

1.1 **Board of Nursing**

1.2 **Proposed 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 ~~6305.0700~~ 6305.0800, the following  
1.6 terms 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 [Repealed, 18 SR 2195]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. **Affidavit of graduation Confirmation of program completion.**

1.13 "~~Affidavit of graduation~~" "Confirmation of program completion" means the ~~form supplied~~  
1.14 ~~by evidence submitted~~ to the board used to authenticate officially that the applicant has  
1.15 fulfilled all requirements ~~graduated or is eligible~~ for graduation.

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

1.19 Subp. 7. [See repealer.]

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

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

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 [Repealed, 18 SR 2195]

- 2.1 Subp. 9. [Repealed, 18 SR 2195]
- 2.2 Subp. 10. [Repealed, 18 SR 2195]
- 2.3 Subp. 11. **Jurisdiction.** "Jurisdiction" means a state or territory of the United States.
- 2.4 Subp. 12. **Graduation.** "Graduation" means ~~completion~~ all requirements of an  
2.5 approved nursing program are met and the degree is conferred.
- 2.6 Subp. 13. **License.** "License" means the ~~document~~ authority issued by the board  
2.7 to an individual who meets for the first time the requirements ~~for practieing~~ to practice  
2.8 professional or practical nursing in Minnesota.
- 2.9 Subp. 14. **Licensure application.** "Licensure application" means the ~~form~~ supplied  
2.10 method required by the board used in applying for professional or practical nurse licensure.
- 2.11 Subp. 15. [Repealed, 15 SR 838]
- 2.12 Subp. 16. [Repealed, 15 SR 838]
- 2.13 Subp. 17. **Nursing ability.** "Nursing ability" means the ~~mental and physical capacity~~  
2.14 and skill and judgment necessary to perform nursing actions safely.
- 2.15 Subp. 18. [See repealer.]
- 2.16 [For text of subps 19 and 20, see M.R.]
- 2.17 Subp. 21. **Program.** "Program" means ~~an organized set of courses designed to~~  
2.18 ~~prepare students to meet the nursing edueation requirements for licensure as practical or~~  
2.19 ~~professional nurses~~ a course of study offered by a controlling body that prepares students  
2.20 to practice practical nursing or professional nursing.
- 2.21 Subp. 21a. **Program completion.** "Program completion" means graduation or  
2.22 eligibility for graduation from a nursing program approved by a United States jurisdiction  
2.23 or Canadian province.

3.1       Subp. 22. **Refresher course equivalent or equivalent.** "Refresher course  
3.2       equivalent" or "equivalent," when used to refer to a refresher course, means an educational  
3.3       activity that includes a clinical component and is used in lieu of a refresher course.  
3.4       Examples of equivalent activities are a preceptorship, an orientation program, a program  
3.5       of study leading to a degree in nursing, or a clinical course to enhance nursing skills in a  
3.6       clinical area. for the applicant for licensure by endorsement under Minnesota Statutes,  
3.7       section 148.211, subdivision 2, or for reregistration under Minnesota Statutes, section  
3.8       148.231, subdivision 5, means a planned program of study with a clinical component that  
3.9       provides a review and evaluation of basic nursing knowledge and abilities to enhance  
3.10       clinical competency within the professional or practical scope of practice. The criteria  
3.11       for a refresher course is identified in Program Requirements: Appendices to Minnesota  
3.12       Administrative Rules, Chapter 6305, in part 6305.0800, as incorporated by reference  
3.13       in part 6305.0800.

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

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

## 3.21       **6305.0200 PURPOSE AND AUTHORITY.**

3.22       Parts 6305.0100 to 6305.0700 are adopted pursuant to Minnesota Statutes, section  
3.23       148.191. The parts pertain to the authorization to practice, the requirements for licensure  
3.24       by examination, the requirements for licensure without examination by endorsement, and  
3.25       nullification of applications. Part 6305.0400 applies to applicants who have not passed an  
3.26       examination acceptable to the board. Part 6305.0405 applies to applicants educated in

4.1       Canada. Part 6305.0500 applies to applicants who have passed an examination acceptable  
4.2       to the board.

4.3       **6305.0300 AUTHORIZATION TO PRACTICE NURSING.**

4.4       Subpart 1. **Required authorization.** A Minnesota license and current registration  
4.5       certificate or a temporary permit is required if an individual practices professional nursing  
4.6       as defined in Minnesota Statutes, section 148.171, subdivision 15, or practical nursing  
4.7       as defined in Minnesota Statutes, section 148.171, subdivision 14, whether for monetary  
4.8       compensation or as a volunteer, or if an individual is a faculty member for an out-of-state  
4.9       nursing or nursing assistant program and is supervising nursing students or nursing  
4.10      assistant students in Minnesota except as provided in Minnesota Statutes, section 148.271.  
4.11      If the temporary permit is revoked or expires, whichever occurs first, an applicant must  
4.12      not practice nursing until a license has been issued.

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

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

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

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

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

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

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

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

5.1        Subp. 3. [See repealer.]

5.2        Subp. 4. [See repealer.]

5.3        Subp. 5. [See repealer.]

5.4        Subp. 6. **Temporary permit to practice nursing without direct supervision.**

5.5        The board shall grant an applicant who is not the subject of a pending investigation or  
5.6        disciplinary action a temporary permit to practice nursing that does not require direct  
5.7        supervision if the applicant:

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

5.9        C. applies for a temporary permit to practice ~~on a form obtained from the board~~;

5.10       D. submits evidence of licensure and current eligibility to practice in another  
5.11       jurisdiction or Canadian province. Evidence of licensure and eligibility to practice may  
5.12       include, but is not limited to, ~~a copy of the document from another jurisdiction or Canadian~~  
5.13       ~~province that authorizes current practice~~; an official statement from another jurisdiction  
5.14       or Canadian province that the applicant is currently authorized to practice, or an official  
5.15       statement from another jurisdiction or Canadian province that the licensure examination  
5.16       was passed and that the applicant is authorized to practice pending licensure; and

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

5.19       Subp. 7. **Length of temporary permits.** ~~The permit authorizing practice under the~~  
5.20       ~~direct supervision of a registered nurse expires 60 days from the date of issue or upon the~~  
5.21       ~~applicant's notification by the board of failure on the examination, whichever occurs first.~~  
5.22       ~~The board may extend this permit if the applicant has come under investigation by the~~  
5.23       ~~board after the issuance of the initial permit until the matter is resolved for the applicant.~~

5.24       The temporary permit authorizing practice without direct supervision expires ~~12~~  
5.25       months 60 days after the date of issue. The board may extend the temporary permit if

6.1 the applicant has come under investigation by the board after the issuance of the initial  
6.2 temporary permit until the matter is resolved for the applicant.

6.3 Subp. 8. **Revocation of temporary permit.** The board shall revoke a temporary  
6.4 permit in the following situations.

