

**CHAPTER 6310
BOARD OF NURSING
REGISTRATION**

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REGISTRATION OF PROFESSIONAL NURSES

6310.2600 DEFINITIONS.

Subpart 1. **Acceptable continuing education activity.** "Acceptable continuing education activity" means a learning experience in which a registered nurse has participated, evidence of which he/she submits to the board as part of the application for registration renewal, and which meets the requirements stated in these rules.

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

Subp. 3. **Contact hour.** "Contact hour" means 50 consecutive minutes.

Subp. 4. **Continuing education participation period.** "Continuing education participation period" means the 24-month interval of time immediately prior to the renewal deadline during which a licensee must fulfill the requirements for registration renewal.

Subp. 5. **Evidence form.** "Evidence form" means the printed document provided by the board for use in reporting the information required in parts 6310.2800 to 6310.2900.

Subp. 6. **Instructor.** "Instructor" means a presenter, preparer, or guide for a continuing education activity. Written programmed instruction comes within this definition.

Subp. 7. **License.** "License" means the document issued by the board to an individual who meets for the first time the requirements to practice professional 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 professional 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.

Subp. 9. **Participation.** "Participation" means attendance at or in any other manner taking part in an acceptable continuing education activity, documentation of which is submitted as a part of the application for registration renewal.

Subp. 10. **Registration.** "Registration" means the process by which the names and original license numbers of individuals licensed by the board are recorded on a roster to designate that the individuals are authorized to engage in professional nursing during a renewal period.

Subp. 11. **Registration renewal.** "Registration renewal" means the periodic process whereby an individual who is licensed and registered with the board requests and obtains registration for the next renewal period.

Subp. 12. **Registration renewal deadline.** "Registration renewal deadline" means May 31, immediately preceding the licensee's next renewal period.

Subp. 13. **Renewal certificate.** "Renewal certificate" means the document issued periodically by the board to a registered professional nurse who meets registration renewal requirements.

Subp. 14. **Renewal date.** "Renewal date" means the first calendar day of a renewal period.

Subp. 15. **Renewal period.** "Renewal period" means a 24-month interval of time for which a renewal certificate is issued, beginning August 1 of any given year.

Subp. 16. **Reregistration.** "Reregistration" means the process whereby a licensee regains the authority to practice professional nursing after a period of lapsed registration.

Statutory Authority: *MS s 148.191 subd 2; 148.231; 214.12*

6310.2700 SCOPE.

Parts 6310.2600 to 6310.3500 are adopted pursuant to Minnesota Statutes 1976, sections 148.231 and 214.12. They pertain to the establishment of requirements and procedures for registration renewal for registered nurses and criteria which continuing education activities must meet in order to be acceptable for registration renewal.

Statutory Authority: *MS s 148.191 subd 2; 214.06; 214.12*

6310.2800 REGISTRATION RENEWAL REQUIREMENTS.

Subpart 1. **Participation periods; contact hours.** On June 1, 1978, each registered nurse currently licensed and registered with the board shall begin his/her first continuing education participation period.

Fifteen contact hours of acceptable continuing education activities shall be required for registration renewal between August 1, 1980, and July 31, 1982. Contact hours shall be accrued during the continuing education participation periods of June 1, 1978, through May 31, 1980, or June 1, 1979, through May 31, 1981.

Thirty contact hours of acceptable continuing education activities shall be required for registration renewal on August 1, 1982, and thereafter. Contact hours shall be accrued during a continuing education participation period beginning June 1, 1980, or any June 1 thereafter.

Subp. 2. **Demonstration of professional nursing skill.** At least one of the acceptable continuing education activities required for registration renewal on or after August 1, 1986, shall require the licensee to show evidence that he/she successfully demonstrated to the instructor skill in performing one or a portion

of a professional nursing function as indicated in Minnesota Statutes, section 148.171, clause (3).

Subp. 3. **Renewal fee.** The renewal fee shall be \$20 per renewal period, effective January 1, 1987.

