

1 Board of Medical Examiners

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3 Adopted Permanent Rules Relating to Licensing

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5 Rules as Adopted

6 5605.0200 LICENSEE CLASSES.

7 Subpart 1. Establishment. For the purpose of
8 administering this chapter, each individual initially licensed
9 on or after June 4, 1984, commences his or her first three-year
10 cycle on January 1 following the date of initial licensure.
11 After January 1, 1991, the cycle of an individual starting a new
12 three-year cycle will start on the first day of the individual's
13 month of birth. The first three-year cycle of an individual
14 initially licensed after January 1, 1991, will start on the
15 first day of the individual's month of birth. Future cycles
16 will run consecutively from that point. After January 1, 1991,
17 continuing medical education taken between the expiration date
18 of an individual's three-year cycle and the first day of the
19 individual's birth month starting a new three-year cycle may be
20 credited towards this first new three-year cycle. Continuing
21 medical education taken between the date of initial licensure
22 and the first day of the individual's month of birth following
23 the date of initial licensure may be credited towards the first
24 cycle after January 1, 1991.

25 Those individuals assigned three-year reporting prior to
26 June 4, 1984 shall remain in their assigned reporting cycle.

27 5600.0605 LICENSE RENEWAL PROCEDURES.

28 Subpart 1. License renewal cycle conversion. This part
29 converts the license renewal cycle for physicians from an annual
30 cycle that begins on January 1 of each year to an annual cycle
31 that begins with the last day of the licensee's month of birth.
32 The conversion of the renewal cycle begins January 1, 1991.
33 Subparts 2 to 12 contain license renewal procedures for
34 licensees who were licensed before the effective date of this
35 part. Under the conversion requirements of subpart 2 or 3, the

1 license period following license renewal is from six to 17
2 months ending the last day of the licensee's month of birth.

3 Subp. 2. **Conversion of license renewal cycle for current**
4 **licenses.** After January 1, 1991, for a licensee whose license
5 is current as of December 31, 1990, the licensee's first renewal
6 cycle begins on January 1, 1991, and ends on the last day of the
7 licensee's month of birth. However, if the licensee's month of
8 birth is January, February, March, April, May, or June, the
9 licensee's renewal cycle ends on the last day of the licensee's
10 month of birth in 1992.

11 Subp. 3. **Conversion of license renewal cycle for**
12 **noncurrent licenses.** This subpart applies to a person who was
13 licensed before the effective date of this part, but whose
14 license is not current as of December 31, 1990. When the
15 licensee renews the license after the effective date of this
16 part, the renewal period begins with the date the licensee
17 applies for renewal and ends with the last day of the licensee's
18 month of birth. However, if the last day of the month of birth
19 is less than six months after the date the license is renewed,
20 then the renewal period ends on the last day of the licensee's
21 month of birth in the next year after the year in which the
22 renewal period began.

23 Subp. 4. **Subsequent renewal cycles.** After the licensee's
24 renewal during the conversion period under subpart 2 or 3, the
25 subsequent renewal cycles shall be annual cycles that begin on
26 the last day of the month of the licensee's birth.

27 Subp. 5. **Service.** The licensee must maintain a correct
28 mailing address with the board for receiving board
29 communications, notices, and licensure renewal documents.
30 Placing the license renewal application in first class United
31 States mail, addressed to the licensee at the licensee's last
32 known address with postage prepaid, constitutes valid service.
33 Failure to receive the renewal documents does not relieve a
34 license holder of the obligation to comply with this part.

35 Subp. 6. **Late submission.** A license renewal application
36 and annual license fee received in the board office after the

1 last day of the month in which the licensee's license expires
2 shall not be processed and shall be returned to the licensee for
3 payment of the late fee indicated in part 5600.2500, item K.

4 Subp. 7. **Incomplete application; notice.** If a licensee
5 submits an application form or annual license fee that is
6 incomplete, incorrect, or not in compliance with this part, the
7 board shall notify the licensee of the deficiency within 30
8 calendar days after the board receives the licensee's
9 application and shall give the licensee instructions for
10 completing or correcting the application. The board will
11 nullify a license renewal if the correction required in the
12 board notice is not made within 30 days after the licensee
13 receives the notice.

14 Subp. 8. **Removal of name from list.** The names of
15 licensees who do not return a complete license renewal
16 application, the annual license fee, or the late application fee
17 within the time period listed in subpart 7, shall be removed
18 from the list of individuals authorized to practice medicine and
19 surgery during the current renewal period. Upon reinstatement
20 of licensure, the licensee's name will be placed on the list of
21 individuals authorized to practice medicine and surgery.

22 Subp. 9. **Conversion period and fees.** A licensee who holds
23 a license issued before the effective date of this part, and who
24 renews that license during the conversion period under subpart 2
25 or 3, shall pay the required license fees according to items A
26 to E.

