

6305.0500 REQUIREMENTS FOR LICENSURE BY ENDORSEMENT.

Subpart 1. **Proof of licensure in another jurisdiction.** To be licensed to practice nursing in Minnesota by endorsement, an applicant must submit proof that the applicant is licensed in another jurisdiction and has passed an examination acceptable to the board as listed in subparts 11 and 12. Proof of licensure must be obtained from the jurisdiction in which the applicant wrote an acceptable examination as well as the jurisdiction in which the applicant was most recently employed. Proof of licensure must be obtained from the jurisdiction in which the applicant was first licensed, if this is different from the jurisdiction in which the applicant was licensed based on an acceptable examination.

Subp. 2. **Licensure application.** An applicant shall obtain the application and instructions for filing from the board. An applicant shall respond to questions on the application that relate to the grounds for disciplinary action listed in Minnesota Statutes, section 148.261. An applicant shall submit true information. Falsification or omission of any information provides grounds for denial of a license. If an application is received without a fee, it shall be returned to the applicant. Application for licensure begins on the date when an application and fee are received by the board.

Subp. 3. **Fee.** A licensure fee must be paid to the board and must be received before evaluation of an applicant's qualifications for licensure. Personal checks are not accepted. Remittance must be in the form of United States currency. If for any reason a license is not issued, the fee is not refundable.

Subp. 4. **Further evidence.** The board may require further information of the applicant in order to determine whether the applicant has engaged in conduct warranting disciplinary action as set forth in Minnesota Statutes, section 148.261.

Subp. 5. **Graduation from approved nursing program.** An applicant who has graduated from an approved nursing program is eligible for licensure provided that the applicant can present evidence of graduation.

Subp. 6. **Waiver of graduation requirement.** The board shall waive the requirement of graduation from an approved nursing program if:

A. an applicant has been licensed by another jurisdiction based on requirements equivalent to the qualifications required in Minnesota at the time of the applicant's original licensure; or

B. an applicant for licensed practical nurse licensure has been licensed by another jurisdiction and passed an acceptable examination as specified in subpart 12 and has had at least 4,000 clock hours of employment as a licensed practical nurse in the five years prior to application for licensure in Minnesota.

Subp. 7. **Current nursing education or acceptable nursing practice.** An applicant who has engaged in acceptable nursing practice as defined in part 6305.0100, subpart 1a,

who has graduated from an approved nursing program, or who has completed a degree program with a major in nursing during the two years immediately preceding application for licensure is exempt from the continuing education requirements in subpart 8. Verification of acceptable nursing practice must be submitted to verify practice dates. If the applicant 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 or physician, or peer can verify acceptable nursing 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 the institution or agency has gone out of business, the last date of employment shall be accepted from the applicant. Confirmation of graduation or evidence from the nurse licensing agency in another jurisdiction must be submitted to verify the graduation date.

Subp. 8. **Continuing education.** An applicant who has not engaged in acceptable nursing practice within the two years preceding receipt by the board of the application for licensure must comply with items A to D.

A. The applicant must report the number of months since the last date of acceptable nursing practice.

B. The applicant must submit a verification of acceptable nursing practice. If the applicant 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 or physician, or a peer may verify acceptable nursing 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 the institution or agency has gone out of business, the last date of employment shall be accepted from the applicant.

C. The applicant 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 applicant 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 applicant was not engaged in acceptable practice. The licensed practical nurse must complete one contact hour for every two months that the applicant was not engaged in acceptable practice. The maximum hours required are 60 hours for a registered nurse applicant and 30 hours for a licensed practical nurse applicant. The continuing education must be reported on the form provided by the board.

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

The applicant 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. 9. **Clinical component temporary permit to practice.** The applicant 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 it is required by the degree granting program. For the applicant who is not eligible for a temporary permit based on current licensure in another United States jurisdiction, a temporary permit shall be issued for use only in the refresher course. To obtain this temporary permit, the applicant must submit the completed licensure 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. This 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 applicant shall complete another statement of intent. The board shall issue another temporary permit for no more than 90 days.

Subp. 10. **Evidence of graduation.** An applicant must submit confirmation of program completion, signed by an official of the nursing program and bearing the seal or stamp of the program. If an official school transcript is submitted, it shall be accepted in lieu of confirmation of program completion. Confirmation of program completion is not required if the licensing authority in another jurisdiction verifies graduation from an approved program. If a licensed practical nurse applicant has not graduated from an approved program, the applicant shall send his or her employer a form supplied by the board for documentation of 4,000 clock hours of employment. The form must be completed by the employer and returned to the board. The board shall determine if the employment fulfills the requirement of Minnesota Statutes, section 148.211, subdivision 4.

Subp. 11. **Acceptable examinations for registered nurses.** The requirement of having passed a written examination acceptable to the board for registered nurse licensure is fulfilled if an applicant has:

A. passed a state-constructed examination or the State Board Test Pool Examination for Registered Nurses (SBTPE-RN) before 1957;

B. passed the SBTPE-RN after December 31, 1956, and before July 1, 1982, with a scaled score of at least 350 on each of the five parts;

C. passed NCLEX-RN after June 30, 1982, and before February 1, 1989, with a scaled score of 1,600; or

D. passed NCLEX-RN after January 31, 1989, with a designation of pass.

Subp. 12. **Acceptable examinations for practical nurses.** The requirement of having passed a written examination acceptable to the board for licensed practical nurse licensure is fulfilled if an applicant has:

A. passed a state-constructed examination or the State Board Test Pool Examination for Practical Nurses (SBTPE-PN) before 1960;

B. passed the SBTPE-PN after December 31, 1959, and before October 1, 1982;

C. passed NCLEX-PN after September 30, 1982, and before October 1, 1988, with a scaled score of at least 350; or

D. passed NCLEX-PN after September 30, 1988, with a designation of pass.

Subp. 13. **Insufficient score.** An applicant for licensure whose examination score does not meet the Minnesota score requirement in subpart 11 or 12 must successfully take the current examination for licensure. The applicant must meet the requirements in subpart 14.

Subp. 14. **Unacceptable examination.** An applicant for licensure who did not take an examination acceptable to the board must successfully take the current examination for licensure. The applicant must submit the application for licensure by endorsement, the licensure fee, a verification of licensure from the jurisdiction of original licensure, and a verification of licensure from the jurisdiction in which the applicant was most recently employed if this is different from the jurisdiction in which the applicant was licensed by examination. To take the examination, the applicant must meet all requirements of the test service of the National Council of State Boards of Nursing, Inc., including the payment of fees, and, after receipt of an authorization to test, schedule the examination at one of the testing centers. Passing the examination will be accepted in lieu of the requirements set out in subparts 7 and 8.

Subp. 15. **Registration following licensure by endorsement.** The board shall authorize an individual to engage in the practice of practical or professional nursing in Minnesota once the registration requirements have been met. The initial registration period is 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 their 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.

Statutory Authority: *MS s 16A.128; 62A.15; 147.235; 148.191; 148.211; 148.231; 148.271; 148.291; 148.295; 148.296; 214.06; 214.12; 332.50*

History: *9 SR 765; 11 SR 1331; 15 SR 838; 18 SR 468; 19 SR 2223; 20 SR 2429; 22 SR 973; 24 SR 1884; 28 SR 218; 37 SR 403*

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