

Board of Nursing**Proposed Permanent Rules Relating to Advanced Practice Nursing****6305.0100 DEFINITIONS.**

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

Subp. 1a. **Acceptable nursing practice.** "Acceptable nursing practice" means employment or volunteer nursing in any setting. Employment includes those positions for which the individual is required to be a nurse. For professional nursing practice, the practice must have included one or more of the functions defined in Minnesota Statutes, section 148.171, subdivision 15. For practical nursing practice, the practice must have included one or more of the functions defined in Minnesota Statutes, section 148.171, subdivision 14. For advanced practice nursing, the practice must have included one or more of the functions as defined in Minnesota Statutes, section 148.171, subdivisions 5, 10, 11, 13, and 21.

Subp. 1b. **Advanced practice nursing program.** "Advanced practice nursing program" means a graduate program or postgraduate program designed to prepare students for licensure as advanced practice registered nurses.

Subp. 2. [Repealed, 37 SR 403]

Subp. 3. [Repealed, 18 SR 2195]

Subp. 4. [Renumbered subp 6a]

Subp. 4a. **Approved advanced practice nursing program.** "Approved advanced practice nursing program" means the status granted to a graduate-level advanced practice nursing program or postgraduate-level advanced practice nursing program by a nurse licensing agency or other official governmental agency in a state or territory of the United States.

Subp. 5. **Approved practical or professional nursing program**. "Approved practical or professional nursing program" means the status granted to a professional nursing program or a practical nursing program by a nurse licensing agency or other official governmental agency in a state or territory of the United States, a Canadian province, or a foreign country.

[For text of subps 6 to 12, see M.R.]

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

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

[For text of subps 15 to 20, see M.R.]

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

[For text of subp 21a, see M.R.]

Subp. 21b. **Qualified practitioner**. "Qualified practitioner" means an advanced practice registered nurse who is in the same role and population as the individual completing the reorientation plan, or a physician who has experience in providing care to a patient with the same or similar health care needs encountered in the reorientation plan.

[For text of subp 22, see M.R.]

Subp. 23. **Registration**. "Registration" means the process whereby the names and original license numbers of individuals licensed by the board are listed as individuals

authorized to engage in advanced practice registered nursing, professional nursing, or practical nursing during a registration period.

Subp. 23a. **Reorientation plan.** "Reorientation plan" means a plan of study designed to enhance competency in the appropriate advanced practice role and population focus, and includes a clinical component supervised by a qualified practitioner.

Subp. 23b. **Review course.** "Review course" for the applicant for licensure by examination under Minnesota Statutes, section 148.211, subdivision 1, means a planned program of study that reviews basic nursing knowledge and the context of care delivery within the professional or practical scope of practice.

[For text of subp 24, see M.R.]

6305.0200 PURPOSE AND AUTHORITY.

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

6305.0300 AUTHORIZATION TO PRACTICE NURSING.

Subpart 1. **Required authorization.** A Minnesota license and current registration or a temporary permit is required if an individual practices advanced practice registered nursing as defined in Minnesota Statutes, section 148.171, subdivision 5, 10, 11, 13, or 21, professional nursing as defined in Minnesota Statutes, section 148.171, subdivision 15, or practical nursing as defined in Minnesota Statutes, section 148.171, subdivision 14, whether for monetary compensation or as a volunteer, or if an individual is a faculty member for an out-of-state nursing or nursing assistant program and is supervising nursing

students or nursing assistant students in Minnesota except as provided in Minnesota Statutes, section 148.271. If the temporary permit is revoked or expires, whichever occurs first, an applicant must not practice nursing until a license has been issued.

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

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

B. formal, structured course of study as referenced in Minnesota Statutes, section 148.271, clause (6), is interpreted to mean that the course is sponsored by an educational institution or the educational department of a health care facility; has written, measurable objectives; has an organized plan of study ~~which~~ that includes instructors and, when appropriate, clinical supervisors; uses a formalized method of evaluating student performance; and issues a document ~~which~~ that verifies completion of the course; and

[For text of item C, see M.R.]

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

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

D. Advanced practice registered nurse, abbreviated "APRN," may only be used by a licensed advanced practice nurse who is currently registered in Minnesota or who has applied for reregistration and who is completing a reorientation plan.

