

1 Board of Nursing

2

3 Adopted Permanent Rules Relating to Licensure and Registration  
4 of Professional and Practical Nurses

5

6 Rules as Adopted

7 6305.0100 DEFINITIONS.

8 [For text of subpart 1, see M.R.]

9 Subp. 1a. **Acceptable nursing practice.** "Acceptable  
10 nursing practice" means employment or volunteer nursing in any  
11 setting, participation in clinical nursing courses, or any  
12 combination of these activities. Employment includes those  
13 positions for which the individual is required to be a nurse.  
14 For professional nursing practice, the practice must have  
15 included one or more of the functions defined in Minnesota  
16 Statutes, section 148.171, paragraph (3). For practical nursing  
17 practice, the practice must have included one or more of the  
18 functions defined in Minnesota Statutes, section 148.171,  
19 paragraph (5).

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

21 Subp. 3. [See repealer.]

22 [For text of subps 4 to 7a, see M.R.]

23 Subp. 8. [See repealer.]

24 Subp. 9. [See repealer.]

25 Subp. 10. [See repealer.]

26 [For text of subps 11 to 21, see M.R.]

27 Subp. 22. **Refresher course equivalent or equivalent.**

28 "Refresher course equivalent" or "equivalent," when used to  
29 refer to a refresher course, means an educational activity that  
30 includes a clinical component and used in lieu of a refresher  
31 course. Examples of equivalent activities are a preceptorship,  
32 an orientation program, a program of study leading to a degree  
33 in nursing, or a clinical course to enhance nursing skills in a  
34 clinical area.

35 6305.0300 AUTHORIZATION TO PRACTICE NURSING.

1 [For text of subpart 1, see M.R.]

2 Subp. 1a. **Authorized abbreviations.** The categories of  
3 nursing personnel listed below may use abbreviations as follows:

4 [For text of items A to D, see M.R.]

5 E. Nursing assistants who are on the long-term care  
6 registry are nursing assistants/registered, abbreviated "NA/R."

7 [For text of subps 2 and 3, see M.R.]

8 Subp. 4. **Eligibility for permit to practice nursing with**  
9 **direct supervision.** The board shall grant an applicant who is  
10 not the subject of a pending investigation or disciplinary  
11 action a permit to practice nursing under the direct supervision  
12 of a registered nurse if the applicant:

13 [For text of items A and B, see M.R.]

14 C. has submitted the licensure application, licensure  
15 fee, permit fee, and affidavit of graduation or transcript. The  
16 affidavit of graduation or transcript must be received in the  
17 board office within 60 days following graduation;

18 [For text of items D to G, see M.R.]

19 H. is eligible to take the examination; and

20 I. is taking the examination for the first time in a  
21 United States jurisdiction.

22 [For text of subps 5 and 6, see M.R.]

23 Subp. 7. **Length of permits.** The permit authorizing  
24 practice under the direct supervision of a registered nurse  
25 expires 60 days from the date of issue or upon the applicant's  
26 notification by the board of failure on the examination,  
27 whichever occurs first. The board may extend this permit if the  
28 applicant has come under investigation by the board after the  
29 issuance of the initial permit until the matter is resolved for  
30 the applicant.

31 The permit authorizing practice without direct supervision  
32 expires six months after the date of issue, but the board shall  
33 extend this permit if licensure cannot occur because of a  
34 processing delay by another nurse licensing agency. The board  
35 may extend the permit if the applicant has come under  
36 investigation by the board after the issuance of the initial

1 permit until the matter is resolved for the applicant.

2 Subp. 8. **Revocation of permit.** The board shall revoke a  
3 permit in the following situations.

4 A. The board shall revoke a permit if the permit  
5 holder:

6 (1) has been notified of the results of the  
7 examination;

8 (2) is licensed by the board;

9 (3) did not write in another jurisdiction an  
10 examination acceptable to the board;

11 (4) did not pass an examination in another  
12 jurisdiction with a score acceptable to the board;

13 (5) is not eligible for licensure; or

14 (6) did not graduate.

15 [For text of item B, see M.R.]

16 [For text of subp 9, see M.R.]

17 6305.0400 REQUIREMENTS FOR LICENSURE BY EXAMINATION.

18 [For text of subpart 1, see M.R.]

19 Subp. 2. [See repealer.]

20 [For text of subps 3 to 5, see M.R.]

21 Subp. 6. **Commission on Graduates of Foreign Nursing**

22 **Schools Qualifying Examination.** The applicant who completed a  
23 nursing program in another country, except Canada, shall

24 successfully complete the Commission on Graduates of Foreign

25 Nursing Schools Qualifying Examination. The board must receive

26 evidence of successful completion from the Commission on

27 Graduates of Foreign Nursing Schools (CGFNS).

28 Until the Commission on Graduates of Foreign Nursing

29 Schools Qualifying Examination is administered to practical

30 nurse applicants, the applicant shall submit an evaluation of

31 nursing education by the Credentials Evaluation Service of the

32 Commission on Graduates of Foreign Nursing Schools. The board

33 must receive verification from CGFNS that the applicant's

34 education is comparable to the education required of individuals

35 educated in the United States.

1 [For text of subp 7, see M.R.]

