

1 Board of Nursing

2

3 Adopted Permanent Rules Relating to Licensure Without
4 Examination, Registration Renewal Including Continuing Education
5 Requirements, Reregistration, Advanced Nursing Practice, Nursing
6 Scholarships; Rule Reorganization

7

8 Rules as Adopted

9 6305.0500 REQUIREMENTS FOR LICENSURE WITHOUT EXAMINATION.

10 [For text of subps 1 to 6, see M.R.]

11 Subp. 7. **Current nursing education or acceptable nursing**
12 **practice.** An applicant who has engaged in acceptable nursing
13 practice as defined in part 6310.2600, subpart 2, who has
14 graduated from an approved nursing program, or who has completed
15 a degree program with a major in nursing during the two years
16 immediately preceding application for licensure is exempt from
17 the continuing education requirements in subpart 8.

18 Verification of acceptable nursing practice must be submitted to
19 verify practice dates. If the applicant was employed by an
20 institution or agency, an employer shall complete the
21 verification. In lieu of an employer, a patient, volunteer
22 supervisor, patient's family or physician, instructor, or peer
23 can verify acceptable nursing practice. An affidavit of
24 graduation or evidence from the nurse licensing agency in
25 another jurisdiction or Canadian province must be submitted to
26 verify the graduation date.

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

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

33 B. The applicant must submit a verification of
34 acceptable nursing practice. If the applicant was employed by
35 an institution or agency, an employer shall complete the

1 verification. In lieu of an employer, a patient, volunteer
2 supervisor, patient's family or physician, an instructor, or a
3 peer may verify acceptable nursing practice.

4 C. The applicant must participate in and report
5 participation in acceptable continuing education as specified in
6 part 6310.2800, subparts 3, items A, B, C, E, and F, and 5. If
7 the applicant has not engaged in acceptable nursing practice for
8 ten years or more, the applicant must successfully complete a
9 refresher course or refresher course equivalent as defined in
10 part 6310.2600, subpart 9d. If the length of the refresher
11 course or its equivalent is less than the hours required in item
12 D, other acceptable continuing education must be completed to
13 meet the hour requirement. The applicant shall participate in
14 the continuing education or complete the refresher course or the
15 refresher course equivalent within the 24 months immediately
16 preceding board action on the application for licensure.

17 D. The applicant must complete the required number of
18 contact hours of continuing education. The registered nurse
19 must complete one contact hour of acceptable continuing
20 education for each month that the applicant was not engaged in
21 acceptable practice. The licensed practical nurse must complete
22 one contact hour for every two months that the applicant was not
23 engaged in acceptable practice. The maximum hours required are
24 150 hours for a registered nurse applicant and 75 hours for a
25 licensed practical nurse applicant. The continuing education
26 must be reported on the form provided by the board.

27 If the applicant is required to successfully complete a
28 refresher course or its equivalent, the applicant shall report
29 the successful completion of the refresher course or refresher
30 course equivalent on an affidavit provided by the board. The
31 affidavit must be signed by the refresher course provider, the
32 preceptor, the instructor, an official of the nursing program,
33 or the employer.

34 Subp. 9. **Clinical component permit to practice.** The
35 applicant shall have a permit to practice to participate in the
36 clinical component of a refresher course or its equivalent with

1 the exception of degree granting programs. For the latter, a
2 permit may be issued if it is required by the degree granting
3 program. For the applicant who is not eligible for a permit
4 based on current licensure in another United States
5 jurisdiction, a permit shall be issued for use only in the
6 refresher course or its equivalent. To obtain this permit, the
7 applicant must submit the completed licensure application, fee,
8 and a statement of intent to participate in a refresher course
9 or refresher course equivalent. The statement of intent must be
10 signed by the refresher course provider, the preceptor, the
11 instructor, an official of the nursing program, or the
12 employer. The statement of intent must contain the request for
13 a permit. The board shall issue a permit after the application,
14 fee, and statement of intent have been received and evaluated
15 for compliance with this chapter. The board shall issue the
16 permit for no more than 90 days. This permit is valid only for
17 practice as a part of the refresher course or its equivalent.
18 While the permit is in effect, the registered nurse may use the
19 title registered nurse, abbreviated "RN," and a licensed
20 practical nurse may use the title licensed practical nurse,
21 abbreviated "LPN." If there is a delay in the completion of the
22 clinical portion of the refresher course or its equivalent, the
23 applicant shall return the expired permit and complete another
24 statement of intent. The board shall issue another permit for
25 no more than 90 days.