6.5 A. ~~The board shall revoke a permit if the permit holder:~~

6.6 (1) ~~has been notified of the results of the examination;~~

6.7 (2) ~~is licensed by the board;~~

6.8 (3) ~~did not write in another jurisdiction an examination acceptable to the~~

6.9 ~~board;~~

6.10 (4) ~~did not pass an examination in another jurisdiction with a score~~

6.11 ~~acceptable to the board;~~

6.12 (5) ~~is not eligible for licensure; or~~

6.13 (6) ~~did not graduate.~~

6.14 B. ~~The board may act to decide whether to revoke a permit if the board~~  
6.15 ~~determines that:~~

6.16 (1) ~~an applicant for licensure by examination did not meet the graduation~~  
6.17 ~~requirements in part 6305.0400, subpart 4 or 5;~~

6.18 (2) ~~an applicant for licensure without examination presented fraudulent~~  
6.19 ~~evidence of licensure in another jurisdiction or Canadian province; or~~

6.20 (3) ~~an applicant has engaged in conduct which constitutes grounds for~~  
6.21 ~~denial of a license.~~

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

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

7.3           Subp. 9. **Designated titles.** The ~~permit holder who is an applicant for registered~~  
7.4           ~~nurse licensure by examination shall use the title "graduate nurse," abbreviated "GN."~~  
7.5           The ~~temporary~~ permit holder who is an applicant for registered nurse licensure ~~without~~  
7.6           ~~examination by endorsement~~ shall use the title registered nurse, abbreviated "RN." The  
7.7           ~~permit holder who is an applicant for licensed practical nurse licensure by examination~~  
7.8           ~~shall use the title "graduate practical nurse," abbreviated "GPN."~~ The ~~temporary~~ permit  
7.9           holder who is an applicant for licensed practical nurse licensure ~~without examination by~~  
7.10          ~~endorsement~~ shall use the title "licensed practical nurse," abbreviated "LPN."

7.11          **6305.0400 REQUIREMENTS FOR LICENSURE BY EXAMINATION.**

7.12          Subpart 1. **Licensure application.** An applicant shall obtain the application forms  
7.13          for licensure and instructions for filing from the board. An applicant shall respond to  
7.14          questions on the application that relate to the grounds for disciplinary action in Minnesota  
7.15          Statutes, section 148.261. An applicant shall submit true information. Falsification or  
7.16          omission of information provides grounds for disciplinary action. The application must be  
7.17          notarized. If an application is received without a fee, it shall be returned to the applicant.

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

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

7.20          Subp. 4. **Graduation or eligibility for graduation from approved professional**  
7.21          **nursing program.** An applicant who has graduated from ~~or is eligible for graduation from~~  
7.22          an approved professional nursing program is eligible for licensure as a registered nurse if  
7.23          the applicant's nursing education includes classroom and clinical instruction. The learning  
7.24          activities must have been provided according to either item A or B.

7.25          A. The learning activities involved patients in each of the following categories:

- 8.1                   (1) ~~newborn through 11 months;~~
- 8.2                   (2) ~~one year through 12 years;~~
- 8.3                   (3) ~~18 years through 64 years;~~
- 8.4                   (4) ~~65 years and older;~~
- 8.5                   (5) ~~healthy patients, such as patients in an uncomplicated maternity cycle~~
- 8.6                   ~~or patients in need of health teaching;~~
- 8.7                   (6) ~~acutely ill patients suffering from an illness with a short and relatively~~
- 8.8                   ~~severe course; and~~
- 8.9                   (7) ~~chronically ill patients suffering from an illness that persists over a~~
- 8.10                  ~~long period of time.~~

- 8.11                 B. ~~The learning activities involved patients in each of the following categories:~~
- 8.12                 (1) ~~patients having nursing care needs in all stages of illness;~~
- 8.13                 (2) ~~adults, including those over 65 years of age and children receiving~~
- 8.14                 ~~medical and surgical therapy;~~
- 8.15                 (3) ~~patients having mental illness; and~~
- 8.16                 (4) ~~mothers and newborn infants in the maternity cycle.~~

8.17                 Subp. 5. **Graduation or eligibility for graduation from approved practical**

8.18                 **nursing program.** An applicant who has graduated from or is eligible for graduation

8.19                 from an approved practical nursing program is eligible for licensure as a licensed practical

8.20                 nurse if the applicant's nursing education includes classroom and clinical instruction. The

8.21                 learning activities must have been provided in accordance with either item A or B.

- 8.22                 A. ~~The learning activities involved patients in each of the following categories:~~
- 8.23                 (1) ~~newborn through 11 months;~~

- 9.1                   (2) ~~one year through 12 years;~~
- 9.2                   (3) ~~18 years through 64 years;~~
- 9.3                   (4) ~~65 years and older;~~
- 9.4                   (5) ~~healthy patients, such as patients in an uncomplicated maternity cycle;~~
- 9.5                   (6) ~~acutely ill patients suffering from an illness with a short and relatively~~
- 9.6                   ~~severe course; and~~
- 9.7                   (7) ~~chronically ill patients suffering from an illness that persists over a~~
- 9.8                   ~~long period of time.~~

9.9                  B. ~~The learning activities involved patients in each of the following categories:~~

- 9.10                 (1) ~~children;~~
- 9.11                 (2) ~~mothers of newborn infants;~~
- 9.12                 (3) ~~newborn infants;~~
- 9.13                 (4) ~~adults with common illnesses;~~
- 9.14                 (5) ~~geriatric patients; and~~
- 9.15                 (6) ~~patients with mental and emotional problems.~~

9.16                 Subp. 6. [See repealer.]

9.17                 Subp. 7. **Resolution of educational deficiencies.** Any deficit in nursing education  
9.18                 as outlined in subpart 4 or 5 identified through the credentials evaluation must be made up  
9.19                 prior to admission to the examination in one of the following ways:

9.20                 A. The applicant must successfully complete a regular course or a course  
9.21                 coursework designed for an applicant that includes classroom instruction, clinical  
9.22                 instruction, and evaluation of nursing ability provides theoretical and clinical learning  
9.23                 activities with patients across the life span and also with patients throughout the whole

10.1       wellness, acute, and chronic illness continuum. This coursework must be in the area  
10.2       of deficit in an approved nursing program which that prepares students for the type of  
10.3       licensure for which the applicant is applying.

10.4           B. If the deficit is a clinical ~~instruction and evaluation of nursing ability~~  
10.5       coursework deficit and not a ~~classroom~~ theoretical coursework deficit, an applicant for  
10.6       registered nurse licensure must successfully complete 90 hours of clinical instruction  
10.7       including evaluation of nursing ability in the deficit area, ~~and an applicant for licensed~~  
10.8       practical nurse licensure must successfully complete 65 hours of clinical instruction  
10.9       including evaluation of nursing ability in the deficit area. The clinical instruction including  
10.10      evaluation must be supervised by a faculty person who is a registered nurse.

10.11       The applicant must submit evidence of having completed ~~item A or B~~ the coursework  
10.12       designed to resolve the deficiencies on an affidavit provided by the board and signed by all  
10.13      individuals responsible for the makeup activities.

