

**CHAPTER 6310**  
**BOARD OF NURSING**  
**PROFESSIONAL AND PRACTICAL REGISTRATION**

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**6310.2600 DEFINITIONS.**

*[For text of subps 1 to 3, see M.R.]*

Subp. 4. **Continuing education participation period.** "Continuing education participation period" means the 24-month interval of time immediately before the registration expiration date during which a licensee must fulfill the continuing education requirements for registration renewal. The length varies for a licensee's first registration period after licensure or reregistration, beginning on the date of licensure or reregistration and ending on the registration expiration date.

Subp. 5. **Continuing education report.** "Continuing education report" means the evidence submitted to the board to officially authenticate that the applicant has fulfilled all continuing education requirements for licensure.

*[For text of subps 5a and 5b, see M.R.]*

Subp. 6. **Instructor.** "Instructor" means a presenter, preparer, guide for a continuing education activity, or written programmed instruction.

Subp. 6a. [Repealed, 37 SR 403]

Subp. 7. **License.** "License" means the authority issued by the board to an individual who meets for the first time the requirements to practice professional or practical nursing in Minnesota.

*[For text of subps 7a to 8b, see M.R.]*

Subp. 8c. [Repealed, 37 SR 403]

*[For text of subp 9, see M.R.]*

Subp. 9a. [Renumbered subp 17]

*[For text of subps 9b and 9c, see M.R.]*

Subp. 9d. **Refresher course.** "Refresher course" for the applicant for licensure by endorsement under Minnesota Statutes, section 148.211, subdivision 2, or for reregistration under Minnesota Statutes, section 148.231, subdivision 5, means a planned program of study with a clinical component that provides a review and evaluation of basic nursing knowledge and abilities to enhance clinical competency within the professional or practical scope of practice. The criteria for a refresher course is identified in Program Requirements: Appendices to Minnesota Administrative Rules, Chapter 6310, in part 6310.3800 as incorporated by reference in part 6310.3800.

*[For text of subps 10 and 11, see M.R.]*

Subp. 12. [Repealed, 37 SR 403]

Subp. 13. [Repealed, 37 SR 403]

*[For text of subp 14, see M.R.]*

Subp. 15. **Registration period.** "Registration period" means the interval of time during which the individual is authorized to engage in professional or practical nursing during a registration period. The initial registration period following licensure, endorsement, or reregistration is from six to 29 full calendar months starting on the day of licensure, endorsement, or reregistration and ending on the last day of the licensee's month of birth in an even-numbered year if the year of birth was an even-numbered year or in an odd-numbered year if the year of birth was in an odd-numbered year. Subsequent registration periods are 24-month periods. For registration renewal, the period starts on the first day of the month following expiration of the previous registration period. The period ends the last day of the licensee's month of birth in an even- or odd-numbered year according to the licensee's year of birth.

*[For text of subp 16, see M.R.]*

Subp. 17. **Temporary permit.** "Temporary permit" means the authority issued by the board to an applicant for reregistration that authorizes practice of professional or practical nursing in Minnesota during participation in the clinical portion of a refresher course.

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*

#### 6310.2700 PURPOSE.

Parts 6310.2600 to 6310.3000 establish the requirements for registration for professional nurses and practical nurses including continuing education.

Part 6310.3100 establishes the requirements for reregistration. Parts 6310.3300 to 6310.3700 establish the requirements for change of name and address; lost, stolen, or destroyed licenses; and verification of Minnesota license.

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*

#### 6310.2800 REGISTRATION RENEWAL REQUIREMENTS.

##### Subpart 1. **Registration renewal application.**

A. The board shall provide a registration renewal notice at least three full calendar months before a licensee's registration expiration date using the last contact information provided by the licensee which constitutes official notification. Failure to receive the registration renewal notice sent by the board does not relieve the licensee of the obligation to renew registration by the expiration date.

B. A licensee shall submit the completed registration renewal application, fee, and continuing education report to the board in time for the application to be received in the board office by the registration expiration date. The board shall return an application that is received without a fee or an application that is incomplete. The licensee must resubmit the application and fee by the licensee's registration expiration date.

