

12-16-81

1 Rules as Adopted

2 7 MCAR S 5.1030 Introduction and definitions.

3 A. [Unchanged.]

4 B. Definitions.

5 1.-9. [Unchanged.]

6 10. "Registration" means the process by which the names  
7 and original license numbers of individuals licensed by the  
8 board are recorded on a roster to designate that the individuals  
9 are authorized to engage in professional nursing during a  
10 renewal period.

11 11. [Unchanged.]

12 12. "Registration renewal" means the periodic process by  
13 which the Board confers legal authority upon whereby an  
14 individual who is licensed and registered with the board  
15 authorizing the person to continue engaging in professional  
16 nursing requests and obtains registration for the next renewal  
17 period.

18 13.-15. [Unchanged.]

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

22 7 MCAR S 5.1031 Registration renewal.

23 A. Requirements.

24 1.-6. [Unchanged.]

25 7. An applicant for registration renewal, except if in  
26 the nonpracticing status, shall pay a penalty fee of \$4 as well  
27 as the renewal fee for the current renewal period if the  
28 application, evidence form, or renewal fee is postmarked after  
29 May 31, of the year in which it was due.

30 8.-11. [Unchanged.]

31 B. Procedure.

32 1.-3. [Unchanged.]

33 4. A licensee's renewal application, evidence form and  
34 renewal fee postmarked on August 1, or later, shall be  
35 considered delinquent.

1       5- Information to be provided by the licensee on an evidence  
2 form shall include:

3           a. Identification of the licensee;

4           b. Identification of the continuing education  
5 activities;

6           c. Verification that the continuing education  
7 activities met all the criteria specified in 7 MCAR S 5-1031 A.  
8 and that the information contained on the form is true in every  
9 respect; and

10          ~~---~~  
10           d. Licensee's signature and date signed.

11       6- 5. If the application form, evidence form, or renewal  
12 fee submitted by a licensee is incomplete, incorrect, or in  
13 noncompliance with these rules 7 MCAR S 5.1031, the licensee  
14 shall be notified as to the reason for the rejection and all  
15 documents shall be returned to the licensee within 30 calendar  
16 days after receipt the board receives them.

17       7- 6. If an individual is granted a Minnesota license  
18 within six calendar months prior to the first day of licensee's  
19 renewal period, the license fee shall serve as payment for the  
20 first renewal period. Fifteen contact hours of acceptable  
21 continuing education activities shall be required for the first  
22 registration renewal.

23       8- 7. Following each renewal date the board may select a  
24 sample of licensees applying for registration renewal and  
25 require substantiation of participation in acceptable continuing  
26 education activities. Selected licensees shall submit in  
27 writing the following data obtained from each continuing  
28 education activity which verifies the information on the  
29 evidence form:

30           a. ~~objective(s)~~ Objective or objectives of each  
31 continuing education activity;

32           b. Verification received by the licensee of the number  
33 of contact hours and, for activities lasting four or more hours,  
34 a schedule listing time periods;

35           c. Documentation of each instructor's qualifications,  
36 such as education and experience;

1 d. Evidence that the licensee used the mechanism which  
2 was provided to determine if learning occurred. Acceptable  
3 methods may include but need not be limited to self-evaluation  
4 checklists or tests;

5 e. Written verification received by the licensee of  
6 participation in each continuing education activity; provided by  
7 an instructor involved with the continuing education activity or  
8 a designee;

9 f. The specific professional nursing content area to  
10 which each continuing education activity is related;

11 g. In 1986 and thereafter, proof of compliance with 7  
12 MCAR S 5-1031 A.4.; and

13 h. Any additional documentation the board deems  
14 necessary.

15 9- 8. If a licensee cannot demonstrate that he/she he or  
16 she has sufficient hours of acceptable continuing education  
17 activities, the number of hours lacking to comply for that  
18 continuing education participation period shall be added to the  
19 contact hours required in the immediately succeeding period.  
20 This rule may be applied once for any one licensee.

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

28 10. A licensee in noncompliance with 7 MCAR S 5-1031  
29 A.2., 3., 4., and 8. shall be subject to the conditions in 7  
30 MCAR S 5-1031 B- 8 7. By this rule an audit shall be automatic  
31 for a nurse who has been found in an audit of the immediately  
32 preceding continuing education participation period to be in  
33 noncompliance with the rules.

34 7 MCAR S 5.1033 Nonpracticing status Re-registration.

35 A- The Board shall change a registered nurse's license  
36 status to nonpracticing only at the end of a renewal period and

1 upon receipt of a written request.

2 B- A licensee holding a current renewal certificate need not  
3 have met continuing education requirements to have his/her  
4 license placed in nonpracticing status.

5 C- A registered nurse holding a license which is in the  
6 delinquent status who applies for nonpracticing status shall pay  
7 all delinquent fees before such status shall be granted.

8 D- Before August 17, 1980, a registered nurse holding a  
9 license which is in nonpracticing status who applies for  
10 registration renewal shall:

11 1- submit a signed application;

12 2- pay the renewal fee for the current period; and

13 3- submit evidence of competency in nursing before  
14 becoming actively re-registered if the licensee has been in  
15 nonpracticing status for five or more years. Such evidence may  
16 include any of the following which occurred within the five year  
17 period prior to the submission of an application for a current  
18 renewal certificate:

19 a- employment as a registered nurse in another U.S.  
20 jurisdiction or foreign country;

21 b- completion of no less than one week of a refresher  
22 course;

23 c- participation in no less than 15 contact hours of  
24 nursing-related educational offerings;

25 d- participation in an orientation program at least  
26 one week in length conducted by an employer or potential  
27 employer; or

28 e- such other similar evidence the licensee chooses to  
29 submit.