10.14       Subp. 8. **Affidavit of graduation or transcript Confirmation of program**  
10.15       completion.

10.16           A. ~~An affidavit~~ Confirmation of graduation or a transcript is required if an  
10.17       applicant graduated from an approved nursing program in a United States jurisdiction or  
10.18       Canadian province. If an applicant submits ~~an affidavit~~ confirmation of graduation, the  
10.19       affidavit confirmation must be completed and signed by an official of the nursing program  
10.20       or controlling institution and must bear the seal or stamp of the program or controlling  
10.21       institution. If the applicant submits a transcript, it must be an official transcript from the  
10.22       educational institution or nursing program that verifies that the applicant has graduated  
10.23       from the nursing program.

10.24           B. Confirmation of eligibility for graduation is required if an applicant is  
10.25       eligible to graduate from an approved nursing program in a United States jurisdiction or  
10.26       Canadian province. If an applicant submits a confirmation of eligibility for graduation,

11.1       the confirmation must be completed and signed by an official of the nursing program  
11.2       or controlling institution and must bear the seal or stamp of the program or controlling  
11.3       institution.

11.4       C. If the board finds after the examination has been taken that the affidavit of  
11.5       graduation confirmation of program completion was completed in error, the examination  
11.6       results shall not be released nor action taken on the application until the applicant has  
11.7       graduated met all requirements for program completion. If graduation all requirements for  
11.8       program completion are not met within 12 months after the application was submitted,  
11.9       the application will be nullified in accordance with part 6305.0600. If there is evidence  
11.10      that the applicant was aware of nongraduation status not meeting program requirements  
11.11      before the examination and did not inform the board, the matter may be handled through a  
11.12      disciplinary proceeding.

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

11.14      Subp. 10. **Fees.** The board shall charge the following fees. A licensure or retake  
11.15      fee must be paid to the board and must be received before evaluation of an applicant's  
11.16      qualifications for licensure. Personal checks are not accepted. Remittance must be in  
11.17      the form of United States currency. If for any reason a license is not issued, the fee is  
11.18      not refundable.

11.19      A. A licensure fee must be paid to the board and must be received before  
11.20      evaluation of an applicant's qualifications for examination and licensure.

11.21      B. A fee is required with the request to retake the examination and must be paid  
11.22      to the board and must be received before evaluation of an applicant's qualifications to  
11.23      retake the examination.

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

12.1           D. ~~If for any reason a license is not issued, fees are not refundable.~~

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

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

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

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

12.9           (1) application for licensure;

12.10          (2) fee for licensure;

12.11          (3) ~~affidavit of graduation or transcript confirmation of program~~  
12.12 completion;

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

12.14          (5) ~~when applicable, verification of passing score on the CGFNS qualifying~~  
12.15 examination; and

12.16          (6) (5) ~~when applicable, verification of comparable education; and~~

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

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

12.22          C. To take the examination, the applicant must meet all requirements of  
12.23 the test service of the National Council of State Boards of Nursing, Inc., including the

13.1 payment of fees, and, after receipt of an authorization to test, schedule the examination at  
13.2 one of the testing centers.

13.3       **D C.** Official notification of the results of the examination shall be by ~~first~~  
13.4 ~~class United States mail, postage prepaid and addressed to the applicant's last known~~  
13.5 ~~address using the last contact information provided by the applicant. This constitutes~~  
13.6 ~~official notification.~~

13.7       **E D.** An applicant who fails an examination and wants to retake the examination  
13.8 must notify the board ~~on a form by a method~~ provided by the board. On the request to  
13.9 retake the examination, an applicant shall respond to questions that relate to the grounds  
13.10 for disciplinary action listed in Minnesota Statutes, section 148.261. The board may  
13.11 require further information of the applicant in order to determine whether the applicant  
13.12 has engaged in conduct warranting disciplinary action. An applicant must submit true  
13.13 information. Falsification or omission of information provides grounds for denial of a  
13.14 license. ~~The request to retake the examination must be notarized.~~ If the request is received  
13.15 without a fee, it shall be returned to the applicant. ~~The board will notify the applicant by~~  
13.16 ~~mail when the applicant is eligible to retake the examination. Placing the notice in first~~  
13.17 ~~class United States mail, postage prepaid and addressed to the applicant's last known~~  
13.18 ~~address, constitutes official notification.~~

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

13.22       **6305.0405 REQUIREMENTS FOR LICENSURE FOR APPLICANTS EDUCATED**  
13.23 **IN CANADA.**

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

14.1       Subp. 2. Insufficient score. An applicant for licensure whose examination score  
14.2       does not meet the Minnesota score requirement in part 6305.0500, subpart 11 or 12, must  
14.3       successfully take the current examination for licensure. The applicant must meet the  
14.4       requirements in subpart 3.

14.5       Subp. 3. Unacceptable examination. An applicant for licensure who did not take  
14.6       an examination acceptable to the board must successfully take the current examination  
14.7       for licensure.

14.8       A. The applicant must submit:

14.9           (1) the application for licensure by examination;

14.10          (2) the licensure fee;

14.11          (3) confirmation of program completion; and

14.12          (4) if applicable, a verification of licensure from the Canadian province of  
14.13 original licensure and a verification of licensure from the Canadian province in which the  
14.14 applicant was most recently employed if this is different from the Canadian province in  
14.15 which the applicant was licensed by examination.

14.16       B. To take the examination, the applicant must meet all requirements of the test  
14.17 service of the National Council of State Boards of Nursing, Inc., including the payment of  
14.18 fees, and, after receipt of an authorization to test, schedule the examination at one of the  
14.19 testing centers. Passing the examination will be accepted in lieu of the requirements set  
14.20 out in part 6305.0500, subparts 7 and 8.

14.21 **6305.0500 REQUIREMENTS FOR LICENSURE WITHOUT EXAMINATION**  
14.22 **BY ENDORSEMENT.**

14.23       Subpart 1. **Proof of licensure in another jurisdiction or Canada.** To be licensed  
14.24       to practice nursing in Minnesota ~~without writing an examination by endorsement~~, an  
14.25       applicant must submit proof, on a form provided by the board, that the applicant is

15.1 licensed in another jurisdiction or Canadian province and has passed an examination  
15.2 acceptable to the board as listed in subparts 11 and 12. Proof of licensure must be obtained  
15.3 from the jurisdiction or Canadian province in which the applicant wrote an acceptable  
15.4 examination as well as the jurisdiction or Canadian province in which the applicant was  
15.5 most recently employed. Proof of licensure must be obtained from the jurisdiction in  
15.6 which the applicant was first licensed, if this is different from the jurisdiction in which the  
15.7 applicant was licensed based on an acceptable examination.

15.8       **Subp. 2. Licensure application.** An applicant shall obtain the application forms  
15.9 and instructions for filing from the board. An applicant shall respond to questions on the  
15.10 application that relate to the grounds for disciplinary action listed in Minnesota Statutes,  
15.11 section 148.261. An applicant shall submit true information. Falsification or omission  
15.12 of any information provides grounds for denial of a license. The application must be  
15.13 notarized. If an application is received without a fee, it shall be returned to the applicant.  
15.14 Application for licensure begins on the date when an application and fee are received  
15.15 by the board.