Ð E. Registered Advanced practice registered nurses, registered nurses, and licensed practical nurses who are licensed in Minnesota but who are not currently registered may use the abbreviation "APRN," "RN," and "LPN" respectively for personal identification provided it is not used for monetary gain.

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

G. Certified registered nurse anesthetist, abbreviated "CRNA," may only be used by an advanced practice registered nurse who is currently registered in Minnesota.

H. Certified nurse-midwife, abbreviated "CNM," may only be used by an advanced practice registered nurse who is currently registered in Minnesota.

I. Certified clinical nurse specialist, abbreviated "CNS," may only be used by an advanced practice registered nurse who is currently registered in Minnesota.

J. Certified nurse practitioner, abbreviated "CNP," may only be used by an advanced practice registered nurse who is currently registered in Minnesota.

[For text of subps 2 to 9, see M.R.]

6305.0400 REQUIREMENTS FOR LICENSURE BY EXAMINATION.

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

Subp. 8. Confirmation of program completion.

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

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

[For text of subps 9 to 11, see M.R.]

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

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

E. An applicant must complete a review course if:

(1) it has been five or more years since the applicant completed a program;

or

(2) the applicant did not successfully pass the examination within five years of completing the program.

[For text of subp 13, see M.R.]

6305.0410 REQUIREMENTS FOR ADVANCED PRACTICE REGISTERED NURSE INITIAL LICENSURE.

Subpart 1. **Licensure application.** An applicant for advanced practice registered nurse initial licensure shall obtain from the board the application for licensure and instructions for filing. An application must be submitted for each role as defined by Minnesota Statutes, section 148.171, subdivision 22a. An applicant shall respond to questions on the application that relate to the grounds for disciplinary action in Minnesota Statutes, section 148.261. An applicant shall submit true information. Falsification or omission of information provides grounds for disciplinary action. If an application is received without a fee, it shall be returned to the applicant.

Subp. 2. **Further evidence.** The board may require further information of the applicant in order to determine whether the applicant has engaged in conduct warranting disciplinary action under Minnesota Statutes, section 148.261.

Subp. 3. Graduation from an approved advanced practice nursing program.

An applicant who has graduated from an approved advanced practice nursing program is eligible for licensure as an advanced practice registered nurse.

Subp. 4. Resolution of application deficiencies related to education. If an applicant cannot demonstrate graduation from an approved advanced practice program, the applicant will be considered for licensure if the applicant:

A. met the advanced practice nursing educational requirements that were in effect on July 1, 2014;

B. graduated from an advanced practice nursing program in a state or territory in the United States that does not approve advanced practice nursing programs; or

C. provides evidence through a credentials evaluation that the applicant has graduated from a graduate- or postgraduate-level advanced practice nursing program equivalent to an advanced practice nursing program in a state or territory in the United States.

Subp. 5. Confirmation of graduation.

A. The applicant must demonstrate confirmation of graduation that meets Minnesota Statutes, section 148.211, subdivision 1a, paragraph (c), clause (3). The confirmation must:

(1) be completed and signed by an official of the advanced practice program;

(2) bear the seal or stamp of the controlling institution;

(3) reflect each role and each population focus consistent with Minnesota Statutes, section 148.171, subdivision 12b, for which the applicant is applying; and

(4) include verification of completion of three separate graduate-level courses in advanced physiology and pathophysiology, advanced health assessment, and

advanced pharmacology, which includes pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of all broad categories of agents, if the program was completed after January 1, 2016.

B. If the board finds that the confirmation of graduation was completed in error, no action shall be taken on the application until the applicant has met all requirements for graduation. If there is evidence that the applicant was aware that the applicant did not meet the graduation requirement and the applicant did not inform the board, the applicant is subject to a disciplinary proceeding pursuant to Minnesota Statutes, section 148.261.

Subp. 6. **Verification of certification.** The applicant must demonstrate current certification by a national nurse certifying organization that has been approved by the board. If the board finds that the certification was issued in error, no action shall be taken on the application until all requirements are met for licensure. If there is evidence that the applicant was aware that the applicant did not meet the certification requirement and the applicant did not inform the board, the applicant may be subject to a disciplinary proceeding.

Certification must be in one of the six populations. Certification in the adult- or gerontology-only population will not be accepted for purposes of initial licensure after November 1, 2017.

