

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 [Repealed, L 2012 c 197 art 2 s 45]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

A. The number of contact hours required are the number of hours the licensee was responsible for at the time registration expired, including any deferred hours.

B. To be acceptable, the continuing education must meet the requirements specified in part 6310.2800, subpart 3, with the exception of item D, or part 6310.2800, subpart 4 or 5.

C. Participation must have occurred during the 24 months immediately preceding board action on the application for reregistration.

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.

Subp. 2b. **Deferred contact hours.** A licensee who has deferred continuing education contact hours on record shall make up the deferred contact hours before board action on the application for reregistration. The licensee shall submit a report of participation in the required number of contact hours and submit the substantiating documents required in part

6310.3000, subpart 1. The board shall audit the substantiating documents to be certain that the requirements in part 6310.3000, subpart 1, have been met.

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.

Subp. 9. [Repealed, 18 SR 468]

Subp. 10. [Repealed, 18 SR 468]

Subp. 11. [Repealed, 18 SR 468]

Subp. 12. [Repealed, 18 SR 468]

Subp. 13. **Disciplinary action.** Nothing in this part shall be construed as preventing the board from proceeding with disciplinary action pursuant to Minnesota Statutes, section 148.261. Grounds for the board to proceed with disciplinary action include, but are not limited to, practicing nursing without current registration for more than two years, repeated occurrences of practicing nursing without current registration, or knowingly practicing nursing without current registration.

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; 148.211; 148.231; 214.06; 214.12*

**History:** *12 SR 102; 15 SR 838; 18 SR 468; 22 SR 973; 24 SR 1884; L 2012 c 197 art 2 s 45; 37 SR 403*

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