



Annual Licensure Report

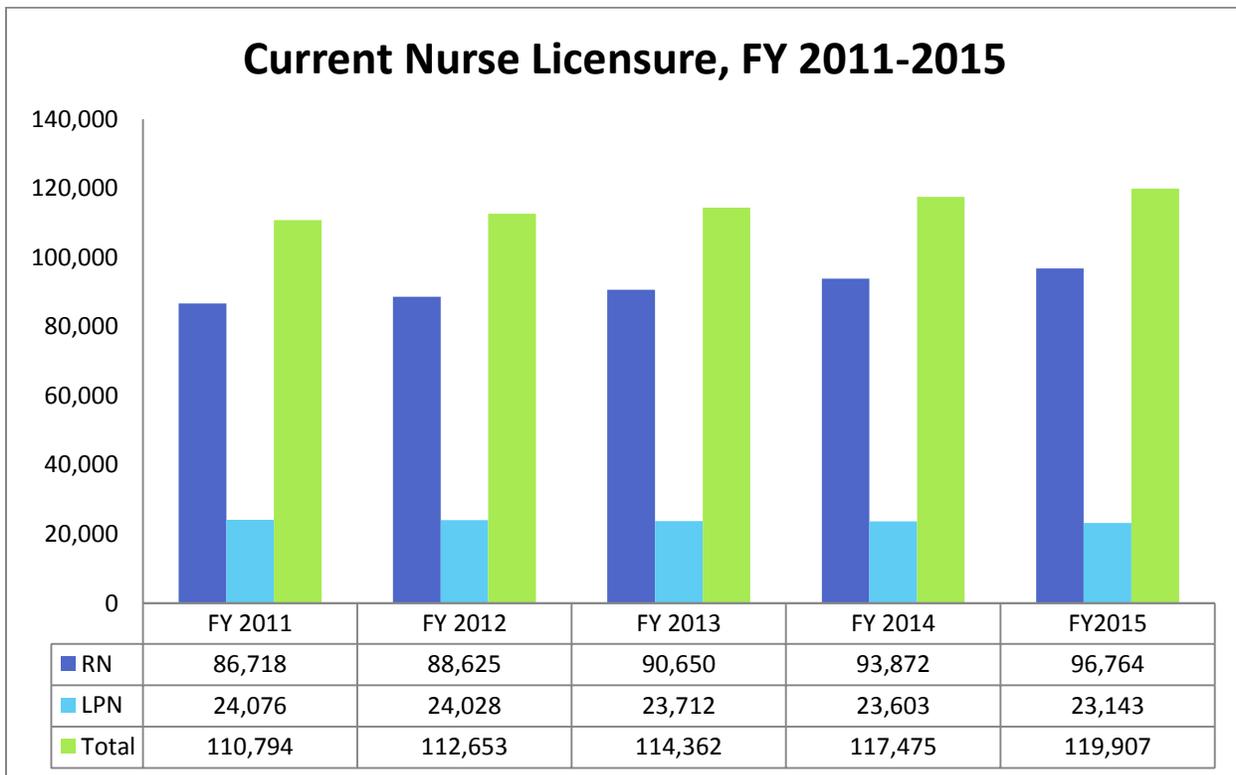
Fiscal Year 2015

**Minnesota Board of Nursing
Annual Licensure Report
Fiscal Year 2015**

Agency purpose: Minnesota Statutes sections 148.171 – 148.285 provides the Board of Nursing with authority to regulate nursing practice for the purpose of public protection. Within this authority, the Board’s mission is to protect the public’s health and safety through regulation of nursing education, licensure and practice. The Board of Nursing licenses nurses to assure the public that the individuals who practice nursing in Minnesota have the requisite education, competence, and ethical character to practice nursing safely and effectively. The Board of Nursing authorizes individuals to practice as:

- Registered Nurses (RN);
- Licensed Practical Nurses (LPN);
- Advanced Practice Registered Nurses (APRN); and
- Public Health Nurses (PHN).

Total nurses: On June 30, 2015 the total number of nurses with current Minnesota licensure was 119,907.



Sex of Licensees: The sexual representation remains essentially unchanged.

