirable).

B. The acceptable total number of faculty members in relation to number of students depends upon such factors as:

1. philosophy and objectives of school
2. number of classes admitted per year
3. implementation of curriculum
4. nature and location of clinical facilities
5. adequacy of clerical and secretarial services to the faculty.

7 MCAR S 5.2062 Qualifications.

A. The director shall have academic preparation consisting of a baccalaureate degree and at least one year of employment in nursing during the five years preceding appointment. Additional preparation in teaching of nursing and in administration is recommended.

B. It is essential that other faculty members be qualified by preparation, preferably a minimum of a baccalaureate degree, and one year of experience in direct relation to nursing care during the five years preceding appointment.

C. Nurse faculty members shall hold a current valid license.

to practice as registered nurses in Minnesota.

D. The selection of qualified faculty members, faculty policies and practices shall be in accord with state and federal laws on non-discrimination.

7 MCAR S 5.2071 Educational progression opportunity.

A. By July 1, 1976 there shall be written policies regarding opportunities for student placement in, and/or progression through the curriculum based on satisfactory establishment of competency, however acquired.

B. During the 1976-77 academic year there shall be evidence of opportunities for student placement in, and/or progression through one-third of the courses of the curriculum based on satisfactory competency, however acquired.

C. By July 1, 1978 and thereafter there shall be written evidence of opportunities for student placement in, and/or progression through all of the courses of the curriculum based on satisfactory establishment of competency, however acquired.

7 MCAR S 5.2072 Progression and graduation requirements.

A. Criteria for graduation shall be prepared by the faculty and clearly communicated in writing to students upon admission to the program.

B. The graduation criteria shall include but not be limited to satisfactory achievement of the competencies as outlined in 7 MCAR S 5.2080 D. and the essential requirements delineated in the nursing courses.

C. Evidence of progress toward meeting graduation criteria shall be an integral part of the students' records.

7 MCAR S 5.2080 Philosophy and goals.

A. The philosophy of the nursing program shall be compatible with the philosophy of the controlling institution.

B. The faculty shall write, annually review and periodically revise a philosophy that serves as a base for the curriculum and its implementation.

C. The philosophy shall include, but not be limited to a clear description of the faculty's beliefs regarding:

1. man,
2. society,

3. health,
4. nursing including the relationship of the graduate being prepared to that from the other types of programs,
5. teaching and learning.

D. There shall be a written description of the competencies of the graduate being prepared. The competencies delineated shall be appropriate to the type of graduate being prepared and shall relate, but not be limited to the following broad areas:

1. nursing process or problem solving.
2. nursing skills and delegated medical tasks.
3. role behaviors.

E. There shall be evidence that the faculty discusses with nurses, employers and consumers in the area serviced by the program the competencies of the graduate. The focus of such discussion, shall be upon mutual concerns, mutual understanding of philosophy and goals and appropriate utilization of the graduate.

F. By July 1, 1976 and thereafter each practical nursing program shall be able to identify the content (knowledge and skills) within the curriculum which is usually taught in a nursing assistant training program of an area vocational-technical institute.

G. After January 1, 1976 all programs applying for approval shall show written evidence that the proposed curriculum is designed in such a way that:

1. The content (knowledge and skills) usually taught in a nursing assistant training program will be taught during the first 12 weeks. The written evidence shall include but not be limited to:

- a. written requests by the proposed program faculty to the faculty of at least one nursing assistant program asking the latter to cooperate in mutual curriculum planning.

- b. minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with board regulations 7 MCAR S 5.2080 F. and G. were considered.

- c. course outlines from at least one nursing assistant program,

- d. all course outlines for the proposed program, and

- e. a comparison of the course outlines submitted under c. and d. above.

2. Not less than 25 percent of the nursing content which is included in at least one associate degree nursing program is incorporated into the proposed curriculum. The written evidence shall include but not be limited to:

a. written requests by the proposed program faculty to the faculty of at least one associate degree nursing program asking the latter to cooperate in mutual curriculum planning.

b. minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with board regulations on 7 MCAR S 5.2080 F. and G. were considered.

c. course outlines from at least one associate degree program,

d. all course outlines for the proposed program, and

e. a comparison of the course outlines submitted under c. and d. above.

H. After July 1, 1978 and thereafter each nursing program shall show written evidence that the curriculum is designed in such a way that:

1. The content (knowledge and skills) usually taught in a nursing assistant training program will be taught during the first 12 weeks. The written evidence shall include but not be limited to:

a. written requests by the program faculty to the faculty of at least one nursing assistant program asking the latter to cooperate in mutual curriculum planning.

b. minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with board regulations 7 MCAR S 5.2080 F. and H. were considered.

c. course outlines from at least one nursing assistant program,

d. all course outlines for the program, and

e. a comparison of the course outlines submitted under c. and d. above.

2. Not less than 25 percent of the nursing content which is included in at least one associate degree nursing program is incorporated into the curriculum. The written evidence shall include but not be limited to:

a. written requests by the program faculty to the faculty of at least one associate degree nursing program asking the latter to cooperate in mutual curriculum planning.

b. minutes or other official recordings of the proceedings of at least one curriculum planning meeting at which methods of compliance with board regulations 7 MCAR S 5.2080 F. and H. were considered.

c. course outlines from at least one associate degree program,

d. all course outlines for the program, and

e. a comparison of the course outlines submitted under c. and d. above.