2 Subp. 8. **Affidavit of graduation or transcript.** An  
3 affidavit of graduation or a transcript is required if an  
4 applicant graduated from an approved nursing program in a United  
5 States jurisdiction or Canadian province. If an applicant  
6 submits an affidavit of graduation, the affidavit must be  
7 completed and signed by an official of the nursing program or  
8 controlling institution and must bear the seal or stamp of the  
9 program or controlling institution. If the applicant submits a  
10 transcript, it must be an official transcript from the  
11 educational institution or nursing program that verifies that  
12 the applicant has graduated from the nursing program.

13 If the board finds after the examination has been taken  
14 that the affidavit of graduation was completed in error, the  
15 examination results shall not be released nor action taken on  
16 the application until the applicant has graduated. If  
17 graduation requirements are not met within 12 months after the  
18 application was submitted, the application will be nullified in  
19 accordance with part 6305.0600. If there is evidence that the  
20 applicant was aware of nongraduation status before the  
21 examination and did not inform the board, the matter may be  
22 handled through a disciplinary proceeding.

23 Subp. 9. [See repealer.]

24 Subp. 10. **Fees.** The board shall charge the following fees.

25 A. The licensure fee is \$80. This fee must be paid  
26 to the board and must be received before evaluation of an  
27 applicant's qualifications for examination and licensure.

28 B. The fee required with the request to retake the  
29 examination is \$40. The fee must be paid to the board and must  
30 be received before evaluation of an applicant's qualifications  
31 to retake the examination.

32 C. Personal checks are not accepted. Each remittance  
33 must be in the form of United States currency, cashier's check,  
34 or money order.

35 D. If for any reason a license is not issued, fees  
36 are not refundable.

1 E. The permit fee is \$50 and must be paid to the  
2 board.

3 Subp. 11. [See repealer.]

4 Subp. 12. **Licensure examination.** The licensure  
5 examinations are the examinations of the National Council of  
6 State Boards of Nursing, Inc. An applicant must receive a pass  
7 on the National Council Licensure Examination.

8 A. An applicant is eligible for an examination when  
9 the following have been received:

10 (1) application for licensure;

11 (2) fee for licensure;

12 (3) affidavit of graduation or transcript;

13 (4) when applicable, request to retake the  
14 examination and fee;

15 (5) when applicable, verification of passing  
16 score on the CGFNS qualifying examination; and

17 (6) when applicable, verification of comparable  
18 education.

19 B. The board will notify the applicant by mail when  
20 the applicant is eligible to take the examination. Placing the  
21 notice in first class United States mail, postage prepaid and  
22 addressed to the applicant's last known address constitutes  
23 official notification.

24 C. To take the examination, the applicant must meet  
25 all requirements of the test service of the National Council of  
26 State Boards of Nursing, Inc., including the payment of fees,  
27 and, after receipt of an authorization to test, schedule the  
28 examination at one of the testing centers.

29 D. Official notification of the results of the  
30 examination shall be by first class United States mail, postage  
31 prepaid and addressed to the applicant's last known address.

32 E. An applicant who fails an examination and wants to  
33 retake the examination must notify the board on a form provided  
34 by the board. On the request to retake the examination, an  
35 applicant shall respond to questions that relate to the grounds  
36 for disciplinary action listed in Minnesota Statutes, section

1 148.261. The board may require further information of the  
2 applicant in order to determine whether the applicant has  
3 engaged in conduct warranting disciplinary action. An applicant  
4 must submit true information. Falsification or omission of  
5 information provides grounds for denial of a license. The  
6 request to retake the examination must be notarized. If the  
7 request is received without a fee, it shall be returned to the  
8 applicant. An applicant may only retake the examination four  
9 times per year and not more often than once in every three  
10 months. The board will notify the applicant by mail when the  
11 applicant is eligible to retake the examination. Placing the  
12 notice in first class United States mail, postage prepaid and  
13 addressed to the applicant's last known address, constitutes  
14 official notification.

15 6305.0600 APPLICATION NULLIFICATION.

16 Subpart 1. **Licensure by examination.** The board will  
17 nullify an application for licensure by examination if the  
18 applicant:

- 19 A. did not take the examination within one year  
20 following submission of a licensure application and fee; or  
21 B. did not retake the examination within 12 months  
22 after the last examination failed.

23 The board will not nullify an application if it agrees on a  
24 different action during a disciplinary proceeding.

25 [For text of subps 2 to 4, see M.R.]

26 6310.3600 REGISTRATION FEES.

27 Subpart 1. **Amount.** The amount of fees shall be as follows:

- 28 A. registration renewal, \$40 per registration period;  
29 B. late application, \$20;  
30 C. replacement license, \$20;  
31 D. replacement registration certificate, \$5;  
32 E. verification of licensure status, \$20;  
33 F. verification of examination scores, \$20;  
34 G. a copy of licensure application materials, \$20;

35 and

1 H. service charge for a dishonored check, \$15.

2 Subp. 2. **Nonrefundable.** All fees are nonrefundable.

3 **REPEALER.** Minnesota Rules, parts 6305.0100, subparts 3, 8, 9,

4 and 10; 6305.0400, subparts 2, 9, and 11; and 6305.0700, are

5 repealed.