15.16       **Subp. 3. Fee.** A licensure fee must be paid to the board and must be received before  
15.17 evaluation of an applicant's qualifications for licensure. Personal checks are not accepted.  
15.18 Remittance must be in the form of United States currency, cashier's check, or money  
15.19 order. If for any reason a license is not issued, the fee is not refundable.

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

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

15.23           A. an applicant has been licensed by another jurisdiction or Canadian province  
15.24 based on requirements equivalent to the qualifications required in Minnesota at the time of  
15.25 the applicant's original licensure; or

16.1           B. an applicant for licensed practical nurse licensure has been licensed by  
16.2 another jurisdiction and passed an acceptable examination as specified in subpart 12 and  
16.3 has had at least 4,000 clock hours of employment as a licensed practical nurse in the ~~60~~  
16.4 ~~calendar months preceding five years prior to~~ application for licensure in Minnesota.

16.5           **Subp. 7. Current nursing education or acceptable nursing practice.** An applicant  
16.6 who has engaged in acceptable nursing practice as defined in part 6305.0100, subpart  
16.7 1a, who has graduated from an approved nursing program, or who has completed a  
16.8 degree program with a major in nursing during the two years immediately preceding  
16.9 application for licensure is exempt from the continuing education requirements in subpart  
16.10 8. Verification of acceptable nursing practice must be submitted to verify practice dates.  
16.11 If the applicant was employed by an institution or agency, an employer shall complete  
16.12 the verification. In lieu of an employer, a patient, volunteer supervisor, patient's family  
16.13 or physician, or peer can verify acceptable nursing practice. If the applicant supplies a  
16.14 written statement that verification cannot be obtained because the institution or agency no  
16.15 longer has the relevant records or the institution or agency has gone out of business, the  
16.16 last date of employment shall be accepted from the applicant. ~~An affidavit Confirmation of~~  
16.17 graduation or evidence from the nurse licensing agency in another jurisdiction ~~or Canadian~~  
16.18 ~~provincie~~ must be submitted to verify the graduation date.

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

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

16.23           C. ~~The applicant must participate in and report participation in acceptable~~  
16.24 ~~continuing education as specified in part 6310.2800, subparts 3, items A, B, C, E, and F,~~  
16.25 ~~and 5. If the applicant has not engaged in acceptable nursing practice for ten years or more,~~  
16.26 ~~the applicant must successfully complete a refresher course or refresher course equivalent~~

17.1 as defined in part 6310.2600, subpart 9d. The refresher course or refresher course  
17.2 equivalent must include a clinical component. If the length of the refresher course or its  
17.3 equivalent is less than the hours required in item D, other acceptable continuing education  
17.4 must be completed to meet the hour requirement. The applicant shall participate in the  
17.5 continuing education or complete the refresher course or the refresher course equivalent  
17.6 within the 24 months immediately preceding board action on the application for licensure.

17.7       D. The applicant must complete the required number of contact hours of  
17.8 continuing education. The registered nurse must complete one contact hour of acceptable  
17.9 continuing education for each month that the applicant was not engaged in acceptable  
17.10 practice. The licensed practical nurse must complete one contact hour for every two  
17.11 months that the applicant was not engaged in acceptable practice. The maximum hours  
17.12 required are 150 hours for a registered nurse applicant and 75 hours for a licensed  
17.13 practical nurse applicant. The continuing education must be reported on the form provided  
17.14 by the board.

17.15       If the applicant is required to successfully complete a refresher course or its  
17.16 equivalent, the applicant shall report the successful completion of the refresher course  
17.17 or refresher course equivalent on an affidavit provided by the board. The affidavit must  
17.18 be signed by the refresher course provider, the preceptor, the instructor, an official of the  
17.19 nursing program, or the employer.

17.20       C. The applicant must participate in and report participation in acceptable  
17.21 continuing education as specified in part 6310.2800, subparts 3, items A, B, C, E, and F,  
17.22 and 5. The applicant must complete the required number of contact hours of continuing  
17.23 education. The registered nurse must complete one contact hour of acceptable continuing  
17.24 education for each month that the applicant was not engaged in acceptable practice. The  
17.25 licensed practical nurse must complete one contact hour for every two months that the  
17.26 applicant was not engaged in acceptable practice. The maximum hours required are 60

18.1 hours for a registered nurse applicant and 30 hours for a licensed practical nurse applicant.

18.2 The continuing education must be reported on the form provided by the board.

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

18.7       The applicant shall report the successful completion of the refresher course on an  
18.8 affidavit provided by the board. The affidavit must be signed by the person responsible for  
18.9 the refresher course. Successful completion of a refresher course will meet continuing  
18.10 education requirements.

18.11      **Subp. 9. Clinical component temporary permit to practice.** The applicant shall  
18.12 have a temporary permit to practice to participate in the clinical component of a refresher  
18.13 course ~~or its equivalent~~ with the exception of degree granting programs. ~~For the latter,~~ A  
18.14 temporary permit may be issued if it is required by the degree granting program. For the  
18.15 applicant who is not eligible for a temporary permit based on current licensure in another  
18.16 United States jurisdiction, a temporary permit shall be issued for use only in the refresher  
18.17 course ~~or its equivalent~~. To obtain this temporary permit, the applicant must submit the  
18.18 completed licensure application, fee, and a statement of intent to participate in a refresher  
18.19 course ~~or refresher course equivalent~~. The statement of intent must be signed by the  
18.20 ~~refresher course provider, the preceptor, the instructor, an official of the nursing program,~~  
18.21 ~~or the employer~~ person responsible for the refresher course. The statement of intent must  
18.22 contain the request for a temporary permit. The board shall issue a temporary permit  
18.23 after the application, fee, and statement of intent have been received and evaluated for  
18.24 compliance with this chapter. The board shall issue the temporary permit for no more than  
18.25 90 days. This temporary permit is valid only for practice as a part of the refresher course  
18.26 ~~or its equivalent~~. While the temporary permit is in effect, the registered nurse may use  
18.27 the title registered nurse, abbreviated "RN," and a licensed practical nurse may use the

19.1 title licensed practical nurse, abbreviated "LPN." If there is a delay in the completion of  
19.2 the clinical portion of the refresher course ~~or its equivalent~~, the applicant shall ~~return the~~ the  
19.3 ~~expired permit~~ and complete another statement of intent. The board shall issue another  
19.4 temporary permit for no more than 90 days.

