

1.1 **Board of Nursing**1.2 **Adopted Permanent Rules Relating to Nursing Professional and Practical Nursing**
1.3 **Licensure and Registration**1.4 **6305.0100 DEFINITIONS.**

1.5 Subpart 1. **Scope.** As used in parts 6305.0100 to 6305.0800, the following terms
1.6 have the meanings given them.

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

1.8 Subp. 2. [See repealer.]

1.9 Subp. 3. [Repealed, 18 SR 2195]

1.10 Subp. 4. [Renumbered subp 6a]

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

1.12 Subp. 6a. **Confirmation of program completion.** "Confirmation of program
1.13 completion" means the evidence submitted to the board used to authenticate officially that
1.14 the applicant has graduated or is eligible for graduation.

1.15 Subp. 6b. **Continuing education report.** "Continuing education report" means the
1.16 evidence submitted to the board to officially authenticate that the applicant has fulfilled all
1.17 continuing education requirements for licensure.

1.18 Subp. 7. [See repealer.]

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

1.20 Subp. 7b. **Eligibility for graduation.** "Eligibility for graduation" means that the
1.21 applicant has fulfilled all the requirements of an approved nursing program and is awaiting
1.22 the official conferral of the degree by the school.

1.23 Subp. 8. [Repealed, 18 SR 2195]

1.24 Subp. 9. [Repealed, 18 SR 2195]

2.1 Subp. 10. [Repealed, 18 SR 2195]

2.2 Subp. 11. **Jurisdiction.** "Jurisdiction" means a state or territory of the United States.

2.3 Subp. 12. **Graduation.** "Graduation" means all requirements of an approved nursing
2.4 program are met and the degree is conferred.

2.5 Subp. 13. **License.** "License" means the authority issued by the board to an
2.6 individual who meets for the first time the requirements to practice professional or
2.7 practical nursing in Minnesota.

2.8 Subp. 14. **Licensure application.** "Licensure application" means the method
2.9 required by the board used in applying for professional or practical nurse licensure.

2.10 Subp. 15. [Repealed, 15 SR 838]

2.11 Subp. 16. [Repealed, 15 SR 838]

2.12 Subp. 17. **Nursing ability.** "Nursing ability" means the skill and judgment necessary
2.13 to perform nursing actions safely.

2.14 Subp. 18. [See repealer.]

2.15 [For text of subps 19 and 20, see M.R.]

2.16 Subp. 21. **Program.** "Program" means a course of study offered by a controlling
2.17 body that prepares students to practice practical nursing or professional nursing.

2.18 Subp. 21a. **Program completion.** "Program completion" means graduation or
2.19 eligibility for graduation from a nursing program approved by a United States jurisdiction
2.20 or Canadian province.

2.21 Subp. 22. **Refresher course.** "Refresher course" for the applicant for licensure
2.22 by endorsement under Minnesota Statutes, section 148.211, subdivision 2, or for
2.23 reregistration under Minnesota Statutes, section 148.231, subdivision 5, means a planned
2.24 program of study with a clinical component that provides a review and evaluation of basic

3.1 nursing knowledge and abilities to enhance clinical competency within the professional
3.2 or practical scope of practice. The criteria for a refresher course is identified in Program
3.3 Requirements: Appendices to Minnesota Administrative Rules, Chapter 6305, in part
3.4 6305.0800, as incorporated by reference in part 6305.0800.

3.5 Subp. 23. **Registration.** "Registration" means the process whereby the names and
3.6 original license numbers of individuals licensed by the board are listed as individuals
3.7 authorized to engage in professional or practical nursing during a registration period.

3.8 Subp. 24. **Temporary permit.** "Temporary permit" means the authority issued by
3.9 the board that authorizes the practice of professional or practical nursing in Minnesota
3.10 prior to final board action on the application for licensure or during participation in the
3.11 clinical portion of a refresher course.

3.12 **6305.0200 PURPOSE AND AUTHORITY.**

3.13 Parts 6305.0100 to 6305.0700 are adopted pursuant to Minnesota Statutes, section
3.14 148.191. The parts pertain to the authorization to practice, the requirements for licensure
3.15 by examination, the requirements for licensure by endorsement, and nullification of
3.16 applications. Part 6305.0400 applies to applicants who have not passed an examination
3.17 acceptable to the board. Part 6305.0405 applies to applicants educated in Canada. Part
3.18 6305.0500 applies to applicants who have passed an examination acceptable to the board.

3.19 **6305.0300 AUTHORIZATION TO PRACTICE NURSING.**

3.20 Subpart 1. **Required authorization.** A Minnesota license and current registration or
3.21 a temporary permit is required if an individual practices professional nursing as defined in
3.22 Minnesota Statutes, section 148.171, subdivision 15, or practical nursing as defined in
3.23 Minnesota Statutes, section 148.171, subdivision 14, whether for monetary compensation
3.24 or as a volunteer, or if an individual is a faculty member for an out-of-state nursing or
3.25 nursing assistant program and is supervising nursing students or nursing assistant students
3.26 in Minnesota except as provided in Minnesota Statutes, section 148.271. If the temporary

4.1 permit is revoked or expires, whichever occurs first, an applicant must not practice nursing
4.2 until a license has been issued.

4.3 Exceptions as identified in Minnesota Statutes, section 148.271, include the following:

4.4 [For text of items A to C, see M.R.]

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

4.7 A. Public health nurse, abbreviated "PHN."

4.8 B. Registered nurse, abbreviated "RN," may only be used by a registered nurse
4.9 who is currently registered in Minnesota or an applicant for licensure in Minnesota who
4.10 holds a temporary permit as authorized in subpart 9.

4.11 C. Licensed practical nurse, abbreviated "LPN," may only be used by a licensed
4.12 practical nurse who is currently registered in Minnesota or an applicant for licensure in
4.13 Minnesota who holds a temporary permit as authorized in subpart 9.