27 A. Licensees will be charged the full annual license
28 fee listed in part 5600.2500, item E, for the licensure renewal
29 occurring at the start of the conversion period.

30 B. For licensees whose conversion period was six to
31 11 months, the first annual license fee charged after the
32 conversion period shall be adjusted to credit the excess fee
33 payment made during the conversion period. The credit is
34 calculated based on the difference between the fee paid during
35 the conversion period and the prorated license fee cost assessed
36 based on the number of months of the licensee's conversion

1 period, up to 11 months, at a rate of 1/12 of the annual fee per
2 month rounded upward to the nearest dollar.

3 C. For licensees whose conversion period was 12
4 months, the first annual license fee charged after the
5 conversion period shall not be adjusted. They will be charged
6 the annual license fee listed in part 5600.2500, item E.

7 D. For licensees whose conversion period was between
8 13 and 17 months, the first annual license fee charged after the
9 conversion period shall be adjusted to add the payment for the
10 number of licensure months in excess of 12 months in the
11 licensee's conversion period that were not paid for initially.
12 The added payment is calculated based on the difference between
13 the fee paid during the conversion period and the prorated
14 license fee cost assessed at a rate of 1/12 of the annual fee
15 per month rounded upward to the nearest dollar. The difference
16 calculated is added to the full fee charged.

17 E. The second license renewal made after the
18 conversion period and all subsequent license renewals shall be
19 assessed the annual license fee in part 5600.2500, item E.

20 Subp. 10. **Change of name and address.** A licensee shall
21 notify the board in writing within 30 days of any change in name
22 or address. If the licensee is changing his or her name only,
23 the licensee must request a revised licensure certificate. The
24 licensee shall return the current certificate to the board. If
25 an address change is requested, no request for a revised
26 licensure certificate is required. If the licensee's current
27 license certificate has been lost, stolen, or destroyed, the
28 licensee shall provide a written explanation of the situation.

29 The board may require the licensee to substantiate the name
30 change by submitting official documentation from a court of law
31 or agency authorized under law to receive and officially record
32 a name change.

33 5600.0610 INITIAL LICENSE PROCEDURES.

34 Subpart 1. **Applicability to persons initially licensed.**
35 Subparts 2 and 3 contain licensing procedures for persons who

1 are initially licensed by the board after the effective date of
2 this part.

3 Subp. 2. **Initial license.** An individual who is initially
4 licensed by the board after the effective date of this part
5 shall pay the physician application and annual license fees
6 listed in part 5600.2500, items D and E.

7 Effective January 1, 1991, the initial license period
8 begins with the date the person becomes licensed and ends the
9 last day of the licensee's month of birth. However, if the last
10 day of the individual's month of birth is less than six months
11 after the individual becomes licensed, then the initial license
12 period ends on the last day of the individual's month of birth
13 in the next year after the initial license period began. After
14 the initial license period, subsequent renewal periods shall be
15 annual periods that begin on the last day of the month of the
16 licensee's birth.

17 Subp. 3. **Conversion period and fees.** Individuals
18 initially licensed by the board after the effective date of this
19 part will have a conversion period according to items A to F.

20 A. An individual will be assigned a conversion period
21 of at least six months and no more than 17 months, ending on the
22 last day of the individual's month of birth.

23 B. The full physician application fee and physician
24 annual license fee found in part 5600.2500, items D and E, will
25 be charged to the individual at the start of the conversion
26 period.

27 C. For an individual whose conversion period was 11
28 months or less, the first annual license fee charged after the
29 conversion period shall be adjusted to credit the excess fee
30 payment made during the conversion period. The credit is
31 calculated based on the difference between the license fee paid
32 during the conversion period and the prorated license fee cost
33 assessed based on the number of months of the individual's
34 conversion period, up to 11 months, at the rate of 1/12 of the
35 annual fee per month rounded upward to the nearest dollar amount.

36 D. For an individual whose conversion period was 12

1 months, the first annual license fee charged after the
2 conversion period shall not be adjusted. The individual will be
3 charged the full annual license fee listed in part 5600.2500,
4 item E.

5 E. For an individual whose conversion period was
6 between 13 and 17 full calendar months, the first annual license
7 fee charged after the conversion period shall be adjusted to add
8 the payment for the number of months in excess of 12 months in
9 the licensee's conversion period that were not paid for
10 initially. The added payment is calculated based on the
11 difference between the fee paid at the start of the conversion
12 period and the prorated license fee cost assessed using the
13 number of months of the individual's conversion period, up to 17
14 months, at the rate of 1/12 of the annual fee per month rounded
15 upward to the nearest dollar amount. The difference calculated
16 is added to the full fee charged.

17 F. The second license renewal made after the
18 conversion period for the individual and all subsequent license
19 renewals shall be assessed the annual license fee in part
20 5600.2500, item E.