C. A licensee shall respond to questions on the application that relate to the grounds for disciplinary action listed in Minnesota Statutes, section 148.261. The licensee shall submit true information. Falsification or omission of information provides grounds for disciplinary action. The board may require further information of the licensee to determine whether the licensee has engaged in conduct warranting disciplinary action listed in Minnesota Statutes, section 148.261.

Subp. 2. **Fee.** The licensee shall submit the fee with the application for renewal by the registration expiration date. The fee must be made payable to the Minnesota Board of Nursing. The board shall return a fee that is received without an application or is made out incorrectly. The licensee shall resubmit the fee with an application by the licensee's registration expiration date. The fee is not refundable.

Subp. 3. **Continuing education.** A registered nurse shall participate in the ratio of at least one contact hour of acceptable continuing education for each month of registration. A

licensed practical nurse shall participate in the ratio of at least one contact hour of acceptable continuing education for each two months of registration.

For a continuing education activity to be acceptable for renewal of registration, the criteria in items A to G must be met.

*[For text of items A to G, see M.R.]*

*[For text of subps 4 and 5, see M.R.]*

Subp. 5a. **Continuing education report.** Confirmation of continuing education shall be a part of the renewal of registration application. Each licensee shall verify that the continuing education activities used to meet the licensee's renewal requirements meet all the criteria in subparts 3, 4, and 5, and that the information is true in every respect.

Subp. 6. [Repealed, 18 SR 468]

Subp. 6a. **Application deadline.** The registration renewal application, registration renewal fee, and continuing education report must be received in the board office by the licensee's registration expiration date.

If the licensee's registration renewal application, registration renewal fee, and continuing education report are received in the board office after the registration expiration date, the applicant is not eligible for renewal of registration. The board shall return the application and fee to the licensee. The board shall provide a reregistration application to the licensee. The licensee may not practice nursing after the registration expiration date until reregistration requirements have been met as specified in part 6310.3100.

Subp. 6b. **Incomplete application notice.** If the board receives an incomplete renewal application and fee by the registration expiration date, the board shall notify the licensee of any deficiency. On the deficiency notice, the board shall note if the application, the continuing education report, or the fee submitted by a licensee is incomplete, incorrect, or not in compliance with this part. The licensee may not practice nursing after the registration expiration date until registration requirements have been met. The registration renewal application, fee, and other documents will be retained by the board whenever possible.

Subp. 6c. **Insufficient hours.** If a licensee does not have enough contact hours of acceptable continuing education, the licensee has the options listed in items A and B.

A. Defer the number of contact hours that the licensee is lacking. The deferred hours shall be added to the contact hours required in the immediately succeeding continuing education participation period. Contact hours may be deferred if there are no current deferred contact hours required of the licensee. If the licensee is deferring a fraction of a contact hour, a whole contact hour must be deferred. If the licensee does not renew for the continuing education participation period that included the deferred hours, the deferred hours shall be required for reregistration.

B. Allow registration to expire and reregister.

Subp. 6d. **Noncompliance with continuing education requirement.** A licensee provides grounds for disciplinary action if the licensee does not meet one of the options for insufficient hours in subpart 6c or fails an audit and is not eligible to defer.

*[For text of subp 7, see M.R.]*

Subp. 8. **Retention of information.** Each licensee shall keep information documenting each continuing education activity submitted to meet registration renewal requirements. The licensee shall retain the information for two years after the continuing education activities are reported to the board.

*[For text of subp 9, see M.R.]*

Subp. 10. **Exemption from renewal of registration.** Pursuant to Minnesota Statutes, section 326.56, a licensee who is in the armed forces of the United States or is employed outside the United States in employment which is essential to the prosecution of any war or the national defense, and whose registration was in effect at the time of entry into the armed forces or engagement in employment outside the United States, is not obligated to renew

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registration. The board must be notified in writing by the licensee regarding the qualifications for this exemption. The exemption ceases six months after discharge from active duty or termination of the aforementioned employment. A registration renewal notice shall be sent to the licensee at the time that a registration renewal notice would normally be sent to the licensee. The licensee may be requested to reconfirm exempt status. If the licensee no longer qualifies for the exemption, the requirements for registration renewal must be met. The required number of contact hours are calculated based on the number of months since the exemption ceased to the month of the registration renewal expiration date and according to the ratio specified in subpart 3.