4.14 [For text of items D and E, see M.R.]

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

4.16 Subp. 3. [See repealer.]

4.17 Subp. 4. [See repealer.]

4.18 Subp. 5. [See repealer.]

4.19 Subp. 6. **Temporary permit to practice nursing without direct supervision.**
4.20 The board shall grant an applicant who is not the subject of a pending investigation or
4.21 disciplinary action a temporary permit to practice nursing that does not require direct
4.22 supervision if the applicant:

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

4.24 C. applies for a temporary permit to practice;

5.1 D. submits evidence of licensure and current eligibility to practice in another
5.2 jurisdiction or Canadian province. Evidence of licensure and eligibility to practice may
5.3 include, but is not limited to, an official statement from another jurisdiction or Canadian
5.4 province that the applicant is currently authorized to practice, or an official statement from
5.5 another jurisdiction or Canadian province that the licensure examination was passed and
5.6 that the applicant is authorized to practice pending licensure; and

5.7 E. has graduated from a nursing program approved for the type of license for
5.8 which the application has been submitted.

5.9 Subp. 7. **Length of temporary permits.** The temporary permit authorizing practice
5.10 without direct supervision expires 60 days after the date of issue. The board may extend
5.11 the temporary permit if the applicant has come under investigation by the board after the
5.12 issuance of the initial temporary permit until the matter is resolved for the applicant.

5.13 Subp. 8. **Revocation of temporary permit.** The board shall revoke a temporary
5.14 permit in the following situations:

5.15 A. an applicant for licensure by endorsement presented fraudulent evidence of
5.16 licensure in another jurisdiction or Canadian province; or

5.17 B. an applicant has engaged in conduct which constitutes grounds for denial of
5.18 a license.

5.19 Subp. 9. **Designated titles.** The temporary permit holder who is an applicant for
5.20 registered nurse licensure by endorsement shall use the title registered nurse, abbreviated
5.21 "RN." The temporary permit holder who is an applicant for licensed practical nurse
5.22 licensure by endorsement shall use the title "licensed practical nurse," abbreviated "LPN."

5.23 **6305.0400 REQUIREMENTS FOR LICENSURE BY EXAMINATION.**

5.24 Subpart 1. **Licensure application.** An applicant shall obtain the application for
5.25 licensure and instructions for filing from the board. An applicant shall respond to

6.1 questions on the application that relate to the grounds for disciplinary action in Minnesota
6.2 Statutes, section 148.261. An applicant shall submit true information. Falsification or
6.3 omission of information provides grounds for disciplinary action. If an application is
6.4 received without a fee, it shall be returned to the applicant.

6.5 Subp. 2. [Repealed, 18 SR 2195]

6.6 [For text of subp 3, see M.R.]

6.7 Subp. 4. **Graduation or eligibility for graduation from approved professional**
6.8 **nursing program.** An applicant who has graduated from or is eligible for graduation from
6.9 an approved professional nursing program is eligible for licensure as a registered nurse.

6.10 Subp. 5. **Graduation or eligibility for graduation from approved practical**
6.11 **nursing program.** An applicant who has graduated from or is eligible for graduation from
6.12 an approved practical nursing program is eligible for licensure as a licensed practical nurse.

6.13 Subp. 6. [See repealer.]

6.14 Subp. 7. **Resolution of educational deficiencies.** Any deficit in nursing education
6.15 identified through the credentials evaluation must be made up prior to admission to the
6.16 examination in one of the following ways:

6.17 A. The applicant must successfully complete coursework designed for an
6.18 applicant that provides theoretical and clinical learning activities with patients across the
6.19 life span and also with patients throughout the whole wellness, acute, and chronic illness
6.20 continuum. This coursework must be in the area of deficit in an approved nursing program
6.21 that prepares students for the type of licensure for which the applicant is applying.

6.22 B. If the deficit is a clinical coursework deficit and not a theoretical coursework
6.23 deficit, an applicant for licensure must successfully complete clinical instruction including
6.24 evaluation of nursing ability in the deficit area. The clinical instruction including
6.25 evaluation must be supervised by a faculty person who is a registered nurse.

7.1 The applicant must submit evidence of having completed the coursework designed to
7.2 resolve the deficiencies on an affidavit provided by the board and signed by all individuals
7.3 responsible for the makeup activities.

7.4 **Subp. 8. Confirmation of program completion.**

7.5 A. Confirmation of graduation or a transcript is required if an applicant
7.6 graduated from an approved nursing program in a United States jurisdiction or Canadian
7.7 province. If an applicant submits confirmation of graduation, the confirmation must be
7.8 completed and signed by an official of the nursing program or controlling institution and
7.9 must bear the seal or stamp of the program or controlling institution. If the applicant
7.10 submits a transcript, it must be an official transcript from the educational institution or
7.11 nursing program that verifies that the applicant has graduated from the nursing program.

7.12 B. Confirmation of eligibility for graduation is required if an applicant is
7.13 eligible to graduate from an approved nursing program in a United States jurisdiction or
7.14 Canadian province. If an applicant submits a confirmation of eligibility for graduation,
7.15 the confirmation must be completed and signed by an official of the nursing program
7.16 or controlling institution and must bear the seal or stamp of the program or controlling
7.17 institution.

7.18 C. If the board finds after the examination has been taken that the confirmation
7.19 of program completion was completed in error, the examination results shall not be
7.20 released nor action taken on the application until the applicant has met all requirements for
7.21 program completion. If all requirements for program completion are not met within 12
7.22 months after the application was submitted, the application will be nullified in accordance
7.23 with part 6305.0600. If there is evidence that the applicant was aware of not meeting
7.24 program requirements before the examination and did not inform the board, the matter
7.25 may be handled through a disciplinary proceeding.