26 [For text of subps 10 to 13, see M.R.]

27 6310.2600 DEFINITIONS.

28 Subpart 1. **Acceptable continuing education activity.**

29 "Acceptable continuing education activity" means a learning
30 experience which meets the criteria established in part
31 6310.2800, subpart 3.

32 Subp. 1a. **Acceptable nursing practice.** "Acceptable
33 nursing practice" means employment or volunteer nursing in any
34 setting, participation in clinical nursing courses, or any
35 combination of these activities. Employment includes those

1 positions for which the individual is required to be a nurse.
2 For professional nursing practice, the practice must have
3 included one or more of the functions defined in Minnesota
4 Statutes, section 148.171, paragraph (3). For practical nursing
5 practice, the practice must have included one or more of the
6 functions defined in Minnesota Statutes, section 148.171,
7 paragraph (5).

8 Subp. 1b. **Blood borne diseases.** "Blood borne diseases"
9 means diseases that are spread through the exposure to,
10 inoculation of, or injection of blood, or through exposure to
11 blood contained in human body fluids, tissues or organs. Blood
12 borne diseases include infection caused by such agents as the
13 human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

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

15 Subp. 3. **Contact hour.** "Contact hour" means 50
16 consecutive minutes, except in reference to the class period of
17 an educational institution. Class periods of no less than 45
18 minutes will be accepted as a contact hour. The number of
19 contact hours for a course are determined by the number of class
20 credits assigned to the course multiplied by the number of full
21 weeks in the term.

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

30 Subp. 5. **Continuing education report form.** "Continuing
31 education report form" means the printed document provided by
32 the board for use in reporting the information required in parts
33 6310.2800 to 6310.3000.

34 Subp. 5a. **Deferment.** "Deferment" means postponement of
35 participation in and reporting of all or part of the continuing
36 education activities required for renewal.

1 Subp. 5b. **Infection control.** "Infection control" means
2 programs, procedures, and methods to reduce the transmission of
3 agents of infection for the purpose of preventing or decreasing
4 the incidence of infectious diseases.

5 [For text of subps 6 to 7, see M.R.]

6 Subp. 7a. **Licensee.** "Licensee" means either a
7 professional or practical nurse who has been granted a license
8 by the board to practice professional or practical nursing in
9 Minnesota.

10 [For text of subps 8 and 8c, see M.R.]

11 Subp. 9. **Participation.** "Participation" means to be
12 present at or in any other manner taking part in an acceptable
13 continuing education activity.

14 Subp. 9a. **Permit.** "Permit" means the document issued by
15 the board to an applicant for reregistration that authorizes
16 practice of professional or practical nursing in Minnesota
17 during participation in the clinical portion of a refresher
18 course or its equivalent.

19 Subp. 9b. **Practical nurse.** "Practical nurse" means a
20 person authorized by the board to engage in the practice of
21 practical nursing as defined in Minnesota Statutes, section
22 148.171, paragraph (5).

23 Subp. 9c. **Professional nurse.** "Professional nurse" means
24 a person authorized by the board to engage in the practice of
25 professional nursing as defined in Minnesota Statutes, section
26 148.171, paragraph (3).

27 Subp. 9d. **Refresher course equivalent or equivalent.**
28 "Refresher course equivalent" or "equivalent" when used to refer
29 to a refresher course means an educational activity that
30 includes a clinical component and can be used in lieu of a
31 refresher course. These activities include a preceptorship, an
32 orientation program, a program of study leading to a degree in
33 nursing, or a clinical course to enhance nursing skills in a
34 clinical area.

35 [For text of subp 10, see M.R.]

36 Subp. 11. **Registration renewal.** "Registration renewal"

1 means the periodic process whereby a licensee who is licensed
2 and registered with the board requests and obtains registration
3 for the next registration period.

4 [For text of subp 12, see M.R.]