19.5 Subp. 10. **Affidavit Evidence of graduation.** An applicant must submit ~~an affidavit~~  
19.6 ~~of graduation confirmation of program completion~~, signed by an official of the nursing  
19.7 program and bearing the seal or stamp of the program. If an official school transcript  
19.8 is submitted, it shall be accepted in lieu of ~~an affidavit of graduation confirmation of~~  
19.9 ~~program completion~~. ~~An affidavit Confirmation of program completion~~ is not required if  
19.10 the licensing authority in another jurisdiction ~~or Canadian province~~ verifies graduation  
19.11 from an approved program. If a licensed practical nurse applicant has not graduated  
19.12 from an approved program, the applicant shall send his or her employer a form supplied  
19.13 by the board for documentation of 4,000 clock hours of employment. The form must be  
19.14 completed by the employer and returned to the board. The board shall determine if the  
19.15 employment fulfills the requirement of Minnesota Statutes, section 148.211, subdivision 4.

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

19.17 Subp. 14. **Unacceptable examination.** An applicant for licensure who did not take  
19.18 an examination acceptable to the board must successfully take the current examination for  
19.19 licensure. The applicant must submit the application for licensure ~~without examination by~~  
19.20 ~~endorsement~~, the licensure fee, a verification of licensure from the jurisdiction ~~or Canadian~~  
19.21 ~~province~~ of original licensure, and a verification of licensure from the jurisdiction ~~or~~  
19.22 ~~Canadian province~~ in which the applicant was most recently employed if this is different  
19.23 from the jurisdiction ~~or Canadian province~~ in which the applicant was licensed by  
19.24 examination. To take the examination, the applicant must meet all requirements of the test  
19.25 service of the National Council of State Boards of Nursing, Inc., including the payment of  
19.26 fees, and, after receipt of an authorization to test, schedule the examination at one of the

20.1 testing centers. Passing the examination will be accepted in lieu of the requirements set  
20.2 out in subparts 7 and 8.

20.3       **Subp. 15. Registration following licensure by endorsement.** The board shall  
20.4 authorize an individual to engage in the practice of practical or professional nursing in  
20.5 Minnesota once the registration requirements have been met. The initial registration  
20.6 period is defined in part 6310.2600, subpart 15. Licensees shall participate in the number  
20.7 of contact hours of acceptable continuing education according to the number of full  
20.8 months in their initial registration period. For licensed practical nurses, the number of  
20.9 contact hours is one contact hour for every two months of registration. For registered  
20.10 nurses, the number of contact hours is one contact hour for every month of registration.

20.11       **6305.0600 APPLICATION NULLIFICATION.**

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

20.13       **Subp. 2. Licensure without examination by endorsement.** The board will nullify  
20.14 an application for licensure without examination by endorsement if the applicant fails to  
20.15 complete the application process within one year after submission of the application.

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

20.17       **6305.0800 INCORPORATION BY REFERENCE.**

20.18       Program Requirements: Appendices to Minnesota Administrative Rules, Chapter  
20.19 6305, issued by the Minnesota Board of Nursing, February 2012, are incorporated by  
20.20 reference. They are available through the Minnesota Board of Nursing Web site at  
20.21 <http://www.nursingboard.state.mn.us> under the education topic tab. They are not subject  
20.22 to frequent change.

20.23       **6310.2600 DEFINITIONS.**

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

21.1       **Subp. 4. Continuing education participation period.** "Continuing education  
21.2       participation period" means the 24-month interval of time immediately before the  
21.3       registration ~~renewal deadline~~ expiration date during which a licensee must fulfill the  
21.4       continuing education requirements for registration renewal. The length varies for a  
21.5       licensee's first registration period after licensure or reregistration, beginning on the date of  
21.6       licensure or reregistration and ending on the registration ~~deadline~~ expiration date.

21.7       **Subp. 5. Continuing education report form.** "Continuing education report  
21.8       form" means the ~~printed document provided by~~ evidence submitted to the board ~~for~~  
21.9       use in reporting the information required in parts ~~6310.2800 to 6310.3000 to officially~~  
21.10      authenticate that the applicant has fulfilled all continuing education requirements for  
21.11      licensure.

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

21.13       **Subp. 6. Instructor.** "Instructor" means a presenter, preparer, or guide for a  
21.14       continuing education activity, ~~or~~ written programmed instruction ~~comes within this~~  
21.15      definition.

21.16       Subp. 6a. [See repealer.]

21.17       **Subp. 7. License.** "License" means the ~~document authority~~ issued by the board to  
21.18       an individual who meets for the first time the requirements to practice professional or  
21.19       practical nursing in Minnesota.

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

21.21       Subp. 8c. [See repealer.]

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

21.23       Subp. 9a. [Renumbered subp 17]

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

22.1       Subp. 9d. **Refresher course equivalent or equivalent.** "Refresher course  
22.2       equivalent" or "equivalent" when used to refer to a refresher course means an educational  
22.3       activity that includes a clinical component and can be used in lieu of a refresher course.  
22.4       These activities include a preceptorship, an orientation program, a program of study  
22.5       leading to a degree in nursing, or a clinical course to enhance nursing skills in a clinical  
22.6       area. "Refresher course" for the applicant for licensure by endorsement under Minnesota  
22.7       Statutes, section 148.211, subdivision 2, or for reregistration under Minnesota Statutes,  
22.8       section 148.231, subdivision 5, means a planned program of study with a clinical  
22.9       component that provides a review and evaluation of basic nursing knowledge and abilities  
22.10      to enhance clinical competency within the professional or practical scope of practice.  
22.11      The criteria for a refresher course is identified in Program Requirements: Appendices  
22.12      to Minnesota Administrative Rules, Chapter 6310, in part 6310.3800 as incorporated  
22.13      by reference in part 6310.3800.

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

22.15      Subp. 12. [See repealer.]

22.16      Subp. 13. [See repealer.]

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

22.18      Subp. 15. **Registration period.** "Registration period" means the interval of time  
22.19      for which a registration certificate is issued during which the individual is authorized  
22.20      to engage in professional or practical nursing during a registration period. The initial  
22.21      registration period following licensure, endorsement, or reregistration is from six to 29  
22.22      full calendar months starting on the day of licensure, endorsement, or reregistration and  
22.23      ending on the last day of the licensee's month of birth in an even-numbered year if the  
22.24      year of birth was an even-numbered year or in an odd-numbered year if the year of birth  
22.25      was in an odd-numbered year. Subsequent registration periods are 24-month periods. For  
22.26      registration renewal, the period starts on the first day of the month following expiration of

23.1 the previous registration period. The period ends the last day of the licensee's month of  
23.2 birth in an even- or odd-numbered year according to the licensee's year of birth.

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

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

23.7 **6310.2700 PURPOSE.**

23.8 Parts 6310.2600 to 6310.3100 6310.3000 establish the requirements and procedures  
23.9 for registration for professional nurses and practical nurses including continuing education.

23.10 Parts Part 6310.3100 and 6310.3200 establish establishes the requirements and  
23.11 procedures for reregistration. Parts 6310.3300 to 6310.3700 establish the requirements  
23.12 and procedures for change of name and address, duplicate and replacement documents;  
23.13 lost, stolen, or destroyed licenses; and verification of Minnesota license.