7.26 Subp. 9. [Repealed, 18 SR 2195]

8.1 Subp. 10. **Fees.** A licensure or retake fee must be paid to the board and must be
8.2 received before evaluation of an applicant's qualifications for licensure. Personal checks
8.3 are not accepted. Remittance must be in the form of United States currency. If for any
8.4 reason a license is not issued, the fee is not refundable.

8.5 Subp. 11. [Repealed, 18 SR 2195]

8.6 Subp. 12. **Licensure examination.** The licensure examinations are the examinations
8.7 of the National Council of State Boards of Nursing, Inc. An applicant must receive a pass
8.8 on the National Council Licensure Examination.

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

8.11 (1) application for licensure;

8.12 (2) fee for licensure;

8.13 (3) confirmation of program completion;

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

8.15 (5) when applicable, verification of comparable education; and

8.16 (6) when applicable, verification of completion of an English proficiency
8.17 examination that meets a board-established passing standard.

8.18 B. To take the examination, the applicant must meet all requirements of the test
8.19 service of the National Council of State Boards of Nursing, Inc., including the payment
8.20 of fees, and, after receipt of an authorization to test, schedule the examination at one of
8.21 the testing centers.

8.22 C. Official notification of the results of the examination shall be by using the
8.23 last contact information provided by the applicant. This constitutes official notification.

9.1 D. An applicant who fails an examination and wants to retake the examination
9.2 must notify the board by a method provided by the board. On the request to retake
9.3 the examination, an applicant shall respond to questions that relate to the grounds for
9.4 disciplinary action listed in Minnesota Statutes, section 148.261. The board may require
9.5 further information of the applicant in order to determine whether the applicant has
9.6 engaged in conduct warranting disciplinary action. An applicant must submit true
9.7 information. Falsification or omission of information provides grounds for denial of a
9.8 license. If the request is received without a fee, it shall be returned to the applicant.

9.9 Subp. 13. **Initial registration.** An individual who is issued a license by the board
9.10 shall also be registered by the board. The licensure fee shall serve as payment for the
9.11 initial registration period.

9.12 **6305.0405 REQUIREMENTS FOR LICENSURE FOR APPLICANTS EDUCATED**
9.13 **IN CANADA.**

9.14 Subpart 1. **Acceptable examination.** An applicant for licensure who passed an
9.15 examination acceptable to the board as listed in part 6305.0500, subparts 11 and 12, shall
9.16 submit an application for licensure by endorsement as listed in part 6305.0500.

9.17 Subp. 2. **Insufficient score.** An applicant for licensure whose examination score
9.18 does not meet the Minnesota score requirement in part 6305.0500, subpart 11 or 12, must
9.19 successfully take the current examination for licensure. The applicant must meet the
9.20 requirements in subpart 3.

9.21 Subp. 3. **Unacceptable examination.** An applicant for licensure who did not take
9.22 an examination acceptable to the board must successfully take the current examination
9.23 for licensure.

9.24 A. The applicant must submit:

9.25 (1) the application for licensure by examination;

- 10.1 (2) the licensure fee;
- 10.2 (3) confirmation of program completion; and
- 10.3 (4) if applicable, a verification of licensure from the Canadian province of
- 10.4 original licensure and a verification of licensure from the Canadian province in which the
- 10.5 applicant was most recently employed if this is different from the Canadian province in
- 10.6 which the applicant was licensed by examination.

10.7 B. To take the examination, the applicant must meet all requirements of the test

10.8 service of the National Council of State Boards of Nursing, Inc., including the payment of

10.9 fees, and, after receipt of an authorization to test, schedule the examination at one of the

10.10 testing centers. Passing the examination will be accepted in lieu of the requirements set

10.11 out in part 6305.0500, subparts 7 and 8.

10.12 **6305.0500 REQUIREMENTS FOR LICENSURE BY ENDORSEMENT.**

10.13 Subpart 1. **Proof of licensure in another jurisdiction.** To be licensed to practice

10.14 nursing in Minnesota by endorsement, an applicant must submit proof that the applicant is

10.15 licensed in another jurisdiction and has passed an examination acceptable to the board

10.16 as listed in subparts 11 and 12. Proof of licensure must be obtained from the jurisdiction

10.17 in which the applicant wrote an acceptable examination as well as the jurisdiction in

10.18 which the applicant was most recently employed. Proof of licensure must be obtained

10.19 from the jurisdiction in which the applicant was first licensed, if this is different from the

10.20 jurisdiction in which the applicant was licensed based on an acceptable examination.

10.21 Subp. 2. **Licensure application.** An applicant shall obtain the application and

10.22 instructions for filing from the board. An applicant shall respond to questions on the

10.23 application that relate to the grounds for disciplinary action listed in Minnesota Statutes,

10.24 section 148.261. An applicant shall submit true information. Falsification or omission

10.25 of any information provides grounds for denial of a license. If an application is received

11.1 without a fee, it shall be returned to the applicant. Application for licensure begins on the
11.2 date when an application and fee are received by the board.

11.3 Subp. 3. **Fee.** A licensure fee must be paid to the board and must be received before
11.4 evaluation of an applicant's qualifications for licensure. Personal checks are not accepted.
11.5 Remittance must be in the form of United States currency. If for any reason a license is
11.6 not issued, the fee is not refundable.

11.7 [For text of subps 4 and 5, see M.R.]

11.8 Subp. 6. **Waiver of graduation requirement.** The board shall waive the requirement
11.9 of graduation from an approved nursing program if:

11.10 A. an applicant has been licensed by another jurisdiction based on requirements
11.11 equivalent to the qualifications required in Minnesota at the time of the applicant's original
11.12 licensure; or

11.13 B. an applicant for licensed practical nurse licensure has been licensed by
11.14 another jurisdiction and passed an acceptable examination as specified in subpart 12 and
11.15 has had at least 4,000 clock hours of employment as a licensed practical nurse in the five
11.16 years prior to application for licensure in Minnesota.