5 Subp. 13. **Registration certificate.** "Registration
6 certificate" means the document issued by the board to a
7 licensee who meets registration or reregistration requirements.

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

9 Subp. 15. **Registration period.** "Registration period"
10 means the interval of time for which a registration certificate
11 is issued. The initial registration period following licensure
12 or reregistration is from six to 29 full calendar months
13 starting on the day of licensure or reregistration and ending on
14 the last day of the licensee's month of birth in an
15 even-numbered year if the year of birth was an even-numbered
16 year or in an odd-numbered year if the year of birth was in an
17 odd-numbered year. Subsequent registration periods are 24-month
18 periods. For registration renewal, the period starts on the
19 first day of the month following expiration of the previous
20 registration period. The period ends the last day of the
21 licensee's month of birth in an even- or odd-numbered year
22 according to the licensee's year of birth.

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

24 6310.2700 PURPOSE.

25 Parts 6310.2600 to 6310.3100 establish the requirements and
26 procedures for registration for professional nurses and
27 practical nurses including continuing education.

28 Parts 6310.3100 and 6310.3200 establish the requirements
29 and procedures for reregistration. Parts 6310.3300 to 6310.3700
30 establish requirements and procedures for change of name and
31 address, duplicate and replacement documents, and verification
32 of Minnesota license.

33 6310.2800 REGISTRATION RENEWAL REQUIREMENTS.

34 Subpart 1. **Renewal application.** A licensee shall submit
35 an application for renewal by the deadline for renewal of

1 registration. Failure to receive the registration renewal
2 application mailed by the board does not relieve the licensee of
3 the obligation to renew registration by the deadline.

4 Subp. 2. **Fee.** The licensee shall pay the fee specified in
5 part 6310.3600, subpart 1.

6 Subp. 3. **Continuing education.** Continuing education
7 requirements for the licensed practical nurse begin for
8 registration periods that begin on or after November 1, 1993.
9 The report of continuing education is due by the application
10 deadline for subsequent renewals of registration. A registered
11 nurse shall participate in the ratio of at least one contact
12 hour of acceptable continuing education for each month of
13 registration. A licensed practical nurse shall participate in
14 the ratio of at least one contact hour of acceptable continuing
15 education for each two months of registration.

16 Continuing education in infection control is required for
17 registration periods that begin on or after November 1, 1993.
18 During each registration period, two of the contact hours must
19 be on the subject of infection control, including blood borne
20 diseases. For registration periods of less than 24 months, one
21 contact hour in infection control is required.

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

25 A. The content must be designed to enhance the
26 licensee's ability to practice nursing. The content may include
27 such topics as those included in a nursing curriculum. For
28 licensees who are not engaged in direct patient care but who are
29 required to be licensed as a nurse in their employment, the
30 content may include topics that may assist the licensees in the
31 performance of their responsibilities. Unacceptable content
32 includes subject matter that is inaccurate, outdated, or not
33 generally accepted within the health care community.

34 B. The activity must last at least one contact hour.
35 Licensees may report an activity that lasts more than one
36 contact hour but less than an additional contact hour.

1 Licensees shall not claim contact hours in which they did not
2 participate, for example, if they arrived late or left early.

3 C. There must be written objectives which describe
4 what a licensee can expect to learn.

5 D. The activity must be completed during the
6 licensee's continuing education participation period.

7 E. The activity must be taught by someone other than
8 the licensee.

9 F. The instructor must be qualified to teach the
10 content. Qualifications include education, preparation of
11 information related to the objectives for the activity, or
12 experience.

13 G. The following information regarding the continuing
14 education activity must be obtainable by the licensee:

15 (1) the written objectives;

16 (2) the name and qualifications of the
17 instructor;

18 (3) the contact hours or their equivalent
19 assigned to the activity;

20 (4) the dates of the activity;

21 (5) the title of the activity; and

22 (6) an attendance statement that verifies that
23 the licensee was present at or participated in the activity.

24 Subp. 4. **Exceptions.** If the continuing education activity
25 has been approved by another health licensing board or
26 association or if the licensee is currently certified by a
27 national professional nursing organization, only the criteria
28 for acceptability in item A or B must be met.