Subp. 4. **Application submission.** An acceptable application for registration renewal consisting of a completed, signed application form; a completed evidence form meeting requirements stated in these rules; and a renewal fee, shall be postmarked on or before May 31, immediately preceding the licensee's next renewal period. Resubmission of a previously incomplete or incorrect application form, evidence form, and renewal fee postmarked on or before May 31, shall constitute timely submission.

Subp. 5. **Penalty fee.** An applicant for registration renewal shall pay a penalty fee of \$15, effective January 1, 1987, as well as the renewal fee for the current renewal period if the application, evidence form, or renewal fee is postmarked after May 31 of the year in which it was due.

Subp. 6. **Acceptable continuing education activity.** In order for a continuing education activity to be acceptable to the board for registration renewal, a licensee shall be able to substantiate that each of the criteria listed below has been met.

A. The content is related to one or more of the following components of professional nursing specified in Minnesota Statutes, section 148.171, clause (3):

(1) independent nursing functions as listed below:

(a) providing a nursing assessment of the actual or potential health needs of individuals, families, or communities;

(b) providing nursing care supportive to or restorative of life by functions such as: skilled ministrations of nursing care, supervising nursing personnel, teaching nursing personnel, health teaching, health counseling, case finding, referral to other health resources; and

(c) evaluating nursing functions; or

(2) delegated medical functions.

B. The duration of the activity was at least one contact hour.

C. The objectives were written in measurable terms which describe what a licensee can expect to learn.

D. The instructor's qualification in the subject, such as education and experience, shall be stated in written form.

E. The method to be utilized by the learner to determine whether or not learning occurred was in written form. Acceptable methods may include but need not be limited to self-evaluation check lists or tests.

F. The continuing education activity was completed during the continuing education participation period immediately preceding the renewal date for which the licensee is seeking registration renewal.

G. Credit shall not be granted for identical continuing education activities submitted during any single continuing education participation period.

H. A written statement of participation provided by the instructor or a designee following completion of each acceptable continuing education activity was obtained. A fee receipt shall not be acceptable.

I. A grade indicating successful completion was obtained in an acceptable continuing education activity for which grades are granted.

J. A continuing education activity which the licensee taught shall not meet that licensee's registration renewal requirements.

Subp. 7. **True information.** A licensee shall submit true information. Falsification of any evidence for any registration renewal period and/or failure to comply

with these rules for any two registration renewal periods shall constitute unethical conduct and provide grounds for suspension or revocation of a license.

Subp. 8. Records retention. A licensee shall keep records documenting each acceptable continuing education activity submitted to meet registration renewal requirements and obtain data from the acceptable continuing education activity as required in part 6310.2900, subpart 7. The records shall be kept for two years following the end of the renewal period to which the activity is applied.

Statutory Authority: *MS s 16A.128; 148.191 subd 2; 148.231; 214.06; 214.12*

History: *11 SR 1331*

6310.2900 REGISTRATION RENEWAL PROCEDURES.

Subpart 1. Service. The licensee shall maintain with the board his/her correct mailing address for the purpose of receiving board communications and/or notices. Placing the notice in first class United States mail, postage prepaid and addressed to the licensee at his/her last known address shall constitute valid service.

Subp. 2. Notice. The board shall mail a renewal application and evidence form at least 120 calendar days prior to a licensee's renewal date to the last known address of every registered nurse holding a current renewal certificate. Failure to receive such notice shall not relieve a license holder of his/her obligation to comply with these rules.

Subp. 3. Late submission. An application, evidence form, and renewal fee postmarked on June 1, or later, shall not be processed and shall be returned to a licensee for payment of a penalty fee.

Subp. 4. Evidence form. Information to be provided by the licensee on an evidence form shall include:

- A. identification of the licensee;
- B. identification of the continuing education activities;
- C. verification that the continuing education activities met all the criteria specified in part 6310.2800 and that the information contained on the form is true in every respect; and
- D. licensee's signature and date signed.