11.17 Subp. 7. **Current nursing education or acceptable nursing practice.** An applicant
11.18 who has engaged in acceptable nursing practice as defined in part 6305.0100, subpart
11.19 1a, who has graduated from an approved nursing program, or who has completed a
11.20 degree program with a major in nursing during the two years immediately preceding
11.21 application for licensure is exempt from the continuing education requirements in subpart
11.22 8. Verification of acceptable nursing practice must be submitted to verify practice dates.
11.23 If the applicant was employed by an institution or agency, an employer shall complete
11.24 the verification. In lieu of an employer, a patient, volunteer supervisor, patient's family
11.25 or physician, or peer can verify acceptable nursing practice. If the applicant supplies a
11.26 written statement that verification cannot be obtained because the institution or agency no

12.1 longer has the relevant records or the institution or agency has gone out of business, the
12.2 last date of employment shall be accepted from the applicant. Confirmation of graduation
12.3 or evidence from the nurse licensing agency in another jurisdiction must be submitted to
12.4 verify the graduation date.

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

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

12.9 C. The applicant must participate in and report participation in acceptable
12.10 continuing education as specified in part 6310.2800, subparts 3, items A, B, C, E, and F,
12.11 and 5. The applicant must complete the required number of contact hours of continuing
12.12 education. The registered nurse must complete one contact hour of acceptable continuing
12.13 education for each month that the applicant was not engaged in acceptable practice. The
12.14 licensed practical nurse must complete one contact hour for every two months that the
12.15 applicant was not engaged in acceptable practice. The maximum hours required are 60
12.16 hours for a registered nurse applicant and 30 hours for a licensed practical nurse applicant.
12.17 The continuing education must be reported on the form provided by the board.

12.18 D. If the applicant has not engaged in acceptable nursing practice for more
12.19 than five years, the applicant must successfully complete a refresher course that meets
12.20 board criteria. The applicant shall complete the refresher course within the 24 months
12.21 immediately preceding board action on the application for licensure.

12.22 The applicant shall report the successful completion of the refresher course on an
12.23 affidavit provided by the board. The affidavit must be signed by the person responsible for
12.24 the refresher course. Successful completion of a refresher course will meet continuing
12.25 education requirements.

13.1 Subp. 9. **Clinical component temporary permit to practice.** The applicant shall
13.2 have a temporary permit to practice to participate in the clinical component of a refresher
13.3 course with the exception of degree granting programs. A temporary permit may be issued
13.4 if it is required by the degree granting program. For the applicant who is not eligible
13.5 for a temporary permit based on current licensure in another United States jurisdiction,
13.6 a temporary permit shall be issued for use only in the refresher course. To obtain this
13.7 temporary permit, the applicant must submit the completed licensure application, fee, and
13.8 a statement of intent to participate in a refresher course. The statement of intent must be
13.9 signed by the person responsible for the refresher course. The statement of intent must
13.10 contain the request for a temporary permit. The board shall issue a temporary permit
13.11 after the application, fee, and statement of intent have been received and evaluated for
13.12 compliance with this chapter. The board shall issue the temporary permit for no more than
13.13 90 days. This temporary permit is valid only for practice as a part of the refresher course.
13.14 While the temporary permit is in effect, the registered nurse may use the title registered
13.15 nurse, abbreviated "RN," and a licensed practical nurse may use the title licensed practical
13.16 nurse, abbreviated "LPN." If there is a delay in the completion of the clinical portion of
13.17 the refresher course, the applicant shall complete another statement of intent. The board
13.18 shall issue another temporary permit for no more than 90 days.

13.19 Subp. 10. **Evidence of graduation.** An applicant must submit confirmation of
13.20 program completion, signed by an official of the nursing program and bearing the seal
13.21 or stamp of the program. If an official school transcript is submitted, it shall be accepted
13.22 in lieu of confirmation of program completion. Confirmation of program completion is
13.23 not required if the licensing authority in another jurisdiction verifies graduation from
13.24 an approved program. If a licensed practical nurse applicant has not graduated from
13.25 an approved program, the applicant shall send his or her employer a form supplied by
13.26 the board for documentation of 4,000 clock hours of employment. The form must be

14.1 completed by the employer and returned to the board. The board shall determine if the
14.2 employment fulfills the requirement of Minnesota Statutes, section 148.211, subdivision 4.

14.3 [For text of subps 11 to 13, see M.R.]

14.4 Subp. 14. **Unacceptable examination.** An applicant for licensure who did not take
14.5 an examination acceptable to the board must successfully take the current examination for
14.6 licensure. The applicant must submit the application for licensure by endorsement, the
14.7 licensure fee, a verification of licensure from the jurisdiction of original licensure, and a
14.8 verification of licensure from the jurisdiction in which the applicant was most recently
14.9 employed if this is different from the jurisdiction in which the applicant was licensed by
14.10 examination. To take the examination, the applicant must meet all requirements of the test
14.11 service of the National Council of State Boards of Nursing, Inc., including the payment of
14.12 fees, and, after receipt of an authorization to test, schedule the examination at one of the
14.13 testing centers. Passing the examination will be accepted in lieu of the requirements set
14.14 out in subparts 7 and 8.

14.15 Subp. 15. **Registration following licensure by endorsement.** The board shall
14.16 authorize an individual to engage in the practice of practical or professional nursing in
14.17 Minnesota once the registration requirements have been met. The initial registration
14.18 period is defined in part 6310.2600, subpart 15. Licensees shall participate in the number
14.19 of contact hours of acceptable continuing education according to the number of full
14.20 months in their initial registration period. For licensed practical nurses, the number of
14.21 contact hours is one contact hour for every two months of registration. For registered
14.22 nurses, the number of contact hours is one contact hour for every month of registration.