29 A. If the activity has been approved by another
30 health licensing board or association, the criteria in subitems
31 (1) to (5) must be met.

32 (1) The activity must last at least one contact
33 hour. Licensees may report an activity that lasts more than one
34 contact hour but less than an additional contact hour.

35 Licensees shall not claim contact hours in which they did not
36 participate, for example, if they arrived late or left early.

1 (2) The activity must be completed during the
2 licensee's continuing education participation period.

3 (3) The activity must be taught by someone other
4 than the licensee.

5 (4) The instructor must be qualified to teach the
6 content. Qualifications include education, preparation of
7 information related to the objectives for the activity, or
8 experience.

9 (5) The following information regarding the
10 continuing education activity must be obtainable by the licensee:

11 (a) the name and qualifications of the
12 instructor;

13 (b) the contact hours or their equivalent
14 assigned to the activity;

15 (c) the dates of the activity;

16 (d) the title of the activity; and

17 (e) an attendance statement that verifies
18 that the licensee was present at or participated in the activity.

19 B. If the licensee has a current certificate from a
20 national professional nursing organization, the criteria in
21 subitems (1) to (6) must be met.

22 (1) The initial certification must be based on
23 predetermined standards for specialty certification assuring
24 that the licensee has acquired knowledge and skill in the
25 specialty.

26 (2) If the current specialty certificate is a
27 recertification certificate, it must be based on meeting
28 periodic continuing education or other current competency
29 certification requirements.

30 (3) The certificate must be issued by a national
31 nursing or medical organization.

32 (4) A copy of the certificate must be submitted
33 and it must be current at the time of submission.

34 (5) The infection control contact hours must be
35 met and reported.

36 (6) The licensee shall not use the practice

1 specialty certificate as a substitute for any previously
2 deferred contact hours.

3 **Subp. 5. Other acceptable continuing education**
4 **activities.** A licensee may do one of the following within the
5 licensee's participation period and apply up to ten contact
6 hours to the activity:

7 A. publish an article or book on nursing or health
8 care related issues;

9 B. deliver a professional paper related to nursing or
10 health care;

11 C. participate on a professional panel that addresses
12 nursing or health care related issues;

13 D. participate in quality assurance or risk
14 management studies; or

15 E. engage in nursing or health care related research.

16 **Subp. 6. [See repealer.]**

17 **Subp. 6a. Deadline for submission.** The renewal
18 application, fee, and continuing education report must be
19 received in the board office on or before the last day of the
20 month preceding the licensee's registration expiration. This
21 receipt deadline is referred to as the application deadline. If
22 the application deadline falls on a weekend or holiday, receipt
23 by the board on the following business day constitutes timely
24 submission.

25 If the licensee's application is received in the board
26 office after the application deadline, a late application fee is
27 required. If the application is received after the licensee's
28 registration expires, the applicant is not eligible for renewal
29 of registration.

30 **Subp. 7. True information.** The licensee shall submit
31 true, complete, and accurate information. Falsification of any
32 evidence for any registration period or falsification or
33 omission of information provides grounds for disciplinary action.

34 **Subp. 8. Retention of information.** Each licensee shall
35 keep information documenting each continuing education activity
36 submitted to meet registration renewal requirements. The

1 licensee shall retain the information for two years after the
2 continuing education activities are reported to the board on the
3 continuing education report form.

4 Subp. 9. **Variance.** On presentation of convincing evidence
5 by a registration or reregistration applicant, the board shall
6 grant a variance from the following requirements:

7 A. for a receipt deadline, evidence of mail delay;

8 B. for a fee, evidence of financial hardship;

9 C. for document submission, evidence of loss of records
10 through fire or other disaster; and

11 D. for the required number of continuing education contact
12 hours, evidence of unexpected illness or personal tragedy.

13 6310.2900 REGISTRATION RENEWAL PROCEDURES.

14 Subpart 1. **Application.** The board shall mail a
15 registration renewal application at least three full calendar
16 months before a licensee's registration expiration date to the
17 licensee's last known address. Placing the registration renewal
18 application in first class United States mail, postage prepaid,
19 and addressed to the licensee at the licensee's last known
20 address constitutes valid service. Failure to receive the
21 registration renewal application mailed by the board does not
22 relieve the licensee of the obligation to renew registration by
23 the deadline.

