

## CHAPTER 6310

### BOARD OF NURSING

### REGISTRATION

REGISTRATION OF PROFESSIONAL AND  
PRACTICAL NURSES  
6310 2600 DEFINITIONS  
6310 2700 PURPOSE  
6310 2800 REGISTRATION RENEWAL  
REQUIREMENTS  
6310 2900 REGISTRATION RENEWAL  
PROCEDURES  
6310 3100 REREGISTRATION

6310 3300 CHANGE OF NAME AND ADDRESS  
ON RECORDS  
6310 3400 DUPLICATE AND REPLACEMENT  
DOCUMENTS  
6310 3500 VERIFICATION OF MINNESOTA  
LICENSE  
6310 3600 REGISTRATION FEES  
6310 3700 DISHONORED CHECKS

#### REGISTRATION OF PROFESSIONAL AND PRACTICAL NURSES

##### 6310.2600 DEFINITIONS.

Subpart 1. **Acceptable continuing education activity.** "Acceptable continuing education activity" means a learning experience in which a professional nurse has participated, evidence of which the nurse submits to the board as part of the application for registration renewal, and which meets the requirements in parts 6310.2600 to 6310.2900.

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

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

Subp. 4. **Continuing education participation period.** "Continuing education participation period" means the 24 month interval of time immediately before the registration renewal deadline during which a professional nurse must fulfill the requirements for registration renewal. The length may vary for a nurse's first registration period or reregistration period.

Subp. 5. **Continuing education evidence form.** "Continuing education 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. 6a. **Late application fee.** "Late application fee" means penalty fee as authorized in Minnesota Statutes, sections 148.231, subdivision 1 and 148.294, subdivision 1.

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 or practical nursing in Minnesota.

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

Subp. 8. **Licensure.** "Licensure" means the process by which the board confers legal authority upon an individual authorizing the person to engage in 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.

Subp. 8a. **Mental health.** "Mental health" means an individual's emotional or intellectual ability to adapt to a changing environment.

Subp. 8b. **Moral character.** "Moral character" means the individual's ability to distinguish between right and wrong and act accordingly.

Subp. 8c. **Nursing ability.** "Nursing ability" means the mental and physical capacity and skill necessary to perform nursing actions.

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 professional nurse registration renewal.

Subp. 9a. **Practical Nurse.** "Practical nurse" means a person authorized by the board to engage in the practice of practical nursing as defined in Minnesota Statutes, section 148.29, subdivision 4.

Subp. 9b. **Professional nurse.** "Professional nurse" means a person authorized by the board to engage in the practice of professional nursing as defined in Minnesota Statutes, section 148.171, clause (3).

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 professional or practical nursing during a registration 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 registration period.

Subp. 12. **Registration renewal deadline.** "Registration renewal deadline" means the last day of the month immediately preceding the month in which the licensee's registration expires.

Subp. 13. **Registration certificate.** "Registration certificate" means the document issued periodically by the board to a professional nurse or a practical nurse who meets registration requirements.

Subp. 14. **Registration expiration date.** "Registration expiration date" means the last calendar day of a registration period.

Subp. 15. **Registration period.** "Registration period" means a 24 month interval of time for which a registration certificate is issued. The period begins the date the registration certificate is issued and ends the last day of the licensee's month of birth in an even or odd numbered year according to licensee's year of birth. The length may vary for a nurse's first registration period or reregistration period.

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

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

### **6310.2700 PURPOSE.**

Parts 6310.2600 to 6310.3100 establish requirements and procedures for registration for professional nurses and practical nurses and criteria which continuing education activities must meet to be acceptable for registration renewal for professional nurses. Parts 6310.3300 to 6310.3700 establish requirements and procedures for change of name and address, duplicate and replacement documents, and verification of Minnesota license.

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

### **6310.2800 REGISTRATION RENEWAL REQUIREMENTS.**

**Subpart 1. Requirement.** Each licensee is responsible for applying for renewal of registration if the person wishes to be authorized to practice as a professional or practical nurse in Minnesota.

Licensees are required to complete a registration renewal application and

# MINNESOTA RULES 1988

## 6310.2800 REGISTRATION

4

pay a renewal fee. In addition, professional nurses are required to accrue 30 contact hours of acceptable continuing education activities for registration renewal on August 1, 1982, and thereafter. Contact hours shall be accrued during a 24 month continuing education participation period ending one month before the professional nurse's registration expiration date. The number of contact hours and length of participation period may vary for a professional nurse's first registration renewal following licensure or reregistration in accordance with part 6310.2900, subpart 6.