Subp. 5. Rejection of application; notice. If the application form, evidence form, or renewal fee submitted by a licensee is incomplete, incorrect, or in noncompliance with parts 6310.2800 and 6310.2900, the licensee shall be notified as to the reason for the rejection and all documents shall be returned to the licensee within 30 calendar days after the board receives them.

Subp. 6. First registration renewal. An individual who is issued a license by the board shall also be registered by the board. The initial registration period is for less than two years. For registered nurses licensed August 1 through January 31 the registration period ends the next July 31. For those licensed February 1 through July 31 the registration period ends July 31 of the following year. If an individual is granted a Minnesota license within six calendar months prior to the first day of licensee's renewal period, the license fee shall serve as payment for the first renewal period. Fifteen contact hours of acceptable continuing education activities shall be required for the first registration renewal.

Subp. 7. Substantiation of continuing education activities. Following each renewal date the board may select a sample of licensees applying for registration renewal and require substantiation of participation in acceptable continuing education activities. Selected licensees shall submit in writing the following data obtained from each continuing education activity which verifies the information on the evidence form:

- A. Objective or objectives of each continuing education activity;
- B. Verification received by the licensee of the number of contact hours and, for activities lasting four or more hours, a schedule listing time periods;

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C. Documentation of each instructor's qualifications, such as education and experience;

D. Evidence that the licensee used the mechanism which was provided to determine if learning occurred. Acceptable methods may include but need not be limited to self-evaluation checklists or tests;

E. Written verification received by the licensee of participation in each continuing education activity provided by an instructor involved with the continuing education activity or a designee;

F. The specific professional nursing content area to which each continuing education activity is related;

G. In 1986 and thereafter, proof of compliance with part 6310.2800, subpart 2; and

H. Any additional documentation the board deems necessary.

Subp. 8. Insufficient hours. If a licensee cannot demonstrate that he or she has sufficient hours of acceptable continuing education activities, the number of hours lacking to comply for that continuing education participation period shall be added to the contact hours required in the immediately succeeding period. This rule may be applied once for any one licensee.

Subp. 9. Substantiation after deferment. A licensee who defers a number of hours of continuing education to the immediately succeeding period pursuant to subpart 8 shall be required to submit with the next renewal application substantiation of participation in continuing education activities that provided the number of contact hours required for that participation period as well as the number of contact hours which were deferred from the previous participation period.

Subp. 10. Noncompliance; audit. A licensee in noncompliance with part 6310.2800, subparts 1, 2, and 6, shall be subject to the conditions in subpart 7. By this rule an audit shall be automatic for a nurse who has been found in an audit of the immediately preceding continuing education participation period to be in noncompliance with the rules.

Statutory Authority: *MS s 148.191 subd 2; 148.231; 214.06; 214.12*

History: *9 SR 765*

6310.3100 REREGISTRATION.

Subpart 1. Removal of name from roster. The names of all nurses who do not return the renewal application, evidence form, renewal, and penalty fees by November 1 of each renewal year shall be removed from the roster of individuals authorized to practice professional nursing during the current renewal period.

Subp. 2. Reregistration requirements. A nurse who applies for reregistration shall:

A. submit a signed reregistration application;

B. pay the renewal fee for the current period; and

C. submit evidence of meeting all requirements specified in parts 6310.2800 and 6310.2900. Participation in continuing education activities must have occurred during the 24 months prior to the submission of the application for reregistration.

Subp. 3. Substitute for continuing education. A nurse who has been employed as a registered nurse in another state or country or in a federal facility located in Minnesota for a period of two years or more immediately preceding application for reregistration may substitute satisfactory employment references which encompass the entire employment period in lieu of the continuing education report.

Statutory Authority: *MS s 148.191 subd 2; 148.231; 214.06; 214.12*

6310.3300 CHANGE OF NAME ON RECORDS.

Subpart 1. Name change. The licensee who has changed names shall notify the board in writing as soon as possible and request a revised renewal certificate.