24 The licensee shall submit the completed, signed
25 application, fee, and continuing education report to the board
26 in time for the application to be received in the board office
27 by the application deadline.

28 The board shall return an application that is received
29 without a fee or an application that is incomplete. The
30 licensee must resubmit the application and fee within 30 days or
31 by the licensee's registration expiration date, whichever is
32 later. The board shall record on the application the date
33 mailed and calculate the 30 days from that date. The board
34 shall determine timely submission by receipt date.

35 Subp. 2. **Fee.** The licensee shall submit the fee with the

1 application for renewal by the application deadline. The fee
2 must be made payable to the Minnesota Board of Nursing. The
3 board shall return a fee that is received without an application
4 or is made out incorrectly. The licensee shall resubmit the fee
5 with an application within 30 days or by the licensee's
6 registration expiration date, whichever is later. The board
7 shall record on the notice the date mailed and calculate the 30
8 days from that date. The board shall determine timely
9 submission by receipt date. If the requirements for renewal of
10 registration are not met, the fee is not refundable.

11 **Subp. 3. Report of continuing education.** The report of
12 continuing education shall be a part of the renewal of
13 registration application. The board shall require the name of
14 the activity, the date of the activity, and the number of
15 contact hours for each of the activities. The board shall
16 provide a section on the continuing education report form for
17 the licensee to report participation in infection control
18 continuing education.

19 Licensees shall report the required information on the
20 continuing education report form. Every licensee shall report
21 participation in the required amount of infection control
22 continuing education. A professional nurse who has been
23 certified in a nursing specialty may submit a copy of the
24 practice specialty certificate in lieu of reporting
25 participation in the remaining required number of contact hours.

26 Each licensee shall verify that the continuing education
27 activities met all the criteria in part 6310.2800 and that the
28 information contained on the continuing education report form is
29 true in every respect. The licensee shall sign and date the
30 application and continuing education report form.

31 **Subp. 4. Application deadline.** The application and fee
32 must be received in the board office by the last day of the
33 month preceding the month in which the licensee's registration
34 expires. If the last day of the month falls on a weekend or
35 holiday, the application must be received in the board office by
36 the next working day. If the application and fee are received

1 after the deadline, the board shall return the application and
2 fee to the licensee. The licensee shall pay the late
3 application fee, the amount specified in part 6310.3600, subpart
4 1. If the application and fee are received after the expiration
5 of registration, the board shall return the renewal application
6 and fee. The board shall mail a reregistration application to
7 the licensee.

8 Subp. 5. **Incomplete application; notice.** The board shall
9 notify the licensee within 30 calendar days of receipt by the
10 board of any deficiency. On the deficiency notice, the board
11 shall note if the application, the continuing education report,
12 or the fee submitted by a licensee is incomplete, incorrect, or
13 not in compliance with part 6310.2800 and this part. The board
14 shall record the mailing date on the deficiency notice. The
15 licensee shall correct the deficiency within 30 calendar days of
16 the date recorded on the notice or by the licensee's
17 registration expiration date, whichever is later. The renewal
18 application, fee, and other documents will be retained by the
19 board whenever possible.

20 Subp. 6. **Insufficient hours.** If a licensee does not have
21 enough contact hours of acceptable continuing education to
22 report, the licensee has the following options listed in items A
23 to C.

24 A. Complete the required number of contact hours
25 during the month following the application deadline in which
26 case this month shall not be used as part of the subsequent
27 continuing education participation period.

28 B. Defer the number of contact hours that the
29 licensee is lacking. The deferred hours shall be added to the
30 contact hours required in the immediately succeeding continuing
31 education period. Hours may be deferred if there are no current
32 deferred contact hours required of the licensee. If the
33 licensee does not renew for the continuing education
34 participation period that included the deferred hours, the
35 deferred hours shall be required for reregistration.

36 C. Allow registration to expire and reregister.

1 [For text of subp 6a, see M.R.]

2 Subp. 7. **Noncompliance with continuing education**
3 **requirement.** A licensee provides grounds for disciplinary
4 action if the licensee cannot meet one of the options for
5 insufficient hours or fails an audit and is not eligible to
6 defer.