Subp. 11. **Nullification of incomplete registration renewal.** The board shall nullify incomplete registration renewal applications that are not completed, returned, and received by the board within 30 days following notification of the deficiency or by the licensee's registration expiration date, whichever is later. For a nullified application, the fee shall be forfeited and the application and other documents may be destroyed according to Minnesota Statutes, section 138.17, subdivision 7.

Subp. 12. **Removal of name from list.** The name of a licensee who does not return the complete renewal application and fees by the registration expiration date shall be removed from the list of individuals authorized to practice professional or practical nursing.

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*

**6310.2900** Subpart 1. [Repealed, 37 SR 403]

Subp. 2. [Repealed, 37 SR 403]

Subp. 3. [Repealed, 37 SR 403]

Subp. 4. [Repealed, 37 SR 403]

Subp. 5. [Repealed, 37 SR 403]

Subp. 6. [Repealed, 37 SR 403]

Subp. 6a. [Repealed, 12 SR 102]

Subp. 7. [Repealed, 37 SR 403]

Subp. 8. [Repealed, 37 SR 403]

Subp. 9. [Repealed, 37 SR 403]

Subp. 10. [Repealed, 37 SR 403]

**6310.3000 SUBSTANTIATION OF PARTICIPATION IN CONTINUING EDUCATION.**

Subpart 1. **Substantiation of continuing education activity.** At the time of renewal, the board shall randomly select a sample of licensees and require substantiation of participation in the activities that the licensees confirmed on their continuing education report. The licensee shall submit documents or written statements that verify the information in part 6310.2800, subpart 3, item G.

Licensees who participated in other acceptable continuing education listed in part 6310.2800, subpart 4, with required documentation or subpart 5 with submission of all or a portion of the article, book, paper, study, research, or brochure that verifies participation as a panel member.

Failure to substantiate the hours with the required information shall result in the hours being automatically deferred to the next participation period unless the licensee is not eligible to do so. At the next renewal or reregistration, the licensee shall substantiate participation in all the hours of continuing education required for that reporting period including the automatically deferred hours. Failure to substantiate the hours at this time shall provide grounds for disciplinary action.

*[For text of subp 2, see M.R.]*

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*

**6310.3100 REREGISTRATION REQUIREMENTS.**

Subpart 1. **Reregistration application.** A licensee shall obtain a reregistration application from the board. A licensee shall submit an application for reregistration and respond to questions on the application that relate to the grounds for disciplinary action listed in Minnesota Statutes, section 148.261. The licensee shall submit true information. Falsification or omission of information provides grounds for disciplinary action. The board may require further information of the licensee to determine whether the licensee has engaged in conduct warranting disciplinary action listed in Minnesota Statutes, section 148.261. The board shall return an application that is received without a fee or an application that is incomplete.

Subp. 2. [Repealed, L 2012 c 197 art 2 s 45]

Subp. 2a. **Continuing education; report.** Licensees whose registrations expired within the two years preceding application for reregistration shall report participation in the required number of acceptable continuing education hours. To fulfill this requirement, the criteria in items A to D must be met.

*[For text of items A to C, see M.R.]*

D. The board shall provide a method for reporting continuing education. In the report of continuing education, the board shall require the name of the activity, the date of the activity, and the number of contact hours for each of the activities. The licensee shall report participation in the required acceptable continuing education. A professional nurse who has been certified in a nursing specialty may submit a copy of the practice specialty certificate in lieu of reporting participation in the continuing education contact hours. The copy of the current certificate must be attached to the report of continuing education. Each licensee shall verify that the continuing education activities met all the criteria specified in part 6310.2800, subpart 3, items A to C and E to G; 4; or 5, and that the information contained on the continuing education report is true in every respect.