**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 professional nurse to show evidence of having 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. [Repealed, 12 SR 102]**

**Subp. 4. Application submission.** Licensed practical nurses and registered nurses shall submit a completed, signed application for registration renewal and a renewal fee to the board office. Renewal applications from professional nurses must be accompanied by a completed continuing education evidence form meeting the requirements of parts 6310.2800 and 6310.2900. Renewal applications, fees, and continuing education forms must be received in the board office in the month preceding the month in which the applicant's registration expires. Resubmission of a previously incomplete or incorrect application form and renewal fee received before the month in which the licensee's registration expires, shall constitute timely submission if received in the board office on or before the licensee's registration expiration date.

In 1988 and 1989 a registration renewal application and a renewal fee from a professional nurse who held current registration on July 31, 1987, shall be received in the board office on or before May 31 in the year in which the nurse's registration expires. Resubmission of a previously incomplete or incorrect application and renewal fee received on or before May 31 in the year in which the nurse's registration expires, shall constitute timely submission if received in the board office on or before July 31 of that year.

**Subp. 5. Late application fee.** A licensee filing for registration renewal shall pay a late application fee, as well as the renewal fee for the current renewal period if the application or renewal fee is received in the board office during the month in which the licensee's registration expires.

In 1988 and 1989 a registration renewal application received from a professional nurse who held current registration on July 31, 1987, shall incur a late application fee if the application or renewal fee is received in the board office during June or July in the year in which the nurse's registration expires.

**Subp. 6. Acceptable continuing education activity.** In order for a continuing education activity to be acceptable to the board for registration renewal, a professional nurse 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 registration period for which the professional nurse 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 professional nurse taught shall not meet that licensee's registration renewal requirements.

K. The continuing education activity or the provider of the activity was approved by another board of nursing, another Minnesota health related licensing board as defined by Minnesota Statutes, section 214.01, subdivision 2, or a national, regional, or state nursing, medical, or allied health organization and the activity meets at least the criteria in items B, F, G, H, and J.

L. A professional nurse holding a current advanced nursing practice certificate that was based upon the meeting of periodic continuing education or other current competency recertification requirements may substitute evidence of that certification for a report of participation in continuing education activities. The certificate shall have been issued by a national nursing or medical organization such as the American Nurses Association, American College of Nurse Midwives, the Council on Recertification of Nurse Anesthetists, or the Nurse Association of the American College of Obstetricians and Gynecologists.

The advanced nursing practice certificate may not be substituted for any previously deferred contact hours.

**Subp. 7. True information.** A licensee shall submit true information. Falsification of any evidence for any registration period or failure to comply with parts 6310.2800 and 6310.2900 for any two registration periods shall constitute unethical conduct and provide grounds for suspension or revocation of a license.

**Subp. 8. Records retention.** A professional nurse 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 after the continuing education activities are reported to the board on the continuing education evidence form.

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

## **6310.2900 REGISTRATION RENEWAL PROCEDURES.**

**Subpart 1. Service.** The licensee shall maintain with the board a correct mailing address for the purpose of receiving board communications or notices. Placing the registration renewal application in first class United States mail,

# MINNESOTA RULES 1988

## 6310.2900 REGISTRATION

6

postage prepaid and addressed to the licensee at the nurse's last known address shall constitute valid service.

**Subp. 2. Application mailing date.** The board shall mail a registration renewal application at least three full calendar months before a licensee's registration expiration date to the last known address of every licensee holding a current renewal certificate. Failure to receive the notice shall not relieve a license holder of the obligation to comply with parts 6310.2800 and 6310.2900. In 1988 and 1989 registration renewal applications will be mailed by April 1 to professional nurses who held current registration on July 31, 1987.

**Subp. 3. Late submission.** An application and renewal fee received in the board office during the month in which the licensee's registration expires, shall not be processed and shall be returned to a licensee for payment of a late application fee. In 1988 and 1989 a registration renewal application from a professional nurse who held current registration on July 31, 1987, which was received in the board office during June or July of the year in which the nurse's registration expires shall not be processed and shall be returned to the nurse for payment of a late application fee.