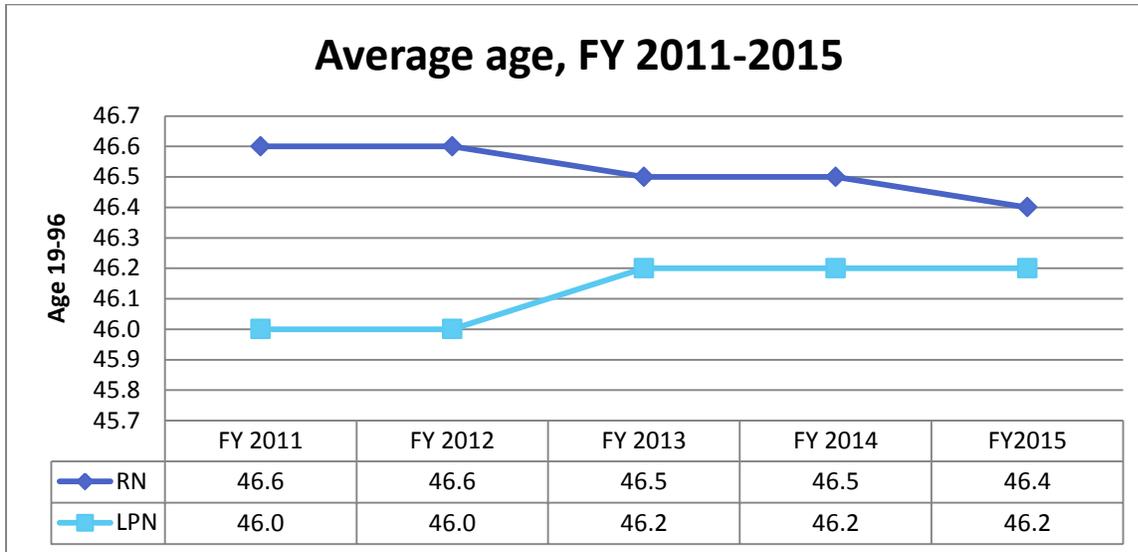
	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Female %	92.19%	92.05%	92.36%	92.19%	92.02%
Male %	7.81%	7.95%	7.64%	7.81%	7.98%

Age of Nurses: The average age of all RNs with current registration is 46.4 years old. The median age of RNs with current registration is 46.

- The youngest RN with current registration is 19 years old.
- The oldest RN with current registration is 93 years old.

The average age of all LPNs with current registration is 46.2 years old. The median age of LPNs with current registration is 46.