7 Subp. 8. **Nullification of incomplete registration renewal.**
8 The board shall return a renewal application and fee received
9 after the licensee's registration expiration date unless the
10 expiration date falls on a weekend or holiday. The board shall
11 mail a reregistration application to the licensee. The board
12 shall nullify incomplete registration renewal applications that
13 are not completed, returned, and received by the board within 30
14 days following notification of the deficiency or by the
15 licensee's expiration date, whichever is later. For a nullified
16 application, the fee shall be forfeited and the application and
17 other documents may be destroyed according to Minnesota
18 Statutes, section 138.17, subdivision 7.

19 Subp. 9. **Removal of name from list.** The names of
20 licensees who do not return the complete renewal application,
21 renewal fees, and late application fees by the registration
22 expiration date shall be removed from the list of individuals
23 authorized to practice professional or practical nursing.

24 Subp. 10. **Initial registration.** An individual who is
25 issued a license by the board shall also be registered by the
26 board. The licensure fee shall serve as payment for the initial
27 registration period.

28 6310.3000 SUBSTANTIATION OF PARTICIPATION IN CONTINUING
29 EDUCATION.

30 Subpart 1. **Substantiation of continuing education**
31 **activity.** At the time of renewal, the board shall randomly
32 select a sample of licensees and require substantiation of
33 participation in the activities that the licensees reported on
34 their continuing education report form. The licensee shall
35 submit documents or written statements that verify the following:

- 1 A. the name of the activity;
- 2 B. the date of the activity;
- 3 C. the number of contact hours or hours equivalent to
- 4 contact hours;
- 5 D. the objectives;
- 6 E. the name and qualifications of the instructor; and
- 7 F. presence at or participation in the activity.

8 Licensees who used their advanced nursing practice
9 certificates shall submit the documents or written statements
10 referenced in this subpart for the infection control contact
11 hours.

12 Licensees who participated in other acceptable continuing
13 education listed in part 6310.2800, subpart 5, shall submit all
14 or a portion of the article, book, paper, study, research, or
15 brochure that verifies participation as a panel member.

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

25 **Subp. 2. Substantiation after deferment.** For licensees
26 who have deferred continuing education hours on record, except
27 those automatically deferred as indicated in subpart 1, the
28 board shall randomly select a sample of licensees and require
29 substantiation of participation in the activities that the
30 licensees must report. The licensee shall submit substantiation
31 of participation in all of the continuing education hours
32 required for that participation period, the deferred hours, and
33 the regular hours. The licensee shall submit documents or
34 written statements that verify the information listed in subpart
35 1.

1 6310.3100 REREGISTRATION REQUIREMENTS.

2 Subpart 1. **Reregistration application.** A licensee shall
3 submit an application for reregistration and respond to
4 questions on the application that relate to the grounds for
5 disciplinary action listed in Minnesota Statutes, section
6 148.261. The licensee shall submit true information.
7 Falsification or omission of information provides grounds for
8 disciplinary action. The board may require further information
9 of the licensee to determine whether the licensee has engaged in
10 conduct warranting disciplinary action listed in Minnesota
11 Statutes, section 148.261.

12 Subp. 2. **Fee.** The fee for reregistration is the current
13 renewal fee. In addition, the late application fee is
14 applicable if the licensee's registration expired within the two
15 years preceding submission of the reregistration application.

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

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

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

27 C. Every licensee shall report participation in the
28 required amount of infection control continuing education.

29 D. Participation must have occurred during the 24
30 months immediately preceding board action on the application for
31 reregistration.

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

1 and submit the substantiating documents required in part
2 6310.3000, subpart 1. The board shall audit the substantiating
3 documents to be certain that the requirements in part 6310.3000,
4 subpart 1, have been met.

5 Subp. 2c. **Acceptable nursing practice requirement.** A
6 licensee shall submit proof of acceptable nursing practice that
7 occurred within the two years immediately preceding receipt by
8 the board of the application for reregistration.