A renewal application and fee received one or more days after the licensee's registration expiration date shall be returned with an application for reregistration. The board will nullify incomplete registration renewal applications that are not completed within 30 days following notification of the deficiency or the licensee's registration expiration dates, whichever is later. For a nullified application, the fee shall be forfeited and the application and other documents may be destroyed according to the process provided in Minnesota Statutes, section 138.17, subdivision 7.

**Subp. 4. Continuing education evidence form.** For professional nurses, the registration renewal application shall include a continuing education evidence form. Information to be provided by the professional nurse on an evidence form shall include:

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

**Subp. 5. Incomplete application; notice.** If the application form or renewal fee submitted by a licensee is incomplete, incorrect, or in noncompliance with parts 6310.2800 and 6310.2900, the licensee shall within 30 calendar days after receipt by the board be notified of the deficiency and given instructions for completion or correction. The application, fee, and other documents will be retained by the board whenever possible.

**Subp. 6. Initial registration and first registration renewal.** An individual who is issued a license by the board shall also be registered by the board. The license fee shall serve as payment for the initial registration period.

Effective August 1, 1987, and thereafter, the initial registration period following licensure or reregistration is from six to 29 full calendar months ending 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 an odd numbered year.

A licensee who does not supply a month, day, and year of birth upon a second request from the board shall be assigned a month and year for registration purposes.

A licensee may correct the date of birth stated on the renewal application. The board may require a licensee who wishes to correct the date of birth on file with the board to substantiate the date with official documentation.

Professional nurses shall accrue for the first registration renewal following licensure and reregistration the number of contact hours of acceptable continuing education activities equivalent to the number of full months in their initial registration period. The contact hours shall include at least one successful demonstration of skill in performing a portion of a component of professional nursing. The continuing education participation period begins on the date the license was issued or reregistration was completed and extends through the month immediately preceding the month in which initial registration expires.

**Subp. 6a. Conversion period.** Licensees holding registration certificates with an expiration date unrelated to their month of birth will be registered in the following manner during a conversion period.

A. All licensees who hold current registration on July 31, 1987, and who renew that registration under parts 6310.2800 and 6310.2900 will be assigned a conversion registration period no shorter than six months and no longer than 29 months ending on the last day of the month of birth in an even or odd numbered year, according to their year of birth.

B. Licensees will be charged a renewal fee for the six to 29 month conversion registration period which is prorated at \$1.04 a month from June 1, 1988 to August 1, 1988, and \$1.08 thereafter and rounded to the nearest dollar according to the length of each licensee's conversion registration period.

C. Professional nurses shall accrue the number of contact hours of acceptable continuing education activities equivalent to the number of months in their conversion registration period. The contact hours shall include at least one demonstration of skill. The contact hours shall be added to the 30 contact hours required for their next full 24 month registration period.

The total number of contact hours including two demonstrations of skill must be accrued between the last day of the professional nurse's most recent participation period and the first day of the month in which the nurse's next 24 month registration period expires.

D. A professional nurse who lacks sufficient contact hours upon application for registration renewal during the conversion period shall have the number of contact hours lacking added to the contact hours required for the next full 24 month registration period.

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

A. Objective or objectives of each continuing education activity, if required.

B. Verification received by the professional nurse of the number of contact hours and, for activities lasting four or more hours, a schedule listing time periods.

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

D. Evidence that the professional nurse 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, if required.

E. Written verification received by the professional nurse 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, if required.

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

H. For continuing education activities meeting part 6310.2800, subpart 6, item L, a copy of the certificate may be required and considered sufficient.

I. Any additional documentation the board deems necessary.

**Subp. 8. Insufficient hours.** If a professional nurse cannot demonstrate 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 part may be applied once for any one professional nurse.

**Subp. 9. Substantiation after deferment.** A professional nurse 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 professional nurse 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 148.231; 148.294*

**History:** *12 SR 102; 12 SR 2623*

NOTE: Subpart 6a of this part is repealed effective December 31, 1993. See the Notice of Adoption published at 12 State Register, page 102, on July 20, 1987

### 6310.3100 REREGISTRATION.

**Subpart 1. Removal of name from list.** The names of licensees who do not return the complete renewal application, renewal fees, and late application fees by the registration expiration date shall be removed from the list of individuals authorized to practice professional or practical nursing during the current renewal period.

