

CHAPTER 6310
BOARD OF NURSING
PROFESSIONAL AND PRACTICAL REGISTRATION

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6310.2800 REGISTRATION RENEWAL REQUIREMENTS.

[For text of subs 1 to 5, see MR]

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

If the licensee's registration renewal application, registration renewal fee, and continuing education report are received in the board office after the application deadline, a late application fee is required. If the application is received after the licensee's registration expires, the applicant is not eligible for renewal of registration. If the registration expiration date falls on a weekend or holiday, receipt by the board on the following business day constitutes timely submission. However, the licensee may not practice nursing after the registration expiration date until registration renewal requirements have been met as specified in this part.

[For text of subs 7 to 9, see MR]

Subp 10 Exemption from renewal of registration. Pursuant to Minnesota Statutes, section 326.56, a licensee who is in the armed forces of the United States or is employed outside the United States in employment which is essential to the prosecution of any war or the national defense, and whose registration was in effect at the time of entry into the armed forces or engagement in employment outside the United States, is not obligated to renew registration. The board must be notified in writing by the licensee regarding the qualifications for this exemption. The exemption ceases six months after discharge from active duty or termination of the aforementioned employment. A registration renewal application shall be sent to the licensee who has applied for the exemption at the time that a registration renewal application would normally be sent to the licensee. The licensee may be requested to reconfirm exempt status. If the licensee no longer qualifies for the exemption, the requirements for registration renewal must be met. The required number of contact hours are calculated based on the number of months since the exemption ceased to the month of the registration renewal application deadline and according to the ratio specified in subpart 3.

Statutory Authority: *MS s 148.191*

History: *22 SR 973*

NOTE: Subpart 10 was originally adopted as subpart 11 at 22 SR 973. It was renumbered editorially.

6310.2900 REGISTRATION RENEWAL PROCEDURES.

[For text of subs 1 to 3, see MR]

Subp 4 Application deadline. The application and fee must be received in the board office by the last day of the month preceding the month in which the licensee's registration expires. If the last day of the month falls on a weekend or holiday, the application must be received in the board office by the next working day. If the application and fee are received after the deadline, the board shall return the application and fee to the licensee. The licensee shall pay the late application fee, the amount specified in part 6310.3600, subpart 1. If the application and fee are received after the expiration of registration, the board shall return the renewal application and fee. The board shall mail a reregistration application to the licensee. If the expiration date falls on a weekend or holiday, receipt by the board on the following business day constitutes timely submission. However, the licensee may not practice nursing after the expiration date until registration renewal requirements have been met.

[For text of subs 5 to 10, see M.R.]

Statutory Authority: *MS s 148 191*

History: *22 SR 973*

6310.3100 REREGISTRATION REQUIREMENTS.

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

Subp. 2. Fees.

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

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

C. In addition to the fee in item A and when applicable the fee in item B, the penalty fee for practicing nursing without current registration is also applicable if the licensee practiced nursing in Minnesota after expiration of the licensee's registration.

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

[For text of subs 2a to 8, see M.R.]

Subp. 13 Disciplinary action. Nothing in this part shall be construed as preventing the board from proceeding with disciplinary action pursuant to Minnesota Statutes, section 148 261. Grounds for the board to proceed with disciplinary action include, but are not limited to, practicing nursing without current registration for more than two years, repeated occurrences of practicing nursing without current registration, or knowingly practicing nursing without current registration.

Statutory Authority: *MS s 148.191*

History: *22 SR 973*

6310.3200 REREGISTRATION PROCEDURES.

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

Subp. 2. Fees. The licensee shall submit the registration renewal fee, the late application fee when applicable and any penalty fee for practicing without current registration, with the application for reregistration. The fee or fees must be payable to the Minnesota Board of Nursing. The board shall return the fee or fees if they are received without an application or if they are made out incorrectly. If the requirements for reregistration are not met, the fees are not refundable.

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

Subp. 4 Acceptable nursing practice requirement. Verification of acceptable nursing practice must be reported on a form provided by the board or in a statement submitted in writing which 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 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 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.

[For text of subs 5 to 7, see M.R.]

Subp. 8. 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 registration renewal fee and the late application fee when applicable 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 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.

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

Statutory Authority: *MS s 148 191*

History: 22 SR 973

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. A replacement of the certified statement shall not be issued within the first two months nor more than six months after the original statement was issued. If requested by the licensee, a replacement shall be issued without charge between two and six months after the original statement was issued

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

Statutory Authority: *MS s 148 191*

History: 22 SR 973

6310.3600 REGISTRATION FEES.

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

- A. registration renewal, \$55 per registration period,
- B. late application, \$30;
- C. replacement license, \$20,
- D. replacement registration certificate, \$5;
- E. verification of licensure status, \$20;
- F. verification of examination scores, \$20,
- G. a copy of licensure application materials, \$20;
- H. service charge for a dishonored check, \$20; and

I. penalty for practicing nursing without current registration, two times the amount of the current registration renewal fee for any part of the first calendar month, plus the current registration renewal fee for any part of any subsequent month up to 24 months. The fee shall be paid in the form of a certified check or money order.

Subp 2. Nonrefundable. All fees are nonrefundable

Statutory Authority: *MS s 148.191*

History: 22 SR 973

6310.3700 DISHONORED CHECKS.

Subpart 1 Service charge. If a licensee submits a dishonored check for any of the fees required in part 6310.3600, subpart 1, items A to G; 6316 0200, subpart 3; 6340.0300, subpart 3; 6340 0400, subpart 4, or 6340 0500, subpart 3, a service charge shall be assessed in keeping with Minnesota Statutes, section 332.50, subdivision 2.

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

Subp 3 Additional fee. Nonreplacement of a dishonored check for the fees required in part 6310.3600, subpart 1, items C to G, 6316 0200, subpart 3; or 6340.0400, subpart 4, 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*

History: 22 SR 973