23.14 **6310.2800 REGISTRATION RENEWAL REQUIREMENTS.**

23.15 Subpart 1. **Registration renewal application.**

23.16 A licensee shall submit an application for renewal by the deadline for  
23.17 renewal of registration. The board shall provide a registration renewal notice at least three  
23.18 full calendar months before a licensee's registration expiration date using the last contact  
23.19 information provided by the licensee which constitutes official notification. Failure to  
23.20 receive the registration renewal application mailed notice sent by the board does not  
23.21 relieve the licensee of the obligation to renew registration by the deadline expiration date.

23.22 B. A licensee shall submit the completed registration renewal application, fee,  
23.23 and continuing education report to the board in time for the application to be received in  
23.24 the board office by the registration expiration date. The board shall return an application

24.1       that is received without a fee or an application that is incomplete. The licensee must  
24.2       resubmit the application and fee by the licensee's registration expiration date.

24.3       C. A licensee shall respond to questions on the application that relate to the  
24.4       grounds for disciplinary action listed in Minnesota Statutes, section 148.261. The licensee  
24.5       shall submit true information. Falsification or omission of information provides grounds  
24.6       for disciplinary action. The board may require further information of the licensee to  
24.7       determine whether the licensee has engaged in conduct warranting disciplinary action  
24.8       listed in Minnesota Statutes, section 148.261.

24.9       Subp. 2. Fee. The licensee shall pay the fee specified in part 6310.3600, subpart 1.  
24.10      submit the fee with the application for renewal by the registration expiration date. The  
24.11      fee must be made payable to the Minnesota Board of Nursing. The board shall return a  
24.12      fee that is received without an application or is made out incorrectly. The licensee shall  
24.13      resubmit the fee with an application by the licensee's registration expiration date. The  
24.14      fee is not refundable.

24.15      Subp. 3. Continuing education. Continuing education requirements for the licensed  
24.16      practical nurse begin for registration periods that begin on or after November 1, 1993. The  
24.17      report of continuing education is due by the application deadline for subsequent renewals  
24.18      of registration. A registered nurse shall participate in the ratio of at least one contact hour  
24.19      of acceptable continuing education for each month of registration. A licensed practical  
24.20      nurse shall participate in the ratio of at least one contact hour of acceptable continuing  
24.21      education for each two months of registration.

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

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

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

25.1        Subp. 5a. **Continuing education report.** Confirmation of continuing education shall  
25.2        be a part of the renewal of registration application. Each licensee shall verify that the  
25.3        continuing education activities used to meet the licensee's renewal requirements meet all  
25.4        the criteria in subparts 3, 4, and 5, and that the information is true in every respect.

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

25.6        Subp. 6a. **Application deadline for submission.** The registration renewal  
25.7        application, registration renewal fee, and continuing education report must be received  
25.8        in the board office ~~on or before the last day of the month preceding~~ by the licensee's  
25.9        registration expiration date. This receipt deadline is referred to as the application deadline.  
25.10       If the application deadline falls on a weekend or holiday, receipt by the board on the  
25.11       following business day constitutes timely submission.

25.12       If the licensee's registration renewal application, registration renewal fee, and  
25.13       continuing education report are received in the board office after the application deadline,  
25.14       a late application fee is required. If the application is received after the licensee's  
25.15       registration expires, registration expiration date, the applicant is not eligible for renewal  
25.16       of registration. If the registration expiration date falls on a weekend or holiday, receipt  
25.17       by the board on the following business day constitutes timely submission. However,  
25.18       The board shall return the application and fee to the licensee. The board shall provide  
25.19       a reregistration application to the licensee. The licensee may not practice nursing after  
25.20       the registration expiration date until registration renewal reregistration requirements have  
25.21       been met as specified in this part 6310.3100.

25.22       Subp. 6b. **Incomplete application notice.** If the board receives an incomplete  
25.23       renewal application and fee by the registration expiration date, the board shall notify the  
25.24       licensee of any deficiency. On the deficiency notice, the board shall note if the application,  
25.25       the continuing education report, or the fee submitted by a licensee is incomplete, incorrect,  
25.26       or not in compliance with this part. The licensee may not practice nursing after the

26.1 registration expiration date until registration requirements have been met. The registration  
26.2 renewal application, fee, and other documents will be retained by the board whenever  
26.3 possible.

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

26.6       A. Defer the number of contact hours that the licensee is lacking. The deferred  
26.7 hours shall be added to the contact hours required in the immediately succeeding  
26.8 continuing education participation period. Contact hours may be deferred if there are  
26.9 no current deferred contact hours required of the licensee. If the licensee is deferring a  
26.10 fraction of a contact hour, a whole contact hour must be deferred. If the licensee does not  
26.11 renew for the continuing education participation period that included the deferred hours,  
26.12 the deferred hours shall be required for reregistration.

26.13       B. Allow registration to expire and reregister.

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

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

26.18       Subp. 8. **Retention of information.** Each licensee shall keep information  
26.19 documenting each continuing education activity submitted to meet registration renewal  
26.20 requirements. The licensee shall retain the information for two years after the continuing  
26.21 education activities are reported to the board ~~on the continuing education report form.~~

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

26.23       Subp. 10. **Exemption from renewal of registration.** Pursuant to Minnesota  
26.24 Statutes, section 326.56, a licensee who is in the armed forces of the United States or is  
26.25 employed outside the United States in employment which is essential to the prosecution

27.1 of any war or the national defense, and whose registration was in effect at the time of  
27.2 entry into the armed forces or engagement in employment outside the United States,  
27.3 is not obligated to renew registration. The board must be notified in writing by the  
27.4 licensee regarding the qualifications for this exemption. The exemption ceases six months  
27.5 after discharge from active duty or termination of the aforementioned employment. A  
27.6 registration renewal application notice shall be sent to the licensee who has applied for  
27.7 the exemption at the time that a registration renewal application notice would normally  
27.8 be sent to the licensee. The licensee may be requested to reconfirm exempt status. If the  
27.9 licensee no longer qualifies for the exemption, the requirements for registration renewal  
27.10 must be met. The required number of contact hours are calculated based on the number of  
27.11 months since the exemption ceased to the month of the registration renewal application  
27.12 deadline expiration date and according to the ratio specified in subpart 3.

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

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

27.23 **6310.3000 SUBSTANTIATION OF PARTICIPATION IN CONTINUING  
27.24 EDUCATION.**

27.25       Subpart 1. **Substantiation of continuing education activity.** At the time of renewal,  
27.26 the board shall randomly select a sample of licensees and require substantiation of

28.1 participation in the activities that the licensees ~~reported~~ confirmed on their continuing  
28.2 education report ~~form~~. The licensee shall submit documents or written statements that  
28.3 verify the following: information in part 6310.2800, subpart 3, item G.

- 28.4       A. ~~the name of the activity;~~
- 28.5       B. ~~the date of the activity;~~
- 28.6       C. ~~the number of contact hours or hours equivalent to contact hours;~~
- 28.7       D. ~~the objectives;~~
- 28.8       E. ~~the name and qualifications of the instructor; and~~
- 28.9       F. ~~presence at or participation in the activity.~~

28.10      Licensees who participated in other acceptable continuing education listed in part  
28.11     6310.2800, subpart 4, with required documentation or subpart 5, shall submit with  
28.12     submission of all or a portion of the article, book, paper, study, research, or brochure that  
28.13     verifies participation as a panel member.