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

A. submit a completed and signed reregistration application;

B. respond to questions on the application that relate to causes for denial or revocation of licensure listed in Minnesota Statutes, section 148.261 for professional nurses and section 148.297 for practical nurses;

C. pay the registration renewal fee for the current period;

D. pay the late application fee if registration expired within the last two years unless the licensee submitted evidence of an incomplete or incorrect renewal application before the registration renewal deadline; and

E. submit evidence of meeting all relevant requirements specified in subparts 2a to 8.

**Subp. 2a. Continuing education.** A professional nurse must 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 immediately before board action on the application for reregistration. Beginning April 1, 1988, and thereafter, this requirement applies only to professional nurses whose registration expired within the two years immediately preceding application for reregistration.

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

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

**Subp. 5. Evidence of moral character and mental health.** A licensee shall verify on the application that the licensee is of good moral character and in good mental health. The board may require further evidence of a licensee's character or mental health if the board has information satisfying one of the following conditions:

- A. implying a violation of a federal, state, or local law or rule;
- B. constituting grounds for denial or revocation of a license, if true;
- C. implying that the licensee provided inaccurate information or omitted information solicited on the licensure, examination, registration renewal, or reregistration applications;
- D. showing that the applicant was discharged from employment;
- E. showing that disciplinary action was taken or is pending or the licensee is under investigation by another nurse licensing agency; or
- F. implying that the licensee is mentally incompetent or mentally ill.

When denying an application for reregistration on the grounds of evidence obtained for purposes of this subpart, the board shall follow procedures established by Minnesota Statutes, section 214.10 and applicable rules.

**Subp. 6. Acceptable practice requirement.** Beginning April 1, 1988, and thereafter, a licensee without current registration who is applying for reregistration must submit proof of at least 320 hours of acceptable nursing practice in the four years immediately preceding receipt of the application for reregistration or meet the requirement in subpart 7. To be acceptable the practice must have:

- A. consisted of employment or volunteer nursing in any setting, or participation in clinical nursing courses or any combination of these activities;
- B. occurred only while the licensee was authorized to practice nursing unless legal authorization for the practice was not required in the jurisdiction where it occurred; or
- C. included one or more of the functions defined in Minnesota Statutes, section 148.171, clause (3) for professional nurses or Minnesota Statutes, section 148.29, subdivision 4 for practical nurses, or be determined by the patient, employer, volunteer supervisor, patient's family or physician, instructor, or peer as requiring the appropriate nursing license.

**Subp. 7. Refresher course requirement.** Beginning April 1, 1988, and thereafter, licensees without current registration who do not demonstrate compliance with the acceptable practice requirement in subpart 6 must submit an affidavit of successful completion of a refresher course which occurred within the 24 months immediately preceding board action on the application for reregistration. The affidavit must be signed by the person responsible for the course, hereinafter, coordinator.

The refresher course must have been designed to meet the following criteria:

- A. The coordinator must be a registered nurse.
- B. The course must include theory and clinical experience components. The theory component may be conducted in a classroom or through self-study learning materials. The clinical experience may be arranged by the coordinator or by the student with the coordinator's approval.
- C. Determination that a professional nurse or practical nurse student has successfully completed the course must include at least one evaluation of the student's ability to combine nursing abilities as outlined in part 6301.2200. The refresher course student's evaluation of combining nursing categories must include at least one ability from each subpart of part 6301.1800 and, in addition, for professional nurse students from each subpart of part 6301.1900. Whenever clinical experience has been arranged by the student, the coordinator shall be responsible for the evaluation preparation and for directing the conduct of the evaluation.

Subp. 8. **Limited registration certificate.** A licensee presenting an affidavit of enrollment in a refresher course will upon written request and submission of a reregistration application and fee be provided a registration certificate valid only for participation in the clinical experience component of the refresher course and no longer than 90 days. The affidavit must be signed by the refresher course coordinator.

Subp. 9. **Waiver.** When a licensee residing outside of Minnesota applies for reregistration for the purpose of obtaining verification of current registration status to another country or United States jurisdiction, the requirements in subpart 7 shall be waived.

Subp. 10. **Refresher course audit.** A licensee meeting the refresher course requirement may be selected for audit to determine that the course met the criteria in subpart 7 and that all application materials were accurate.