Subp. 7. **Fees.** The applicant must pay a licensure fee to the board and the board must receive the fee before the board evaluates an applicant's qualifications for licensure. Personal checks are not accepted. Remittance must be in the form of United States currency. If, for any reason, a license is not issued, the fee is not refundable.

Subp. 8. **Initial registration.** An individual who is issued a license by the board shall also be registered by the board. The licensure fee shall serve as payment for the initial registration period.

Subp. 9. **Postgraduate practice.** At the time of application, a certified nurse practitioner or clinical nurse specialist applicant must submit documentation of initiation or completion of postgraduate practice hours as defined in Minnesota Statutes, section 148.211, subdivision 1c.

Subp. 10. **Clinical practice component.** If more than five years have elapsed since the applicant has practiced in the advanced practice registered nurse role, the applicant shall complete a reorientation plan in the same advanced practice registered nurse role and population focus. The plan must include supervision during the clinical component by a qualified practitioner. The applicant shall submit the plan and the name of the qualified practitioner to the board. The plan must include a minimum of 500 hours of clinical practicum required by the certifying body for recertification and be submitted with the initial application for licensure.

6305.0500 REQUIREMENTS FOR PROFESSIONAL AND PRACTICAL NURSE LICENSURE BY ENDORSEMENT.

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

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

~~last date of employment shall be accepted from the applicant.~~ Verification of acceptable nursing practice must be reported on a form provided by the board. If the applicant was employed or contracted by an institution or agency, an employer or contractor shall complete the form. If the applicant was employed by a patient, a patient's family member or significant other shall complete the form. If the applicant volunteered, the volunteer supervisor shall complete the form. If the employer is no longer in business, the party responsible for providing employment verifications for that employer shall complete the form. Confirmation of graduation or evidence from the nurse licensing agency in another jurisdiction must be submitted to verify the graduation date.

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

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

B. The applicant must submit a verification of acceptable nursing practice. ~~If the applicant was employed by an institution or agency, an employer shall complete the verification. In lieu of an employer, a patient, volunteer supervisor, patient's family or physician, or a peer may verify acceptable nursing practice. If the applicant supplies a written statement that verification cannot be obtained because the institution or agency no longer has the relevant records or the institution or agency has gone out of business, the last date of employment shall be accepted from the applicant.~~ consistent with subpart 7.

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

applicant was not engaged in acceptable practice. The maximum hours required are 60 hours for a registered nurse applicant and 30 hours for a licensed practical nurse applicant. The continuing education must be reported on the form provided by the board.

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

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

Subp. 10. **Evidence of graduation.** An applicant must submit confirmation of program completion, signed by an official of the nursing program and bearing the seal or stamp of the program. If an official school transcript is submitted, it shall be accepted in lieu of confirmation of program completion. Confirmation of program completion is

not required if the licensing authority in another jurisdiction verifies graduation from an approved program. If a licensed practical nurse applicant has not graduated from an approved program, the applicant shall send ~~his or her~~ the employer a form supplied by the board for documentation of 4,000 clock hours of employment. The form must be completed by the employer and returned to the board. The board shall determine if the employment fulfills the requirement of Minnesota Statutes, section 148.211, subdivision 4.

[For text of subps 11 to 15, see M.R.]

6305.0600 APPLICATION NULLIFICATION.

Subpart 1. **Licensure by examination.** The board ~~will~~ shall nullify an application for licensure by examination if the applicant:

A. did not take the examination within one year following submission of a licensure application and fee; or

B. did not apply to retake the examination within eight months after the last examination failed and did not retake the examination within 12 months after the last examination failed.

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

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

Subp. 2a. **Licensure as an advanced practice nurse.** The board shall nullify an advanced practice application for licensure if the applicant fails to complete the application process within one year after submission of the application.

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

6310.2600 DEFINITIONS.

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

Subp. 1a. **Acceptable nursing practice.** "Acceptable nursing practice" means employment or volunteer nursing in any setting. Employment includes those positions for which the individual is required to be a nurse. For advanced practice registered nursing, the practice must have included one or more of the functions defined in Minnesota Statutes, section 148.171, subdivisions 5, 10, 11, 13, and 21. For professional nursing practice, the practice must have included one or more of the functions defined in Minnesota Statutes, section 148.171, subdivision 15. For practical nursing practice, the practice must have included one or more of the functions defined in Minnesota Statutes, section 148.171, subdivision 14.