14.23 **6305.0600 APPLICATION NULLIFICATION.**

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

15.1 Subp. 2. **Licensure by endorsement.** The board will nullify an application for
15.2 licensure by endorsement if the applicant fails to complete the application process within
15.3 one year after submission of the application.

15.4 [For text of subps 3 and 4, see M.R.]

15.5 **6305.0800 INCORPORATION BY REFERENCE.**

15.6 Program Requirements: Appendices to Minnesota Administrative Rules, Chapter
15.7 6305, issued by the Minnesota Board of Nursing, February 2012, are incorporated by
15.8 reference. They are available through the Minnesota Board of Nursing Web site at
15.9 <http://www.nursingboard.state.mn.us> under the education topic tab. They are not subject
15.10 to frequent change.

15.11 **6310.2600 DEFINITIONS.**

15.12 [For text of subps 1 to 3, see M.R.]

15.13 Subp. 4. **Continuing education participation period.** "Continuing education
15.14 participation period" means the 24-month interval of time immediately before the
15.15 registration expiration date during which a licensee must fulfill the continuing education
15.16 requirements for registration renewal. The length varies for a licensee's first registration
15.17 period after licensure or reregistration, beginning on the date of licensure or reregistration
15.18 and ending on the registration expiration date.

15.19 Subp. 5. **Continuing education report.** "Continuing education report" means the
15.20 evidence submitted to the board to officially authenticate that the applicant has fulfilled all
15.21 continuing education requirements for licensure.

15.22 [For text of subps 5a and 5b, see M.R.]

15.23 Subp. 6. **Instructor.** "Instructor" means a presenter, preparer, guide for a continuing
15.24 education activity, or written programmed instruction.

15.25 Subp. 6a. [See repealer.]

16.1 Subp. 7. **License.** "License" means the authority issued by the board to an individual
16.2 who meets for the first time the requirements to practice professional or practical nursing
16.3 in Minnesota.

16.4 [For text of subps 7a to 8b, see M.R.]

16.5 Subp. 8c. [See repealer.]

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

16.7 Subp. 9a. [Renumbered subp 17]

16.8 [For text of subps 9b and 9c, see M.R.]

16.9 Subp. 9d. **Refresher course.** "Refresher course" for the applicant for licensure
16.10 by endorsement under Minnesota Statutes, section 148.211, subdivision 2, or for
16.11 reregistration under Minnesota Statutes, section 148.231, subdivision 5, means a planned
16.12 program of study with a clinical component that provides a review and evaluation of basic
16.13 nursing knowledge and abilities to enhance clinical competency within the professional
16.14 or practical scope of practice. The criteria for a refresher course is identified in Program
16.15 Requirements: Appendices to Minnesota Administrative Rules, Chapter 6310, in part
16.16 6310.3800 as incorporated by reference in part 6310.3800.

16.17 [For text of subps 10 and 11, see M.R.]

16.18 Subp. 12. [See repealer.]

16.19 Subp. 13. [See repealer.]

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

16.21 Subp. 15. **Registration period.** "Registration period" means the interval of
16.22 time during which the individual is authorized to engage in professional or practical
16.23 nursing during a registration period. The initial registration period following licensure,
16.24 endorsement, or reregistration is from six to 29 full calendar months starting on the day

17.1 of licensure, endorsement, or reregistration and ending on the last day of the licensee's
17.2 month of birth in an even-numbered year if the year of birth was an even-numbered year
17.3 or in an odd-numbered year if the year of birth was in an odd-numbered year. Subsequent
17.4 registration periods are 24-month periods. For registration renewal, the period starts on
17.5 the first day of the month following expiration of the previous registration period. The
17.6 period ends the last day of the licensee's month of birth in an even- or odd-numbered year
17.7 according to the licensee's year of birth.

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

17.9 Subp. 17. **Temporary permit.** "Temporary permit" means the authority issued by the
17.10 board to an applicant for reregistration that authorizes practice of professional or practical
17.11 nursing in Minnesota during participation in the clinical portion of a refresher course.

17.12 **6310.2700 PURPOSE.**

17.13 Parts 6310.2600 to 6310.3000 establish the requirements for registration for
17.14 professional nurses and practical nurses including continuing education.

17.15 Part 6310.3100 establishes the requirements for reregistration. Parts 6310.3300 to
17.16 6310.3700 establish the requirements for change of name and address; lost, stolen, or
17.17 destroyed licenses; and verification of Minnesota license.

17.18 **6310.2800 REGISTRATION RENEWAL REQUIREMENTS.**

17.19 Subpart 1. **Registration renewal application.**

17.20 A. The board shall provide a registration renewal notice at least three full
17.21 calendar months before a licensee's registration expiration date using the last contact
17.22 information provided by the licensee which constitutes official notification. Failure to
17.23 receive the registration renewal notice sent by the board does not relieve the licensee of
17.24 the obligation to renew registration by the expiration date.

18.1 B. A licensee shall submit the completed registration renewal application, fee,
18.2 and continuing education report to the board in time for the application to be received in
18.3 the board office by the registration expiration date. The board shall return an application
18.4 that is received without a fee or an application that is incomplete. The licensee must
18.5 resubmit the application and fee by the licensee's registration expiration date.

18.6 C. A licensee shall respond to questions on the application that relate to the
18.7 grounds for disciplinary action listed in Minnesota Statutes, section 148.261. The licensee
18.8 shall submit true information. Falsification or omission of information provides grounds
18.9 for disciplinary action. The board may require further information of the licensee to
18.10 determine whether the licensee has engaged in conduct warranting disciplinary action
18.11 listed in Minnesota Statutes, section 148.261.