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When requesting a revised renewal certificate, the licensee shall return the current certificate to the board. If the current certificate has been lost, stolen, or destroyed, the licensee shall provide written evidence of the situation. The board may require substantiation of the name change by requiring official documentation.

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

Statutory Authority: *MS s 148.191 subd 2; 148.231; 214.06*

6310.3400 DUPLICATE AND REPLACEMENT DOCUMENTS.

Subpart 1. **License.** A duplicate license shall not be issued. A replacement license may be issued when the licensee notifies the board, by certified statement, that the original license was lost, stolen, or destroyed. The replacement license shall be marked "Replacement" and the date of issuance indicated. The fee for a replacement license is \$10, effective January 1, 1987.

Subp. 2. **Renewal certificate.** A duplicate renewal certificate shall not be issued. If a renewal certificate is lost, stolen, or destroyed, the licensee shall submit written evidence of the situation. Upon written request of the licensee, a verification of current registration shall be issued for a fee of \$10, effective January 1, 1987.

If a licensee does not receive a renewal certificate which has been issued and notifies the board office within 90 days of date of issuance, a verification of current registration may be issued without a fee.

Statutory Authority: *MS s 16A.128; 148.191 subd 2; 148.231; 214.06*

History: *11 SR 1331*

6310.3500 VERIFICATION OF MINNESOTA LICENSE.

Subpart 1. **Verification.** A registered nurse wishing to be licensed in another United States jurisdiction or foreign country may, upon written request, have a certified statement of Minnesota licensure issued to the Board of Nursing or other official agency empowered to issue nursing licenses in the other jurisdiction or country.

The fee for verification of a license shall be \$15 effective January 1, 1987, for each verification.

Subp. 2. **Transcript.** If a transcript is provided from the board files for a nursing program which is no longer currently in operation, an additional fee of \$10 effective January 1, 1987, may be charged.

Statutory Authority: *MS s 16A.128; 148.191 subd 2; 148.231 subd 6; 214.06*

History: *11 SR 1331*

6310.5100 [Repealed, 9 SR 2673]

6310.5200 [Repealed, 9 SR 2673]

6310.5300 [Repealed, 9 SR 2673]

6310.5400 [Repealed, 9 SR 2673]

6310.5500 [Repealed, 9 SR 2673]

6310.6100 [Repealed, 9 SR 2673]

6310.6200 [Repealed, 9 SR 2673]

6310.7100 [Repealed, 9 SR 2673]

6310.7200 [Repealed, 9 SR 2673]

REGISTRATION OF LICENSED PRACTICAL NURSES

6310.7600 RENEWAL OF REGISTRATION.

Subpart 1. **Requirement.** Each licensee is responsible for applying for renewal of registration if he or she wishes to be employed as a licensed practical nurse in Minnesota. The board issues renewal application forms to all current licensees and will renew registration upon receiving a signed application and the renewal fee.

Subp. 2. **Renewal periods.** Effective January 1, 1982, approximately one-half of all licensees shall be issued registration renewal certificates which expire on December 31, 1982, and one-half of all licensees shall be issued registration renewal certificates which expire on December 31, 1983. Thereafter, the renewal period for all licensees shall be 24 months in length, beginning January 1 and ending December 31. There shall be even-year renewal periods and odd-year renewal periods.

Subp. 3. **Renewal fee.** The renewal fee shall be \$20 per renewal period, effective January 1, 1987.

Subp. 4. **First registration renewal.** If a person is granted a Minnesota license within six calendar months prior to the first day of licensee's renewal period, the license fee shall serve as payment for the first renewal period.

Subp. 5. **Initial registration period.** A person who is issued a license by the board shall also be registered by the board. The initial registration period is for less than two years. For licensed practical nurses licensed January 1 through June 30 the registration period ends December 31 of the same year. For those licensed July 1 through December 31, the registration period ends December 31 of the next year.