Subp. 1b. [Repealed, 24 SR 1884]

Subp. 1c. **Advanced practice registered nurse.** "Advanced practice registered nurse" means a person authorized by the board to engage in the practice of advanced practice registered nursing as defined in Minnesota Statutes, section 148.171, subdivision 3.

Subp. 2. **Board.** "Board" means the Minnesota Board of Nursing.

Subp. 3. **Contact hour.** "Contact hour" means ~~50 consecutive~~ 60 minutes, except in reference to the class period of an educational institution. ~~Class periods of no less than 45 minutes will be accepted as a contact hour. The number of contact hours for a course are determined by the number of class credits assigned to the course multiplied by the number of full weeks in the term.~~ The minimum length of time of a continuing education activity is 0.25 contact hours, or 15 minutes. A quarter academic credit is equivalent to ten contact hours. A semester credit is equivalent to 15 contact hours.

[For text of subps 4 to 5b, see M.R.]

Subp. 5c. **Evidence-based practice.** "Evidence-based practice" means the integration of current best research evidence, clinical expertise, and patient preferences to facilitate decision making.

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

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

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

Subp. 8. **Licensure.** "Licensure" means the process by which the board confers legal authority upon an individual authorizing the person to engage in advanced practice, professional, or practical nursing, thereby certifying that those licensed have attained the minimal degree of competency necessary to ensure that the public health, safety, and welfare will be reasonably well protected.

[For text of subps 8a to 9c, see M.R.]

Subp. 9d. **Qualified practitioner.** "Qualified practitioner" means an advanced practice registered nurse who is in the same role and population as the individual completing the reorientation plan, or a physician who has experience in providing care to a patient with the same or similar health care needs encountered in the reorientation plan.

Subp. ~~9d~~ 9e. **Refresher course.** "Refresher course" for the applicant for licensure by endorsement under Minnesota Statutes, section 148.211, subdivision 2, or for reregistration under Minnesota Statutes, section 148.231, subdivision 5, means a planned program of study with a clinical component that provides a review and evaluation of basic nursing knowledge and abilities to enhance clinical competency within the professional

or practical scope of practice. The criteria for a refresher course is identified in Program Requirements: Appendices to Minnesota Administrative Rules, Chapter 6310, in part 6310.3800 as incorporated by reference in part 6310.3800.

Subp. 10. **Registration.** "Registration" means the process by which the names and original license numbers of individuals licensed by the board are listed as individuals authorized to engage in advanced practice, professional, or practical nursing during a registration period.

[For text of subps 11 to 14, see M.R.]

Subp. 15. **Registration period.** "Registration period" means the interval of time during which the individual is authorized to engage in advanced practice, professional, or practical nursing during a registration period. The initial registration period following licensure, endorsement, or reregistration is from six to 29 full calendar months starting on the day of licensure, endorsement, or reregistration and ending on the last day of the licensee's month of birth in an even-numbered year if the year of birth was an even-numbered year or in an odd-numbered year if the year of birth was in an odd-numbered year. Subsequent registration periods are 24-month periods. For registration renewal, the period starts on the first day of the month following expiration of the previous registration period. The period ends the last day of the licensee's month of birth in an even- or odd-numbered year according to the licensee's year of birth.

Subp. 15a. **Reorientation plan.** "Reorientation plan" means a plan of study designed to enhance competency in the appropriate advanced practice role and population focus, and includes a clinical component supervised by a qualified practitioner.

Subp. 16. **Reregistration.** "Reregistration" means the process whereby a licensee regains the authority to practice advanced practice, professional, or practical nursing after one or more days without current registration.

[For text of subp 17, see M.R.]

6310.2700 PURPOSE.

~~Parts 6310.2600 to 6310.3000 establish~~ This chapter establishes the requirements for registration for advanced practice nurses, professional nurses, and practical nurses ~~including continuing education.~~

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

6310.2800 REGISTRATION RENEWAL REQUIREMENTS.

[For text of subs 1 and 2, see M.R.]

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

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

A. The content must be designed to enhance the licensee's ability to practice nursing. The content may include ~~such topics as those included in a nursing curriculum~~ provision of patient-centered care, development of enhanced technical skills, application of evidence-based practice, working in interdisciplinary teams, quality improvement, or informatics. For licensees who are not engaged in direct patient care but who are required to be licensed as a nurse in their employment, the content may include topics that may assist the licensees in the performance of their responsibilities. Unacceptable content includes subject matter that is inaccurate, outdated, or not generally accepted within the health care community.