*[For text of subp 2b, see M.R.]*

Subp. 2c. **Acceptable nursing practice requirement.** A licensee shall submit proof of acceptable nursing practice that occurred within the two years immediately preceding receipt by the board of the application for reregistration. Verification of acceptable nursing practice must be reported on a form provided by the board or in a statement submitted in writing that includes the information required by the board on the verification of practice form. It must be completed by the individual best able to verify the licensee's practice. If the licensee was employed by an institution or agency, an employer shall complete the verification. In lieu of an employer, a patient, volunteer supervisor, patient's family, physician, or peer may verify acceptable practice. If the applicant supplies a written statement that verification cannot be obtained because the institution or agency no longer has the relevant records or went out of business, the last date of employment shall be accepted from the applicant.

Subp. 3. [Repealed, 12 SR 102]

Subp. 4. [Repealed, 12 SR 102]

Subp. 5. [Repealed, 15 SR 838]

Subp. 6. **Additional continuing education in lieu of acceptable nursing practice.** A licensee who has not been engaged in acceptable nursing practice within the two years preceding receipt by the board of the application for reregistration must comply with items A to D:

A. A licensee must report the number of months since the licensee's last date of acceptable nursing practice.

B. A licensee must submit a verification of acceptable nursing practice.

C. A licensee must participate in and report participation in acceptable continuing education as specified in part 6310.2800, subparts 3, items A, B, C, E, and F; and 5. The licensee must complete the required number of contact hours of continuing education. The registered nurse must complete one contact hour of acceptable continuing education for each month that the licensee was not engaged in acceptable practice. The licensed practical nurse must complete one contact hour for every two months that the licensee was not engaged in acceptable practice. The maximum hours required are 60 hours for a registered nurse and 30 hours for a licensed practical nurse. The continuing education must be reported on the form provided by the board.

D. If the licensee has not engaged in acceptable nursing practice for more than five years, the licensee must successfully complete a refresher course that meets board criteria. The licensee shall complete the refresher course within the 24 months immediately preceding board action on the application for licensure.

The licensee shall report the successful completion of the refresher course on an affidavit provided by the board. The affidavit must be signed by the person responsible for the refresher course. Successful completion of a refresher course will meet continuing education requirements.

Subp. 7. **Temporary permit to practice.** The licensee shall have a temporary permit to practice to participate in the clinical component of a refresher course with the exception of degree granting programs. A temporary permit may be issued if the degree granting program requires it.

Subp. 7a. **Clinical component temporary permit to practice.** To obtain a temporary permit to complete the clinical portion of a refresher course if being taken in Minnesota, a licensee shall submit the completed reregistration application, fee, and a statement of intent to participate in a refresher course. The statement of intent must be signed by the person responsible for the refresher course. The statement of intent must contain the request for a temporary permit. The board shall issue a temporary permit after the application, fee, and statement of intent have been received and evaluated for compliance with this chapter. The board shall issue the temporary permit for no more than 90 days. The temporary permit is valid only for practice as a part of the refresher course. While the temporary permit is in effect, the registered nurse may use the title registered nurse, abbreviated "RN," and a licensed practical nurse may use the title licensed practical nurse, abbreviated "LPN." If there is a delay in the completion of the clinical portion of the refresher course, the licensee shall complete another statement of intent. The board shall issue another temporary permit for no more than 90 days.

Subp. 7b. **Affidavit of successful completion of a refresher course.** The licensee who must successfully complete a refresher course shall submit the affidavit of successful completion of a refresher course. The affidavit of successful completion must be signed by the person responsible for the refresher course.

Subp. 8. **Licensees residing outside Minnesota.** A licensee residing outside of Minnesota applying for reregistration for the purpose of obtaining verification of current registration status to another country or United States jurisdiction must have an out-of-state address and submit a verification of licensure request from another jurisdiction. The verification of licensure request must be submitted with the reregistration application. The fee for verification must be separate from the fee for reregistration.