28.14      Failure to substantiate the hours with the required information shall result in the  
28.15     hours being automatically deferred to the next participation period unless the licensee is  
28.16     not eligible to do so. At the next renewal or reregistration, the licensee shall substantiate  
28.17     participation in all the hours of continuing education required for that reporting period  
28.18     including the automatically deferred hours. Failure to substantiate the hours at this time  
28.19     shall provide grounds for disciplinary action.

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

28.21   **6310.3100 REREGISTRATION REQUIREMENTS.**

28.22      Subpart 1. **Reregistration application.** A licensee shall obtain a reregistration  
28.23     application from the board. A licensee shall submit an application for reregistration and  
28.24     respond to questions on the application that relate to the grounds for disciplinary action  
28.25     listed in Minnesota Statutes, section 148.261. The licensee shall submit true information.

29.1 Falsification or omission of information provides grounds for disciplinary action. The  
29.2 board may require further information of the licensee to determine whether the licensee  
29.3 has engaged in conduct warranting disciplinary action listed in Minnesota Statutes,  
29.4 section 148.261. The board shall return an application that is received without a fee or  
29.5 an application that is incomplete.

29.6 Subp. 2. **Penalty fees.**

29.7 A. The fee for reregistration is the current registration renewal fee.

29.8 B. The late application fee is applicable if the licensee's registration expired  
29.9 within the two years preceding submission of the reregistration application unless the  
29.10 licensee has been licensed and is practicing nursing in another jurisdiction or country.

29.11 C. In addition to the fee in item A and when applicable the fee in item B, The  
29.12 penalty fee for practicing nursing without current registration is also applicable if the  
29.13 licensee practiced nursing in Minnesota after expiration of the licensee's registration. A  
29.14 reregistration fee and any penalty fee for practicing without current registration must be  
29.15 paid to the board and must be received before evaluation of an applicant's qualifications  
29.16 for reregistration. Remittance must be in the form of United States currency. Personal  
29.17 checks are not accepted for penalty fees.

29.18 D. For purposes of calculating the penalty fee for practicing nursing without  
29.19 current registration, the number of calendar months, or parts of months, of practice shall  
29.20 be calculated from the first day the licensee does not have current registration to the date  
29.21 of last nursing practice.

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

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

30.2       D. The board shall provide a method for reporting continuing education. In the

30.3       report of continuing education, the board shall require the name of the activity, the date of

30.4       the activity, and the number of contact hours for each of the activities. The licensee shall

30.5       report participation in the required acceptable continuing education. A professional nurse

30.6       who has been certified in a nursing specialty may submit a copy of the practice specialty

30.7       certificate in lieu of reporting participation in the continuing education contact hours. The

30.8       copy of the current certificate must be attached to the report of continuing education. Each

30.9       licensee shall verify that the continuing education activities met all the criteria specified

30.10      in part 6310.2800, subpart 3, items A to C and E to G; 4; or 5, and that the information

30.11      contained on the continuing education report is true in every respect.

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

30.13      **Subp. 2c. Acceptable nursing practice requirement.** A licensee shall submit proof

30.14      of acceptable nursing practice that occurred within the two years immediately preceding

30.15      receipt by the board of the application for reregistration. Verification of acceptable nursing

30.16      practice must be reported on a form provided by the board or in a statement submitted

30.17      in writing that includes the information required by the board on the verification of

30.18      practice form. It must be completed by the individual best able to verify the licensee's

30.19      practice. If the licensee was employed by an institution or agency, an employer shall

30.20      complete the verification. In lieu of an employer, a patient, volunteer supervisor, patient's

30.21      family, physician, or peer may verify acceptable practice. If the applicant supplies a

30.22      written statement that verification cannot be obtained because the institution or agency no

30.23      longer has the relevant records or went out of business, the last date of employment shall

30.24      be accepted from the applicant.

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

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

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

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

31.3 Licensees A licensee who have has not been engaged in acceptable nursing practice  
31.4 within the two years preceding receipt by the board of the application for reregistration  
31.5 must comply with items A to D:

31.6 A. A licensee must report the number of months since their the licensee's last  
31.7 date of acceptable nursing practice.

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

31.9 C. A licensee must participate in and report participation in acceptable  
31.10 continuing education as specified in part 6310.2800, subpart subparts 3, items A, B, C,  
31.11 E, and F-4, or; and 5. If the licensee has not engaged in acceptable nursing practice for  
31.12 ten years or more, the licensee must successfully complete a refresher course or refresher  
31.13 course equivalent. An affidavit of successful completion must be signed by the person  
31.14 responsible for the refresher course or the refresher course equivalent. If the length of  
31.15 the refresher course or its equivalent is less than the hours required in item D, other  
31.16 acceptable continuing education must be completed to meet the hour requirement. The  
31.17 licensee shall participate in the continuing education or complete the refresher course or  
31.18 the refresher course equivalent within the 24 months immediately preceding board action  
31.19 on the application for reregistration. The licensee must complete the required number of  
31.20 contact hours of continuing education. The registered nurse must complete one contact  
31.21 hour of acceptable continuing education for each month that the licensee was not engaged  
31.22 in acceptable practice. The licensed practical nurse must complete one contact hour for  
31.23 every two months that the licensee was not engaged in acceptable practice. The maximum  
31.24 hours required are 60 hours for a registered nurse and 30 hours for a licensed practical  
31.25 nurse. The continuing education must be reported on the form provided by the board.

32.1       D. A licensee must complete the required number of contact hours. The  
32.2 registered nurse shall complete one contact hour of acceptable continuing education for  
32.3 each month that the licensee was not engaged in acceptable nursing practice. The licensed  
32.4 practical nurse shall complete one contact hour for every two months that the licensee  
32.5 was not engaged in acceptable nursing practice. The maximum hours required are 150  
32.6 hours for a registered nurse and 75 hours for a licensed practical nurse. If the licensee  
32.7 has not engaged in acceptable nursing practice for more than five years, the licensee must  
32.8 successfully complete a refresher course that meets board criteria. The licensee shall  
32.9 complete the refresher course within the 24 months immediately preceding board action  
32.10 on the application for licensure.

32.11       The licensee shall report the successful completion of the refresher course on an  
32.12 affidavit provided by the board. The affidavit must be signed by the person responsible for  
32.13 the refresher course. Successful completion of a refresher course will meet continuing  
32.14 education requirements.

32.15       Subp. 7. **Temporary permit to practice.** The licensee shall have a temporary permit  
32.16 to practice to participate in the clinical component of a refresher course or its equivalent  
32.17 with the exception of degree granting programs. For the latter, A temporary permit may be  
32.18 issued if the degree granting program requires it.