18.12 Subp. 2. **Fee.** The licensee shall submit the fee with the application for renewal by
18.13 the registration expiration date. The fee must be made payable to the Minnesota Board of
18.14 Nursing. The board shall return a fee that is received without an application or is made
18.15 out incorrectly. The licensee shall resubmit the fee with an application by the licensee's
18.16 registration expiration date. The fee is not refundable.

18.17 Subp. 3. **Continuing education.** A registered nurse shall participate in the ratio of at
18.18 least one contact hour of acceptable continuing education for each month of registration.
18.19 A licensed practical nurse shall participate in the ratio of at least one contact hour of
18.20 acceptable continuing education for each two months of registration.

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

18.23 [For text of items A to G, see M.R.]

18.24 [For text of subps 4 and 5, see M.R.]

18.25 Subp. 5a. **Continuing education report.** Confirmation of continuing education shall
18.26 be a part of the renewal of registration application. Each licensee shall verify that the

19.1 continuing education activities used to meet the licensee's renewal requirements meet all
19.2 the criteria in subparts 3, 4, and 5, and that the information is true in every respect.

19.3 Subp. 6. [Repealed, 18 SR 468]

19.4 Subp. 6a. **Application deadline.** The registration renewal application, registration
19.5 renewal fee, and continuing education report must be received in the board office by
19.6 the licensee's registration expiration date.

19.7 If the licensee's registration renewal application, registration renewal fee, and
19.8 continuing education report are received in the board office after the registration expiration
19.9 date, the applicant is not eligible for renewal of registration. The board shall return the
19.10 application and fee to the licensee. The board shall provide a reregistration application to
19.11 the licensee. The licensee may not practice nursing after the registration expiration date
19.12 until reregistration requirements have been met as specified in part 6310.3100.

19.13 Subp. 6b. **Incomplete application notice.** If the board receives an incomplete
19.14 renewal application and fee by the registration expiration date, the board shall notify the
19.15 licensee of any deficiency. On the deficiency notice, the board shall note if the application,
19.16 the continuing education report, or the fee submitted by a licensee is incomplete, incorrect,
19.17 or not in compliance with this part. The licensee may not practice nursing after the
19.18 registration expiration date until registration requirements have been met. The registration
19.19 renewal application, fee, and other documents will be retained by the board whenever
19.20 possible.

19.21 Subp. 6c. **Insufficient hours.** If a licensee does not have enough contact hours of
19.22 acceptable continuing education, the licensee has the options listed in items A and B.

19.23 A. Defer the number of contact hours that the licensee is lacking. The deferred
19.24 hours shall be added to the contact hours required in the immediately succeeding
19.25 continuing education participation period. Contact hours may be deferred if there are
19.26 no current deferred contact hours required of the licensee. If the licensee is deferring a

20.1 fraction of a contact hour, a whole contact hour must be deferred. If the licensee does not
20.2 renew for the continuing education participation period that included the deferred hours,
20.3 the deferred hours shall be required for reregistration.

20.4 B. Allow registration to expire and reregister.

20.5 Subp. 6d. **Noncompliance with continuing education requirement.** A licensee
20.6 provides grounds for disciplinary action if the licensee does not meet one of the options
20.7 for insufficient hours in subpart 6c or fails an audit and is not eligible to defer.

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

20.9 Subp. 8. **Retention of information.** Each licensee shall keep information
20.10 documenting each continuing education activity submitted to meet registration renewal
20.11 requirements. The licensee shall retain the information for two years after the continuing
20.12 education activities are reported to the board.

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

20.14 Subp. 10. **Exemption from renewal of registration.** Pursuant to Minnesota
20.15 Statutes, section 326.56, a licensee who is in the armed forces of the United States or is
20.16 employed outside the United States in employment which is essential to the prosecution
20.17 of any war or the national defense, and whose registration was in effect at the time of
20.18 entry into the armed forces or engagement in employment outside the United States,
20.19 is not obligated to renew registration. The board must be notified in writing by the
20.20 licensee regarding the qualifications for this exemption. The exemption ceases six months
20.21 after discharge from active duty or termination of the aforementioned employment. A
20.22 registration renewal notice shall be sent to the licensee at the time that a registration
20.23 renewal notice would normally be sent to the licensee. The licensee may be requested
20.24 to reconfirm exempt status. If the licensee no longer qualifies for the exemption, the
20.25 requirements for registration renewal must be met. The required number of contact hours

21.1 are calculated based on the number of months since the exemption ceased to the month of
21.2 the registration renewal expiration date and according to the ratio specified in subpart 3.

21.3 Subp. 11. **Nullification of incomplete registration renewal.** The board shall nullify
21.4 incomplete registration renewal applications that are not completed, returned, and received
21.5 by the board within 30 days following notification of the deficiency or by the licensee's
21.6 registration expiration date, whichever is later. For a nullified application, the fee shall
21.7 be forfeited and the application and other documents may be destroyed according to
21.8 Minnesota Statutes, section 138.17, subdivision 7.

21.9 Subp. 12. **Removal of name from list.** The name of a licensee who does not
21.10 return the complete renewal application and fees by the registration expiration date shall
21.11 be removed from the list of individuals authorized to practice professional or practical
21.12 nursing.

21.13 **6310.3000 SUBSTANTIATION OF PARTICIPATION IN CONTINUING**
21.14 **EDUCATION.**

21.15 Subpart 1. **Substantiation of continuing education activity.** At the time of renewal,
21.16 the board shall randomly select a sample of licensees and require substantiation of
21.17 participation in the activities that the licensees confirmed on their continuing education
21.18 report. The licensee shall submit documents or written statements that verify the
21.19 information in part 6310.2800, subpart 3, item G.

21.20 Licensees who participated in other acceptable continuing education listed in part
21.21 6310.2800, subpart 4, with required documentation or subpart 5 with submission of all or
21.22 a portion of the article, book, paper, study, research, or brochure that verifies participation
21.23 as a panel member.