*[For text of subps 9 to 13, see M.R.]*

Subp. 14. **Nullification and reapplication.** The board shall nullify an incomplete reregistration application if the licensee fails to complete the application process within one year after submission of the application. For a nullified application, the reregistration shall be forfeited and the application and other documents may be destroyed according to Minnesota Statutes, section 138.17, subdivision 7. If a licensee fails to submit an application and fee within six months after the board received any other documents relating to the

application, the board may destroy the documents. If a licensee whose application has been nullified wants to be reregistered, a new reregistration application must be submitted and all applicable reregistration requirements must be met.

Subp. 15. **Initial registration following reregistration.** The board shall authorize an individual to engage in the practice of practical or professional nursing in Minnesota once the reregistration requirements have been met. The initial registration period is as defined in part 6310.2600, subpart 15. Licensees shall participate in the number of contact hours of acceptable continuing education according to the number of full months in the initial registration period. For licensed practical nurses, the number of contact hours is one contact hour for every two months of registration. For registered nurses, the number of contact hours is one contact hour for every month of registration. The continuing education must meet the criteria in part 6310.2800.

**Statutory Authority:** *MS s 148.191*

**History:** *L 2012 c 197 art 2 s 45; 37 SR 403*

**6310.3200** [Repealed, 37 SR 403]

**6310.3300 CHANGE OF NAME AND ADDRESS ON RECORDS.**

Subpart 1. **Name change.** The licensee who has changed names shall notify the board as soon as possible and provide official documentation of the name change to the board.

Subp. 2. **Address change.** The licensee who has changed addresses shall notify the board as soon as possible. The board shall notify the licensee of address changes made in the licensee's records.

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*

**6310.3400 LOST, STOLEN, OR DESTROYED LICENSE.**

Subpart 1. **License.** A duplicate license shall not be issued. A replacement license may be issued for a fee when the licensee notifies the board that the original license was lost, stolen, or destroyed. The replacement license shall be marked "Replacement" and the date of issuance indicated.

Subp. 2. [Repealed, 37 SR 403]

Subp. 3. [Repealed, 37 SR 403]

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*

**6310.3500 VERIFICATION OF MINNESOTA LICENSE.**

Subpart 1. **Verification of licensure.** Licensure verification for the purpose of obtaining a license in another jurisdiction must be completed through Nursys, the nurse licensing database for the National Council of State Boards of Nursing. Licensure verification for another purpose such as a licensee wishing a certified statement of licensure status sent to a foreign country or to any other third party may, upon written request and payment of a fee, have a certified statement of Minnesota licensure status issued to the Board of Nursing, other official agency empowered to issue nursing licenses in the other jurisdiction or country or a third party. A replacement of the certified statement shall not be issued within the first two months nor more than six months after the original statement was issued. If requested by the licensee, a replacement shall be issued without charge between two and six months after the original statement was issued.

*[For text of subps 1a and 2, see M.R.]*

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*

**6310.3600** [Repealed, L 2012 c 197 art 2 s 45; 37 SR 403]

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**6310.3700 DISHONORED CHECKS.**

Subpart 1. [Repealed, L 2012 c 197 art 2 s 45]

*[For text of subp 2, see M.R.]*

Subp. 3. **Additional fee.** Nonreplacement of a dishonored check for the fees required in Minnesota Statutes, section 148.243, and nonpayment of the service charge will result in the amounts being added to the next fee the licensee must pay.

**Statutory Authority:** *MS s 148.191*

**History:** *L 2012 c 197 art 2 s 45; 37 SR 403*

**6310.3800 INCORPORATION BY REFERENCE.**

Program Requirements: Appendices to Minnesota Administrative Rules, Chapter 6310, issued by the Minnesota Board of Nursing, February 2012, are incorporated by reference. They are available through the Minnesota Board of Nursing Web site at <http://www.nursingboard.state.mn.us> under the education topic tab. They are not subject to frequent change.

**Statutory Authority:** *MS s 148.191*

**History:** *37 SR 403*