32.19       Subp. 7a. **Clinical component temporary permit to practice.** To obtain a  
32.20 temporary permit to complete the clinical portion of a refresher course if being taken in  
32.21 Minnesota, a licensee shall submit the completed reregistration application, fee, and a  
32.22 statement of intent to participate in a refresher course. The statement of intent must be  
32.23 signed by the person responsible for the refresher course. The statement of intent must  
32.24 contain the request for a temporary permit. The board shall issue a temporary permit  
32.25 after the application, fee, and statement of intent have been received and evaluated for  
32.26 compliance with this chapter. The board shall issue the temporary permit for no more than  
32.27 90 days. The temporary permit is valid only for practice as a part of the refresher course.

33.1    While the temporary permit is in effect, the registered nurse may use the title registered  
33.2    nurse, abbreviated "RN," and a licensed practical nurse may use the title licensed practical  
33.3    nurse, abbreviated "LPN." If there is a delay in the completion of the clinical portion of  
33.4    the refresher course, the licensee shall complete another statement of intent. The board  
33.5    shall issue another temporary permit for no more than 90 days.

33.6    Subp. 7b. **Affidavit of successful completion of a refresher course.** The licensee  
33.7    who must successfully complete a refresher course shall submit the affidavit of successful  
33.8    completion of a refresher course. The affidavit of successful completion must be signed  
33.9    by the person responsible for the refresher course.

33.10    Subp. 8. **Licensees residing outside Minnesota.** If A licensee residing outside of  
33.11    Minnesota applies applying for reregistration for the purpose of obtaining verification  
33.12    of current registration status to another country or United States jurisdiction, the  
33.13    requirements for reregistration are the reregistration application, applicable fee, request  
33.14    for verification of licensure, and verification fee. must have an out-of-state address and  
33.15    submit a verification of licensure request from another jurisdiction. The verification of  
33.16    licensure request must be submitted with the reregistration application. The fee for  
33.17    verification must be separate from the fee for reregistration.

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

33.19    Subp. 14. **Nullification and reapplication.** The board shall nullify an incomplete  
33.20    reregistration application if the licensee fails to complete the application process within  
33.21    one year after submission of the application. For a nullified application, the reregistration  
33.22    shall be forfeited and the application and other documents may be destroyed according  
33.23    to Minnesota Statutes, section 138.17, subdivision 7. If a licensee fails to submit an  
33.24    application and fee within six months after the board received any other documents  
33.25    relating to the application, the board may destroy the documents. If a licensee whose

34.1 application has been nullified wants to be reregistered, a new reregistration application  
34.2 must be submitted and all applicable reregistration requirements must be met.

34.3     Subp. 15. Initial registration following reregistration. The board shall authorize  
34.4     an individual to engage in the practice of practical or professional nursing in Minnesota  
34.5     once the reregistration requirements have been met. The initial registration period is as  
34.6     defined in part 6310.2600, subpart 15. Licensees shall participate in the number of contact  
34.7     hours of acceptable continuing education according to the number of full months in the  
34.8     initial registration period. For licensed practical nurses, the number of contact hours is  
34.9     one contact hour for every two months of registration. For registered nurses, the number  
34.10    of contact hours is one contact hour for every month of registration. The continuing  
34.11    education must meet the criteria in part 6310.2800.

34.12 **6310.3300 CHANGE OF NAME AND ADDRESS ON RECORDS.**

34.13     Subpart 1. **Name change.** The licensee who has changed names shall notify the  
34.14     board ~~in writing~~ as soon as possible and ~~request a revised registration certificate. When~~  
34.15     ~~requesting a revised registration certificate, the licensee shall return the current certificate~~  
34.16     ~~provide official documentation of the name change to the board. The board may require~~  
34.17     ~~substantiation of the name change by requiring official documentation.~~

34.18     Subp. 2. **Address change.** The licensee who has changed addresses shall notify the  
34.19     board as soon as possible. The board shall notify the licensee of address changes made in  
34.20     the licensee's records. However, a revised registration certificate will not be issued.

34.21 **6310.3400 DUPLICATE AND REPLACEMENT DOCUMENTS LOST, STOLEN,  
34.22 OR DESTROYED LICENSE.**

34.23     Subpart 1. **License.** A duplicate license shall not be issued. A replacement license  
34.24     may be issued for a fee when the licensee notifies the board, ~~by certified statement,~~ that the  
34.25     original license was lost, stolen, or destroyed. The replacement license shall be marked  
34.26     "Replacement" and the date of issuance indicated.

35.1 Subp. 2. [See repealer.]

35.2 Subp. 3. [See repealer.]

35.3 **6310.3500 VERIFICATION OF MINNESOTA LICENSE.**

35.4 Subpart 1. **Verification of licensure.** Licensure verification for the purpose of  
35.5 obtaining a license in another jurisdiction must be completed through Nursys, the nurse  
35.6 licensing database for the National Council of State Boards of Nursing. Licensure  
35.7 verification for another purpose such as a licensee wishing a certified statement of  
35.8 licensure status sent to another United States jurisdiction or a foreign country or to  
35.9 any other third party may, upon written request and payment of a fee, have a certified  
35.10 statement of Minnesota licensure status issued to the Board of Nursing, other official  
35.11 agency empowered to issue nursing licenses in the other jurisdiction or country or a third  
35.12 party. A replacement of the certified statement shall not be issued within the first two  
35.13 months nor more than six months after the original statement was issued. If requested by  
35.14 the licensee, a replacement shall be issued without charge between two and six months  
35.15 after the original statement was issued.

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

35.17 **6310.3700 DISHONORED CHECKS.**

35.18 Subpart 1. **Service charge.** If a licensee submits a dishonored check for any of  
35.19 the fees required in ~~part 6310.3600, subpart 1, items A to G or 6316.0200, subpart 3~~  
35.20 Minnesota Statutes, section 148.243, a service charge shall be assessed in keeping with  
35.21 Minnesota Statutes, section 332.50, subdivision 2 604.113.

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

35.23 Subp. 3. **Additional fee.** Nonreplacement of a dishonored check for the fees required  
35.24 in ~~part 6310.3600, subpart 1, items C to G or 6316.0200, subpart 3~~ Minnesota Statutes,

36.1   section 148.243, and nonpayment of the service charge will result in the amounts being  
36.2   added to the next fee the licensee must pay.

36.3   **6310.3800 INCORPORATION BY REFERENCE.**

36.4   Program Requirements: Appendices to Minnesota Administrative Rules, Chapter  
36.5   6310, issued by the Minnesota Board of Nursing, February 2012, are incorporated by  
36.6   reference. They are available through the Minnesota Board of Nursing Web site at  
36.7   <http://www.nursingboard.state.mn.us> under the education topic tab. They are not subject  
36.8   to frequent change.

36.9   **REPEALER.** Minnesota Rules, parts 6305.0100, subparts 2, 7, and 18; 6305.0300,  
36.10   subparts 3, 4, and 5; 6305.0400, subpart 6; 6310.2600, subparts 6a, 8c, 12, and 13;  
36.11   6310.2900, subparts 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10; 6310.3200; 6310.3400, subparts 2 and  
36.12   3; and 6310.3600, are repealed.