21.24 Failure to substantiate the hours with the required information shall result in the
21.25 hours being automatically deferred to the next participation period unless the licensee is
21.26 not eligible to do so. At the next renewal or reregistration, the licensee shall substantiate

22.1 participation in all the hours of continuing education required for that reporting period
22.2 including the automatically deferred hours. Failure to substantiate the hours at this time
22.3 shall provide grounds for disciplinary action.

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

22.5 **6310.3100 REREGISTRATION REQUIREMENTS.**

22.6 Subpart 1. **Reregistration application.** A licensee shall obtain a reregistration
22.7 application from the board. A licensee shall submit an application for reregistration and
22.8 respond to questions on the application that relate to the grounds for disciplinary action
22.9 listed in Minnesota Statutes, section 148.261. The licensee shall submit true information.
22.10 Falsification or omission of information provides grounds for disciplinary action. The
22.11 board may require further information of the licensee to determine whether the licensee
22.12 has engaged in conduct warranting disciplinary action listed in Minnesota Statutes,
22.13 section 148.261. The board shall return an application that is received without a fee or
22.14 an application that is incomplete.

22.15 Subp. 2. **Penalty fees.** The penalty fee for practicing nursing without current
22.16 registration is also applicable if the licensee practiced nursing in Minnesota after
22.17 expiration of the licensee's registration. A reregistration fee and any penalty fee for
22.18 practicing without current registration must be paid to the board and must be received
22.19 before evaluation of an applicant's qualifications for reregistration. Remittance must be in
22.20 the form of United States currency. Personal checks are not accepted for penalty fees.

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

22.25 [For text of items A to C, see M.R.]

23.1 D. The board shall provide a method for reporting continuing education. In the
23.2 report of continuing education, the board shall require the name of the activity, the date of
23.3 the activity, and the number of contact hours for each of the activities. The licensee shall
23.4 report participation in the required acceptable continuing education. A professional nurse
23.5 who has been certified in a nursing specialty may submit a copy of the practice specialty
23.6 certificate in lieu of reporting participation in the continuing education contact hours. The
23.7 copy of the current certificate must be attached to the report of continuing education. Each
23.8 licensee shall verify that the continuing education activities met all the criteria specified
23.9 in part 6310.2800, subpart 3, items A to C and E to G; 4; or 5, and that the information
23.10 contained on the continuing education report is true in every respect.

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

23.12 Subp. 2c. **Acceptable nursing practice requirement.** A licensee shall submit proof
23.13 of acceptable nursing practice that occurred within the two years immediately preceding
23.14 receipt by the board of the application for reregistration. Verification of acceptable nursing
23.15 practice must be reported on a form provided by the board or in a statement submitted
23.16 in writing that includes the information required by the board on the verification of
23.17 practice form. It must be completed by the individual best able to verify the licensee's
23.18 practice. If the licensee was employed by an institution or agency, an employer shall
23.19 complete the verification. In lieu of an employer, a patient, volunteer supervisor, patient's
23.20 family, physician, or peer may verify acceptable practice. If the applicant supplies a
23.21 written statement that verification cannot be obtained because the institution or agency no
23.22 longer has the relevant records or went out of business, the last date of employment shall
23.23 be accepted from the applicant.

23.24 Subp. 3. [Repealed, 12 SR 102]

23.25 Subp. 4. [Repealed, 12 SR 102]

23.26 Subp. 5. [Repealed, 15 SR 838]

24.1 Subp. 6. **Additional continuing education in lieu of acceptable nursing practice.**

24.2 A licensee who has not been engaged in acceptable nursing practice within the two years
24.3 preceding receipt by the board of the application for reregistration must comply with
24.4 items A to D:

24.5 A. A licensee must report the number of months since the licensee's last date
24.6 of acceptable nursing practice.

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

24.8 C. A licensee must participate in and report participation in acceptable
24.9 continuing education as specified in part 6310.2800, subparts 3, items A, B, C, E, and F;
24.10 and 5. The licensee must complete the required number of contact hours of continuing
24.11 education. The registered nurse must complete one contact hour of acceptable continuing
24.12 education for each month that the licensee was not engaged in acceptable practice. The
24.13 licensed practical nurse must complete one contact hour for every two months that the
24.14 licensee was not engaged in acceptable practice. The maximum hours required are 60
24.15 hours for a registered nurse and 30 hours for a licensed practical nurse. The continuing
24.16 education must be reported on the form provided by the board.

24.17 D. If the licensee has not engaged in acceptable nursing practice for more
24.18 than five years, the licensee must successfully complete a refresher course that meets
24.19 board criteria. The licensee shall complete the refresher course within the 24 months
24.20 immediately preceding board action on the application for licensure.

24.21 The licensee shall report the successful completion of the refresher course on an
24.22 affidavit provided by the board. The affidavit must be signed by the person responsible for
24.23 the refresher course. Successful completion of a refresher course will meet continuing
24.24 education requirements.

24.25 Subp. 7. **Temporary permit to practice.** The licensee shall have a temporary permit
24.26 to practice to participate in the clinical component of a refresher course with the exception

25.1 of degree granting programs. A temporary permit may be issued if the degree granting
25.2 program requires it.

25.3 Subp. 7a. **Clinical component temporary permit to practice.** To obtain a
25.4 temporary permit to complete the clinical portion of a refresher course if being taken in
25.5 Minnesota, a licensee shall submit the completed reregistration application, fee, and a
25.6 statement of intent to participate in a refresher course. The statement of intent must be
25.7 signed by the person responsible for the refresher course. The statement of intent must
25.8 contain the request for a temporary permit. The board shall issue a temporary permit
25.9 after the application, fee, and statement of intent have been received and evaluated for
25.10 compliance with this chapter. The board shall issue the temporary permit for no more than
25.11 90 days. The temporary permit is valid only for practice as a part of the refresher course.
25.12 While the temporary permit is in effect, the registered nurse may use the title registered
25.13 nurse, abbreviated "RN," and a licensed practical nurse may use the title licensed practical
25.14 nurse, abbreviated "LPN." If there is a delay in the completion of the clinical portion of
25.15 the refresher course, the licensee shall complete another statement of intent. The board
25.16 shall issue another temporary permit for no more than 90 days.