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

14 A. A licensee must report the number of months since
15 their last date of acceptable nursing practice.

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

18 C. A licensee must participate in and report
19 participation in acceptable continuing education as specified in
20 part 6310.2800, subpart 3, items A, B, C, E, and F, 4, or 5. If
21 the licensee has not engaged in acceptable nursing practice for
22 ten years or more, the licensee must successfully complete a
23 refresher course or refresher course equivalent. An affidavit
24 of successful completion must be signed by the person
25 responsible for the refresher course or the refresher course
26 equivalent. If the length of the refresher course or its
27 equivalent is less than the hours required in item D, other
28 acceptable continuing education must be completed to meet the
29 hour requirement. The licensee shall participate in the
30 continuing education or complete the refresher course or the
31 refresher course equivalent within the 24 months immediately
32 preceding board action on the application for reregistration.

33 D. A licensee must complete the required number of
34 contact hours. The registered nurse shall complete one contact
35 hour of acceptable continuing education for each month that the
36 licensee was not engaged in acceptable nursing practice. The

1 licensed practical nurse shall complete one contact hour for
2 every two months that the licensee was not engaged in acceptable
3 nursing practice. The maximum hours required are 150 hours for
4 a registered nurse and 75 hours for a licensed practical nurse.

5 Subp. 7. **Permit to practice.** The licensee shall have a
6 permit to practice to participate in the clinical component of a
7 refresher course or its equivalent with the exception of degree
8 granting programs. For the latter, a permit may be issued if
9 the degree granting program requires it.

10 Subp. 8. **Licensees residing outside Minnesota.** If a
11 licensee residing outside of Minnesota applies for
12 reregistration for the purpose of obtaining verification of
13 current registration status to another country or United States
14 jurisdiction, the requirements for reregistration are the
15 reregistration application, applicable fee, request for
16 verification of licensure, and verification fee.

17 Subp. 9. [See repealer.]

18 Subp. 10. [See repealer.]

19 Subp. 11. [See repealer.]

20 Subp. 12. [See repealer.]

21 6310.3200 REREGISTRATION PROCEDURES.

22 Subpart 1. **Reregistration application.** A licensee shall
23 obtain a reregistration application from the board. The
24 licensee shall submit the completed and signed reregistration
25 application which includes questions that relate to the grounds
26 for disciplinary action listed in Minnesota Statutes, section
27 148.261. The licensee shall submit true information.
28 Falsification or omission of information provides grounds for
29 disciplinary action. The board may require further information
30 of the licensee to determine whether the licensee has engaged in
31 conduct warranting disciplinary action listed in Minnesota
32 Statutes, section 148.261.

33 The board shall return an application that is received
34 without a fee or an application that is incomplete.

35 Subp. 2. **Fee.** The licensee shall submit the fee with the

1 application for reregistration. The fee must be payable to the
2 Minnesota Board of Nursing. The board shall return the fee if
3 it is received without an application or if it is made out
4 incorrectly. If the requirements for reregistration are not
5 met, the fee is not refundable.

6 Subp. 3. **Report of continuing education.** The board shall
7 provide a form for reporting continuing education. In the
8 report of continuing education, the board shall require the name
9 of the activity, the date of the activity, and the number of
10 contact hours for each of the activities. The board shall
11 provide a section on the continuing education report form for
12 the licensee to report participation in infection control
13 continuing education, if taken. The licensee shall report
14 participation in the required acceptable continuing education
15 including the refresher course. A professional nurse who has
16 been certified in a nursing specialty may submit a copy of the
17 practice specialty certificate in lieu of reporting
18 participation in the continuing education contact hours. The
19 copy of the current certificate must be attached to the report
20 of continuing education. Each licensee shall verify that the
21 continuing education activities met all the criteria specified
22 in part 6310.2800, subpart 3, with the exception of item D, or
23 part 6310.2800, subpart 4 or 5, and that the information
24 contained on the continuing education report form is true in
25 every respect. The licensee shall sign and date the continuing
26 education report form.

27 Subp. 4. **Acceptable nursing practice requirement.**
28 Verification of acceptable nursing practice must be reported on
29 a form provided by the board or in a statement submitted in
30 writing which includes the information required by the board on
31 the verification of practice form. It must be completed by the
32 individual best able to verify the licensee's practice. If the
33 licensee was employed by an institution or agency, an employer
34 shall complete the verification. In lieu of an employer, a
35 patient, volunteer supervisor, patient's family or physician,
36 instructor, or peer may verify acceptable practice.