Statutory Authority: *MS s 16A.128; 148.191 subd 2; 148.294; 148.296; 214.06*

History: *9 SR 765; 11 SR 1331*

6310.7700 PENALTY FEE.

An applicant for renewal of registration shall pay a late penalty fee of \$15 effective January 1, 1987, as well as the renewal fee if the request for renewal is postmarked after the end of the renewal period.

Statutory Authority: *MS s 16A.128; 148.191 subd 2; 148.294; 148.296; 214.06*

History: *11 SR 1331*

6310.7800 REREGISTRATION.

Subpart 1. **Removal of name from roster.** The names of all nurses who do not return the renewal application, renewal fees, and penalty fees by April 1 of each renewal year shall be removed from the roster of persons authorized to practice practical nursing during the current renewal period.

Subp. 2. **Requirements if not registered for five years or more.** The licensed practical nurse whose name has not been on the registration roster for five years or more must present evidence of competency in nursing before becoming reregistered. Such evidence may include any of the following which occurred within the five year period prior to the application for a current renewal certificate:

A. employment as a licensed practical nurse in another United States jurisdiction or foreign country;

B. completion of no less than one week of a refresher course;

C. attendance at no less than 15 clock hours of nursing-related educational offerings;

D. participation in an orientation program at least one week in length conducted by an employer or potential employer; or

E. such other similar evidence; and

F. such other evidence as the board may reasonably require.

Subp. 3. Requirements if not registered for less than five years. The licensee whose name has not been on the registration roster for less than five years will be granted reregistration upon submission of a signed reregistration application and payment of the renewal fee for the current period.

Statutory Authority: *MS s 148.191 subd 2; 148.294; 148.296; 214.06; 214.12*

6310.7900 CHANGE OF NAME ON RECORDS.

Subpart 1. Name change. The licensee who has changed names shall notify the board in writing as soon as possible and request a revised renewal certificate.

When requesting a revised renewal certificate, the licensee shall return the current certificate to the board. If the current certificate has been lost, stolen, or destroyed, the licensee shall provide written evidence of the situation.

The board may require substantiation of the name change by requiring official documentation.

Subp. 2. Address change. The licensee who has changed addresses shall notify the board in writing as soon as possible.

The board shall notify the licensee of address changes made in the licensee's records. However, a revised renewal certificate will not be issued.

Statutory Authority: *MS s 148.191 subd 2; 148.294; 148.296; 214.06*

6310.8000 DUPLICATE AND REPLACEMENT DOCUMENTS.

Subpart 1. License. A duplicate license shall not be issued.

A replacement license may be issued when the licensee notifies the board, by certified statement, that the original license was lost, stolen, or destroyed. The replacement license shall be marked "Replacement" and the date of issuance indicated. The fee for a replacement license is \$10, effective January 1, 1987.

Subp. 2. Renewal certificate. A duplicate renewal certificate shall not be issued.

If a renewal certificate is lost, stolen, or destroyed, the licensee shall submit written evidence of the situation.

Upon written request of the licensee, a verification of current registration shall be issued for a fee of \$10, effective January 1, 1987.

If a licensee does not receive a renewal certificate which has been issued and notifies the board office within 90 days of date of issuance, a verification of current registration may be issued without a fee.

Statutory Authority: *MS s 16A.128; 148.191 subd 2; 148.294; 148.296; 214.06*

History: *11 SR 1331*

6310.8100 VERIFICATION OF MINNESOTA LICENSE.

Subpart 1. Verification. A licensed practical nurse wishing to be licensed in another United States jurisdiction or foreign country may, upon written request, have a certified statement of Minnesota licensure issued to the Board of Nursing or another official agency empowered to issue nursing licenses in the other jurisdiction or country.

The fee for verification of a license shall be \$15 effective January 1, 1987, for each verification.

Subp. 2. Transcript. If a transcript is provided from the board files for a nursing program which is no longer currently in operation, an additional fee of \$10 effective January 1, 1987, may be charged.

Statutory Authority: *MS s 16A.128; 148.191 subd 2; 148.294; 148.296; 214.06*

History: *11 SR 1331*