25.17 Subp. 7b. **Affidavit of successful completion of a refresher course.** The licensee
25.18 who must successfully complete a refresher course shall submit the affidavit of successful
25.19 completion of a refresher course. The affidavit of successful completion must be signed
25.20 by the person responsible for the refresher course.

25.21 Subp. 8. **Licensees residing outside Minnesota.** A licensee residing outside
25.22 of Minnesota applying for reregistration for the purpose of obtaining verification of
25.23 current registration status to another country or United States jurisdiction must have
25.24 an out-of-state address and submit a verification of licensure request from another
25.25 jurisdiction. The verification of licensure request must be submitted with the reregistration
25.26 application. The fee for verification must be separate from the fee for reregistration.

26.1 [For text of subps 9 to 13, see M.R.]

26.2 Subp. 14. **Nullification and reapplication.** The board shall nullify an incomplete
26.3 reregistration application if the licensee fails to complete the application process within
26.4 one year after submission of the application. For a nullified application, the reregistration
26.5 shall be forfeited and the application and other documents may be destroyed according
26.6 to Minnesota Statutes, section 138.17, subdivision 7. If a licensee fails to submit an
26.7 application and fee within six months after the board received any other documents
26.8 relating to the application, the board may destroy the documents. If a licensee whose
26.9 application has been nullified wants to be reregistered, a new reregistration application
26.10 must be submitted and all applicable reregistration requirements must be met.

26.11 Subp. 15. **Initial registration following reregistration.** The board shall authorize
26.12 an individual to engage in the practice of practical or professional nursing in Minnesota
26.13 once the reregistration requirements have been met. The initial registration period is as
26.14 defined in part 6310.2600, subpart 15. Licensees shall participate in the number of contact
26.15 hours of acceptable continuing education according to the number of full months in the
26.16 initial registration period. For licensed practical nurses, the number of contact hours is
26.17 one contact hour for every two months of registration. For registered nurses, the number
26.18 of contact hours is one contact hour for every month of registration. The continuing
26.19 education must meet the criteria in part 6310.2800.

26.20 **6310.3300 CHANGE OF NAME AND ADDRESS ON RECORDS.**

26.21 Subpart 1. **Name change.** The licensee who has changed names shall notify the board
26.22 as soon as possible and provide official documentation of the name change to the board.

26.23 Subp. 2. **Address change.** The licensee who has changed addresses shall notify the
26.24 board as soon as possible. The board shall notify the licensee of address changes made
26.25 in the licensee's records.

27.1 **6310.3400 LOST, STOLEN, OR DESTROYED LICENSE.**

27.2 Subpart 1. **License.** A duplicate license shall not be issued. A replacement license
27.3 may be issued for a fee when the licensee notifies the board that the original license was
27.4 lost, stolen, or destroyed. The replacement license shall be marked "Replacement" and the
27.5 date of issuance indicated.

27.6 Subp. 2. [See repealer.]

27.7 Subp. 3. [See repealer.]

27.8 **6310.3500 VERIFICATION OF MINNESOTA LICENSE.**

27.9 Subpart 1. **Verification of licensure.** Licensure verification for the purpose of
27.10 obtaining a license in another jurisdiction must be completed through Nursys, the nurse
27.11 licensing database for the National Council of State Boards of Nursing. Licensure
27.12 verification for another purpose such as a licensee wishing a certified statement of
27.13 licensure status sent to a foreign country or to any other third party may, upon written
27.14 request and payment of a fee, have a certified statement of Minnesota licensure status
27.15 issued to the Board of Nursing, other official agency empowered to issue nursing licenses
27.16 in the other jurisdiction or country or a third party. A replacement of the certified statement
27.17 shall not be issued within the first two months nor more than six months after the original
27.18 statement was issued. If requested by the licensee, a replacement shall be issued without
27.19 charge between two and six months after the original statement was issued.

27.20 [For text of subps 1a and 2, see M.R.]

27.21 **6310.3700 DISHONORED CHECKS.**

27.22 Subpart 1. **Service charge.** If a licensee submits a dishonored check for any of the
27.23 fees required in Minnesota Statutes, section 148.243, a service charge shall be assessed in
27.24 keeping with Minnesota Statutes, section 604.113.

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

28.1 Subp. 3. **Additional fee.** Nonreplacement of a dishonored check for the fees required
28.2 in Minnesota Statutes, section 148.243, and nonpayment of the service charge will result
28.3 in the amounts being added to the next fee the licensee must pay.

28.4 **6310.3800 INCORPORATION BY REFERENCE.**

28.5 Program Requirements: Appendices to Minnesota Administrative Rules, Chapter
28.6 6310, issued by the Minnesota Board of Nursing, February 2012, are incorporated by
28.7 reference. They are available through the Minnesota Board of Nursing Web site at
28.8 <http://www.nursingboard.state.mn.us> under the education topic tab. They are not subject
28.9 to frequent change.

28.10 **REPEALER.** Minnesota Rules, parts 6305.0100, subparts 2, 7, and 18; 6305.0300,
28.11 subparts 3, 4, and 5; 6305.0400, subpart 6; 6310.2600, subparts 6a, 8c, 12, and 13;
28.12 6310.2900, subparts 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10; 6310.3200; 6310.3400, subparts 2 and
28.13 3; and 6310.3600, are repealed.