1 Subp. 5. **Permit to practice.** To obtain a permit to
2 complete the clinical portion of a refresher course or its
3 equivalent if being taken in Minnesota, a licensee shall submit
4 the completed reregistration application, fee, and a statement
5 of intent to participate in a refresher course or its
6 equivalent. The statement of intent must be signed by the
7 refresher course provider, the preceptor, the instructor, an
8 official of the nursing program, or the employer. The statement
9 of intent must contain the request for a permit. The board
10 shall issue a permit after the application, fee, and statement
11 of intent have been received and evaluated for compliance with
12 this chapter. The board shall issue the permit for no more than
13 90 days. The permit is valid only for practice as a part of the
14 refresher course or its equivalent. While the permit is in
15 effect, the registered nurse may use the title registered nurse,
16 abbreviated "RN," and a licensed practical nurse may use the
17 title licensed practical nurse, abbreviated "LPN." If there is
18 a delay in the completion of the clinical portion of the
19 refresher course or its equivalent, the licensee shall return
20 the expired permit and complete another statement of intent.
21 The board shall issue another permit for no more than 90 days.

22 Subp. 6. **Affidavit of successful completion of a refresher**
23 **course or refresher course equivalent.** The licensee who must
24 successfully complete a refresher course or its equivalent shall
25 submit the affidavit of successful completion of a refresher
26 course or refresher course equivalent. The affidavit must be
27 signed by the refresher course provider, the preceptor, the
28 instructor, an official of the nursing program, or the employer.

29 Subp. 7. **Out-of-state address.** A licensee residing
30 outside Minnesota who applies for reregistration for the purpose
31 of obtaining verification of current registration status to
32 another country or United States jurisdiction must have an
33 out-of-state address and submit a verification of licensure
34 request from another jurisdiction. The verification of
35 licensure request must be submitted with the reregistration
36 application. The fee for verification must be separate from the

1 fee for reregistration.

2 Subp. 8. **Nullification and reapplication.** The board shall
3 nullify an incomplete reregistration application if the licensee
4 fails to complete the application process within one year after
5 submission of the application or within one year after
6 notification by the board of a deficiency.

7 For a nullified application, the fee shall be forfeited and
8 the application and other documents may be destroyed according
9 to Minnesota Statutes, section 138.17, subdivision 7. If a
10 licensee fails to submit an application and fee within six
11 months after the board received any other documents relating to
12 the application, the board may destroy the documents.

13 If a licensee whose application has been nullified wants to
14 be reregistered, a new reregistration application must be
15 submitted and all applicable reregistration requirements must be
16 met.

17 Subp. 9. **Initial registration following reregistration.**
18 The board shall issue a registration certificate once the
19 reregistration requirements have been met. The initial
20 registration period is as defined in part 6310.2600, subpart
21 15. Licensees shall participate in the number of contact hours
22 of acceptable continuing education equivalent to the number of
23 full months in their initial registration period. The
24 continuing education must meet the criteria in part 6310.2800.

25 6330.0350 PROFESSIONAL NURSING ORGANIZATIONS WITH AUTHORITY TO
26 CERTIFY.

27 The following organizations meet the criteria in part
28 6330.0300 and have the authority to certify registered nurses in
29 the advanced nursing practice categories listed:

30 [For text of item A, see M.R.]

31 B. American College of Nurse-Midwives Certification
32 Council: nurse midwife.

33 C. American Nurses Credentialing Center:

34 [For text of subitems (1) and (2), see M.R.]

35 [For text of item D, see M.R.]

1 E. National Certification Corporation for the
2 Obstetric, Gynecologic and Neonatal Specialties:
3 (1) obstetric-gynecological nurse practitioner;
4 (2) neonatal nurse practitioner.

5 REPEALER. Minnesota Rules, parts 6310.2800, subpart 6;
6 6310.3100, subparts 9, 10, 11, and 12; 6320.0100; 6320.0200;
7 6320.0300; 6320.1000; 6320.1100; 6320.1200; 6320.1300; and
8 6320.1400, are repealed.