7 MCAR S 5.2081 Length of program of studies. The program of studies shall not be less than nine months or more than twelve months from beginning to end.

7 MCAR S 5.2082 Curriculum plan. The curriculum should be designed to prepare the student for licensure as a practical nurse.

7 MCAR S 5.2083 Structure for curriculum implementation. The number of hours of class and clinical laboratory experience and distribution of these shall be in direct ratio to the amount of time necessary for the student at that particular state of development to accomplish the objectives of the course.

A. Throughout the program the total hours of class and clinical laboratory experience should not ordinarily be less than 22 hours nor more than 32 hours per week.

B. During the entire program the total number of hours of instruction (not including clinical laboratory) shall be at least 400.

C. In each clinical course the laboratory experience shall be related to current instruction so as to serve as a meaningful expansion of the class content.

D. Instructional materials shall be appropriate to assure implementation of the curriculum.

7 MCAR S 5.2084 Curriculum content. The curriculum shall be based on broad areas of learning. The content shall be suitable to practical nursing and shall include scientific principles and nursing concepts and shall provide for application of these concepts.

A. The curriculum shall incorporate appropriate learnings suitably balanced in the areas of nutrition, growth and development, body structure and function, understanding of human behavior, personal and community health and vocational

responsibility.

B. The curriculum shall include concurrent instruction and clinical laboratory experience in the nursing care of children, mothers and newborn infants, adults with common illnesses, geriatric patients and patients with mental and emotional problems. Learnings shall be focused on nursing care of patients and shall include concern for maintenance of health as well as care of the sick.

C. Learning throughout the program shall provide continued application of theory in clinical laboratory practice. The student should have clinical laboratory experience wherever theory requires application.

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7 MCAR S 5.2085 Evaluation.

A. There shall be written evidence of on-going evaluation that shall include but not be limited to:

1. the curriculum in terms of the graduation competencies.
2. employment functioning of graduates.

B. By July 1, 1978 and thereafter there shall be evidence of the implementation of the evaluation findings.

7 MCAR S 5.2086 Major change. The program shall request and obtain board approval before instituting the following major changes:

A. change in the philosophy, goals, curriculum or objectives that would result in graduate competencies different from those approved as appropriate to the type of program.

B. addition or deletion of clinical facility utilized for student learning.

C. change in the control of the program.

D. Proposals of an experimental nature will be considered by the board and encouraged where appropriate.

7 MCAR S 5.2090 Clinical facilities.

A. Every plan to use a clinical facility, in whole or in part, for student learning that involves nursing intervention/implementation that necessitates direct teaching supervision must be approved by the board prior to utilization. Each program must submit evidence that the facility selected meets criteria listed in 7 MCAR SS 5.2090-5.2091 of this section.

B. The faculty shall have objectives for all clinical

learning written in measurable performance terms that are appropriate for the type of program.

C. All clinical facilities selected by the faculty shall provide experience that will be adequate and appropriate for achieving the learning objectives.

D. The program shall be able to document how the selected clinical facilities are utilized to implement the curriculum and learning objectives.

E. All clinical facilities utilized for learning shall have current accreditation by an agency the board recognized as evaluating quality of care, such as the Joint Commission for Accreditation of Hospitals and/or demonstrates that they have complied with the criteria listed in 7 MCAR S 5.2090 F.

F. All clinical facilities utilized for learning shall have evidence of quality of nursing service in the following areas:

1. appropriate utilization of all types of nursing personnel.
2. staffing that is not affected by presence or absence of students and is adequate for effective patient care.
3. medical and/or registered nurse supervision of direct patient care.
4. clarity of nursing care plans for patients.
5. a systemic plan and process for the review and improvement of patient care that utilizes evaluation tools such as a review of clinical records.
6. inservice education for nursing personnel.

G. The curriculum implementation plan for learning in the clinical facility shall include evidence that learning is assured in the following ways:

1. faculty members responsible for selecting, guiding and evaluating student learning.
2. number of students appropriate to the learning objectives, available experience and physical facilities.
3. teacher/student ratio appropriate to the learning objectives and the facility dependent upon such factors as:
 - a. availability of educational experience within the facility.
 - b. location of the educational experience within the facility.

c. the educational guidance necessary for student achievement of objectives.

4. When other nursing programs are using the facility the programs and facility shall provide evidence that there are adequate learning experiences for all students involved.

7 MCAR S 5.2091 Written agreements.

A. The controlling institution and program shall have written agreements with each clinical facility utilized for student learning.

B. The agreements shall be reviewed annually by the parties to see that the provisions are current and meet the following criteria for coordinated planning and implementation.

1. assurance from the facility of the availability of access to experience that shall be both appropriate and adequate to fulfill the written learning objectives designated by the facility.

2. specification of the authority and responsibilities of program and clinical facility personnel wherever related to the educational experience of the student.

3. arrangement for the faculty members assigned to the clinical facility to receive that degree of prior orientation mutually agreed upon as necessary to meet the needs of both the program and the facility.

4. provision of continuing multi-level communication between the clinical facility and the program personnel. Such communication shall include but not be limited to:

a. provision for the familiarization of facility staff with the program's philosophy, goals, and curriculum.

b. provision for the familiarization of the program facility with the facility's philosophy, policy, and program expectations.

c. provision for follow-up evaluation of the clinical experience by facility staff and program faculty.