30 E- On August 17, 1980, and thereafter, a registered nurse  
31 holding a license which is in the delinquent status who applies  
32 for registration renewal shall:

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

1 during the current renewal period.

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

3 1. Submit a signed re-registration application;

4 2. Pay the renewal fee for the current period; and

5 3. Submit evidence of meeting all requirements specified

6 in 7 MCAR S 5.1031. Participation in continuing education

7 activities must have occurred during the 24 months prior to the

8 submission of the application for registration renewal

9 re-registration.

10 7 MCAR S 5.1036 Verification of Minnesota license.

11 A. A registered nurse wishing to be licensed in another U.S.

12 United States jurisdiction or foreign country may, upon written

13 request, have a certified statement of Minnesota licensure

14 issued to the Board of Nursing or other official agency

15 empowered to issue nursing licenses in the other jurisdiction or

16 country, if the license is current or in the nonpracticing

17 status.

18 B. Licenses which are in the delinquent status will not be

19 verified until the requirements are met which place the license

20 in a current or nonpracticing status.

21 C. The fee for verification of a license shall be \$5.00 \$5

22 for each verification.

23 D. C. If a transcript is provided from the board files for a

24 nursing program which is no longer currently in operation, an

25 additional fee of \$3.00 \$3 may be charged.

26 7 MCAR S 5.2030 Renewal of registration.

27 A. Each licensee is responsible for applying for renewal of

28 registration if he/she he or she wishes to be employed as a

29 licensed practical nurse in Minnesota in the coming year. The

30 board issues renewal application forms to all current licensees

31 and will renew registration upon receipt of receiving a signed

32 application and the renewal fee. Beginning with the 1978

33 renewal period, the annual fee shall be \$7.

34 B. Effective January 1, 1982, approximately one-half of all

35 licensees shall be issued registration renewal certificates

1 which expire on December 31, 1982, and one-half of all licensees  
2 -----  
3 shall be issued registration renewal certificates which expire  
4 -----  
5 on December 31, 1983. Thereafter, the renewal period for all  
6 -----  
7 licensees shall be 24 months in length, beginning January 1 and  
8 -----  
9 ending December 31. There shall be even-year renewal periods  
10 -----  
11 and odd-year renewal periods.

12 C. The renewal fee shall be \$15 per 24-month renewal period,  
13 -----  
14 effective January 1, 1982. Licensees whose registrations expire  
15 -----  
16 December 31, 1982, shall pay \$7.50.

17 B. D. Individuals licensed for the first time within three  
18 -----  
19 calendar months prior to the first day of a renewal period shall  
20 -----  
21 not be required to meet requirements for that renewal period but  
22 -----  
23 shall be considered in good standing.

24 7 MCAR S 5.2031 Penalty. An applicant for renewal of  
25 -----  
26 registration, ~~except if in nonpracticing status,~~ shall pay a  
27 -----  
28 late penalty fee of \$4 as well as the renewal fee if the request  
29 -----  
30 for renewal is postmarked after the end of the renewal period.

31 7 MCAR S 5.2033 ~~Nonpracticing status~~ Re-registration.

32 A. An applicant for ~~nonpracticing status~~ who failed to renew  
33 -----  
34 registration for the previous year or years shall pay a  
35 -----  
36 delinquent fee of \$4 for each year for which he/she has been  
37 -----  
38 delinquent up to a maximum of \$40.

39 B. The licensed practical nurse who has been in the  
40 -----  
41 nonpracticing status whose name has not been on the registration  
42 -----  
43 roster for five years or more must present evidence of  
44 -----  
45 competency in nursing before becoming actively re-registered.  
46 -----  
47 Such evidence, submitted on a notarized form, may include any of  
48 -----  
49 the following which occurred within the five year period prior  
50 -----  
51 to the application for a current renewal certificate:

52 1. Employment as a licensed practical nurse in another  
53 -----  
54 U.S. United States jurisdiction or foreign country;

55 2. Completion of no less than one week of a refresher  
56 -----  
57 course;

58 3. Attendance at no less than 15 clock hours of  
59 -----  
60 nursing-related educational offerings;

1           4. Participation in an orientation program at least one  
2 week in length conducted by an employer or potential employer;  
3 or

4           5. Such other similar evidence; and

5           6. Such other evidence as the board may reasonably  
6 require.

7           E- B. The licensee who has been in the nonpracticing status  
8 whose name has not been on the registration roster for less than  
9 five years will be granted renewal of registration upon  
10 notification to the Board of intent to renew re-registration  
11 upon submission of a signed re-registration application and  
12 payment of the renewal fee for the current period.

13 7MCAR S 5.2036 Verification of Minnesota license.

14           A. A licensed practical nurse wishing to be licensed in  
15 another U-S- United States jurisdiction or foreign country may,  
16 upon written request, have a certified statement of Minnesota  
17 licensure issued to the Board of Nursing or another official  
18 agency empowered to issue nursing licenses in the other  
19 jurisdiction or country, if the license is current or in the  
20 nonpracticing status.

21           B. Licenses which are in the delinquent status will not be  
22 verified until the requirements are met which place the license  
23 in a current or nonpracticing status.

24           E- The fee for verification of a license shall be \$5-00 \$5  
25 for each verification.

26           B- C. If a transcript is provided from the board files for a  
27 nursing program which is no longer currently in operation, an  
28 additional fee of \$3-00 \$3 may be charged.

29 Repealer. Rules 7 MCAR SS 5.1032 and 5.2032 are repealed.  
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