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

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

~~€ B.~~ There must be written objectives ~~which~~ that describe what a licensee can expect to learn.

~~Ð C.~~ The activity must be completed during the licensee's continuing education participation period.

~~E D.~~ The activity must be taught by someone other than the licensee.

~~F E.~~ The instructor must be qualified by education or experience to teach the content. ~~Qualifications include education, preparation of information related to the objectives for the activity, or experience.~~

~~Ğ F.~~ The following information regarding the continuing education activity must be obtainable by the licensee:

(1) the written objectives for the activity or cluster of continuing education activities;

(2) the name and qualifications of the instructor;

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

(4) the dates of the activity;

(5) the title of the activity; and

(6) ~~an attendance~~ a statement of participation or certificate of completion that verifies that the licensee was present at or participated in the activity.

Subp. 4. [See repealer.]

Subp. 4a. Exceptions.

A. Exceptions to documentation of continuing education are listed in this subpart.

B. Evidence of written learning objectives is not required when the continuing education activity has been approved by another health licensing board or health-related professional association. All other requirements of subpart 3, item F, must be met.

C. Evidence of written learning objectives is not required when a licensee submits current certification from a national professional nursing organization consistent with nursing practice standards or a medical organization consistent with medical practice standards. The certificate must be based on meeting initial certification or recertification requirements that include meeting periodic continuing education requirements or other competency certification requirements. The licensee shall not use the practice specialty certificate as a substitute for any previously deferred contact hours.

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

A. publish an article in a peer-reviewed journal or book on nursing or health care related issues;

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

C. ~~participate on a professional~~ serve as a member of a national panel that addresses nursing or health care related issues; or

~~D. participate in quality assurance or risk management studies; or~~

~~E D. engage in~~ serve as principal investigator or coinvestigator for a nursing or health care related research study.

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

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

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

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

B. The licensee may allow registration to expire and reregister.

[For text of subps 6d to 11, see M.R.]

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

6310.3000 SUBSTANTIATION OF PARTICIPATION IN CONTINUING EDUCATION.

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

Licensees who participated in other acceptable continuing education listed in part 6310.2800, subpart 4 4a, with required documentation or subpart 5 with submission

of all or a portion of the article, book, paper, study, research, or brochure that verifies participation as a panel member.

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

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

6310.3100 PROFESSIONAL AND PRACTICAL NURSE REREGISTRATION REQUIREMENTS.

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

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

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

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

[For text of item C, see M.R.]

D. The board shall provide a method for reporting continuing education. In the report of continuing education, the board shall require the name of the activity, the date of the activity, and the number of contact hours for each of the activities. The licensee shall report participation in the required acceptable continuing education. A professional nurse

who has been certified in a nursing specialty may submit a copy of the practice specialty certificate in lieu of reporting participation in the continuing education contact hours. The copy of the current certificate must be attached to the report of continuing education. Each licensee shall verify that the continuing education activities met all the criteria specified in part 6310.2800, subpart 3, items ~~A to C~~, B, and ~~E D to G F~~; 4 4a; or 5, and that the information contained on the continuing education report is true in every respect.

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

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

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

Subp. 6. **Additional continuing education in lieu of acceptable nursing practice.** A licensee who has not been engaged in acceptable nursing practice within the two years

preceding receipt by the board of the application for reregistration must comply with items A to D:

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

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

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

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

Subp. 7. **Temporary permit to practice.** The licensee shall have a temporary permit to practice prior to participate participating in the clinical component of a refresher course ~~with the exception of degree granting programs~~. A temporary permit may be issued if the a degree granting program requires it.

[For text of subps 7a to 14, see M.R.]

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

6310.3105 FAILURE TO NOTIFY BOARD OF ADVANCED PRACTICE REGISTERED NURSE CERTIFICATION.

Subpart 1. Notification requirement.

A. An individual licensed as an advanced practice registered nurse must notify the board when the individual renews a certification as an advanced practice registered nurse in which the individual is licensed.

B. When notifying the board of a renewal, a licensee must submit a primary source verification of renewal of certification in the role and population for which the individual is licensed.