Subp. 11. **Nullification and reapplication.** The board will nullify incomplete reregistration applications that are not completed within the six month period following receipt of fees or within the six month period following issuance of a registration certificate for practice in a clinical component of a refresher course.

For a nullified application, the fee shall be forfeited and the application and other documents may be destroyed according to the process specified in Minnesota Statutes, section 138.17, subdivision 7. If a licensee fails to submit an application and fee within six months after the board received 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. 12. **First renewal following reregistration.** Licensees who have reregistered will receive registration certificates as specified in part 6310.2900, subpart 6, and must subsequently meet the renewal requirements in part 6310.2800 and the procedures in part 6310.2900. The continuing education requirement and participation period for professional nurses following reregistration is provided in part 6310.2900, subpart 6.

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

### **6310.3300 CHANGE OF NAME AND ADDRESS 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 registration certificate. When requesting a revised registration 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 a written explanation 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 registration certificate will not be issued.

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

### **6310.3400 DUPLICATE AND REPLACEMENT DOCUMENTS.**

Subpart 1. **License.** A duplicate license shall not be issued. A replacement license may be issued for a fee 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.

**Subp. 2. Registration certificate.** A duplicate registration certificate shall not be issued. If a registration certificate is lost, stolen, or destroyed, the licensee shall submit a written explanation of the situation. Upon written request of the licensee, a replacement registration certificate may be issued for a fee. The replacement registration certificate shall be marked "Replacement."

If a licensee does not receive a registration certificate which has been issued and notifies the board office in writing within 60 days of the date of issuance, a replacement registration certificate may be issued without a fee.

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

### **6310.3500 VERIFICATION OF MINNESOTA LICENSE.**

**Subpart 1. Verification of licensure.** A licensee wishing a certified statement of licensure status sent to another United States jurisdiction or foreign country or to any other third party may, upon written request and payment of a fee, have a certified statement of Minnesota licensure status issued to the Board of Nursing, other official agency empowered to issue nursing licenses in the other jurisdiction or country or a third party.

**Subp. 1a. Verification of examination scores.** A Minnesota licensee wishing a certified statement of licensing examination scores sent to a third party may, upon written request and payment of fee, have a certified statement of examination scores issued.

**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 the United States.

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

### **6310.3600 REGISTRATION FEES.**

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

- A. registration renewal, \$25 per registration period effective June 1, 1988, and \$26 effective August 1, 1988;
- B. late application, \$20 effective June 1, 1988;
- C. replacement license, \$20 effective June 1, 1988;
- D. replacement registration certificate, \$20 effective June 1, 1988;
- E. verification of licensure status, \$20 effective June 1, 1988;
- F. verification of examination scores, \$20 effective June 1, 1988;
- G. a copy of licensure application materials, \$20 effective June 1, 1988;

and

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

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

**Statutory Authority:** *MS s 148.231; 148.294*

**History:** *12 SR 102; 12 SR 2623*

### **6310.3700 DISHONORED CHECKS.**

**Subpart 1. Service charge.** If a licensee submits a dishonored check for any of the fees required in parts 6310.2800, subparts 1, 4, and 5; 6310.3100, subparts 2, items C and D; 6310.3400, subparts 1 and 2; and 6310.3500, subparts 1, 1a, and 2, a service charge will be assessed in keeping with Minnesota Statutes, section 332.50, subdivision 2.

**Subp. 2. Nullified registration.** Nonreplacement of a dishonored check for the fees required in parts 6310.2800, subparts 1, 4, and 5, and 6310.3100, subpart

# MINNESOTA RULES 1988

## 6310.3700 REGISTRATION

12

2, items C and D and nonpayment of the service charge will result in a nullified registration.

**Subp. 3. Additional fee.** Nonreplacement of a dishonored check for the fees required in parts 6310.3400, subparts 1 and 2 and 6310.3500, subparts 1, 1a, and 2, and nonpayment of the service charge will result in the amounts being added to the next fee the licensee must pay.

**Statutory Authority:** *MS s 148.191 subd 2*

**History:** *12 SR 102*

**6310.7600** [Repealed, 12 SR 102]

**6310.7700** [Repealed, 12 SR 102]

**6310.7800** [Repealed, 12 SR 102]

**6310.7900** [Repealed, 12 SR 102]

**6310.8000** [Repealed, 12 SR 102]

**6310.8100** [Repealed, 12 SR 102]