Subp. 2. Application after failure to notify board.

A. If a licensee fails to provide notification pursuant to subpart 1, the licensee is prohibited from practicing as an advanced practice registered nurse in the specific role and population for which notification was not provided. In order to resume practicing as an advanced practice registered nurse, the licensee must submit:

(1) an application for continuing authority to practice as an advanced practice registered nurse on a form provided by the board;

(2) if the licensee has practiced as an advanced practice registered nurse without current certification on file, the fee for practicing without current advanced practice registered nurse certification as defined in Minnesota Statutes, section 148.243, subdivision 15; and

(3) confirmation of employment as an advanced practice registered nurse on a form provided by the board.

B. The board shall authorize the licensee to resume practicing as an advanced practice registered nurse once the requirements under this subpart have been met.

6310.3110 ADVANCED PRACTICE REGISTERED NURSE REREGISTRATION REQUIREMENTS.

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

Subp. 2. **Acceptable advanced nursing practice requirement.** A licensee shall submit proof of acceptable advanced nursing practice that occurred within the five years immediately preceding receipt by the board of the application for reregistration. Verification of acceptable advanced nursing practice must be reported on a form provided by the board. If the licensee was employed or contracted by an institution or agency, an employer or contractor shall complete the verification. If the licensee was employed by a patient, a patient's family or significant other shall complete the form. If the licensee

volunteered, the volunteer supervisor shall complete the form. If the employer is no longer in business, the party responsible for providing employment verifications for that employer shall complete the form.

Subp. 3. **Licensees residing outside Minnesota.** A licensee residing outside of Minnesota applying for reregistration for the purpose of obtaining verification of current registration status to another country or United States jurisdiction must have an out-of-state address and must submit a verification of licensure request from another jurisdiction. The verification of licensure request must be submitted with the reregistration application. The fee for verification must be separate from the fee for reregistration.

Subp. 4. **Disciplinary action.** Nothing in this part shall prevent the board from proceeding with disciplinary action pursuant to Minnesota Statutes, section 148.261. Grounds for the board to proceed with disciplinary action include:

- A. practicing nursing without current registration for more than two years;
- B. repeated occurrences of practicing nursing without current registration;
- C. knowingly practicing nursing without current registration; and
- D. any other grounds provided under Minnesota Statutes, section 148.261.

Subp. 5. **Nullification and reapplication.** The board shall nullify an incomplete reregistration application if the licensee fails to complete the application process within one year after submission of the application. For a nullified application, the reregistration shall be forfeited and the application and other documents may be destroyed according to Minnesota Statutes, section 138.17, subdivision 7. If a licensee fails to submit an application and fee within six months after the board receives any other documents relating to the application, the board may destroy the documents. If a licensee whose application has been nullified wants to be reregistered, a new reregistration application must be submitted and all applicable reregistration requirements must be met.

Subp. 6. **Initial registration following reregistration.** The board shall authorize an individual to engage in the practice of advanced practice nursing in Minnesota once the reregistration requirements have been met. The initial registration period is as defined in part 6310.2600, subpart 15.

Subp. 7. **Clinical practice component.** If more than five years have elapsed since the applicant has practiced in the advanced practice registered nurse role, the applicant shall complete a reorientation plan in the same advanced practice registered nurse role and population focus. The plan must include supervision during the clinical component by a qualified practitioner. The applicant shall submit the plan and the name of the qualified practitioner to the board. The plan must include a minimum of 500 hours of clinical practicum.

6310.3500 VERIFICATION OF MINNESOTA LICENSE.

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

Subp. 2. **Copies of license application.** A copy of a transcript or other application materials is provided from the board files upon payment of a fee. Copies will not be provided for transcripts or other application materials available from nursing programs in a state or territory of the United States.

6310.3700 DISHONORED CHECKS.

Subpart 1. [Repealed, L 2012 c 197 art 2 s 45]

Subp. 2. **Nullified registration and ~~prescribing authority.~~** Nonreplacement of a dishonored check for the fees required for renewal of registration or for reregistration and nonpayment of the service charge shall result in a nullified registration. ~~Nonreplacement of a dishonored check for the fee required for prescribing authority and nonpayment of the service charge shall result in the nullification of prescribing authority.~~

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

REPEALER. Minnesota Rules, part 6310.2800, subpart 4, is repealed.