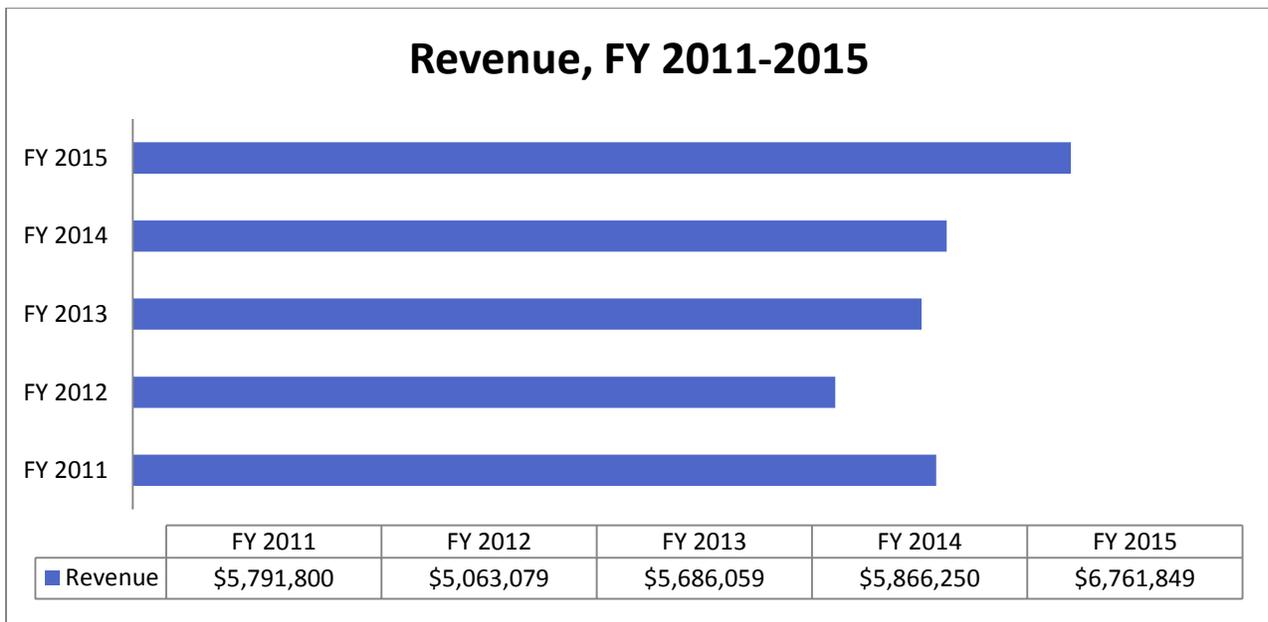
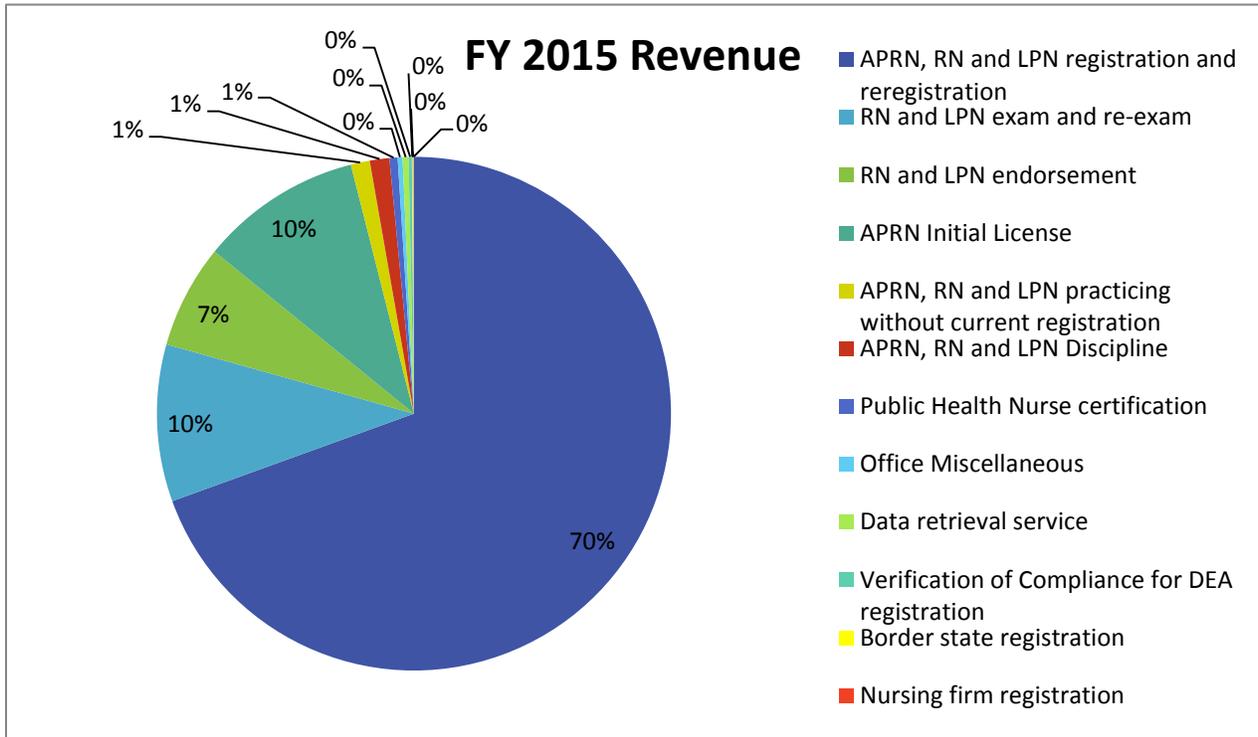
- The youngest LPN with current registration is 18 years old.
- The oldest LPN with current registration is 89 years old.



Licensure services: Minnesota Statutes provide the requirements and Minnesota Rules provide the procedures for licensure services. The types of services provided are:

- Initial licensure for APRNs
- Initial licensure for RNs and LPNs
 - Licensure by examination
 - Licensure by endorsement
- Renewal of licensure for APRNs, RNs and LPNs
 - Registration renewal
 - Reregistration
- Other registrations
 - Border State registration
 - Public Health Nurse registration
 - Nursing Firms registration
- Verifications
 - Licensure verification
 - Disciplinary action verification
- Other services
 - Data services
 - Name and address change requests
 - Replacement document requests

Revenue: The Board is responsible for collecting sufficient revenue to cover expenditures, Minn. Stat. Section 16A.1285, Subd. 2. The total revenue collected in FY2015 was \$6,761,849.



The government shutdown in July 2011 caused a disproportionate number of RN and LPN renewals to occur in the last months of FY2011 that would have likely occurred in the first months of FY2012. The increase in FY2015 is due to initial licensure fees for APRNs.

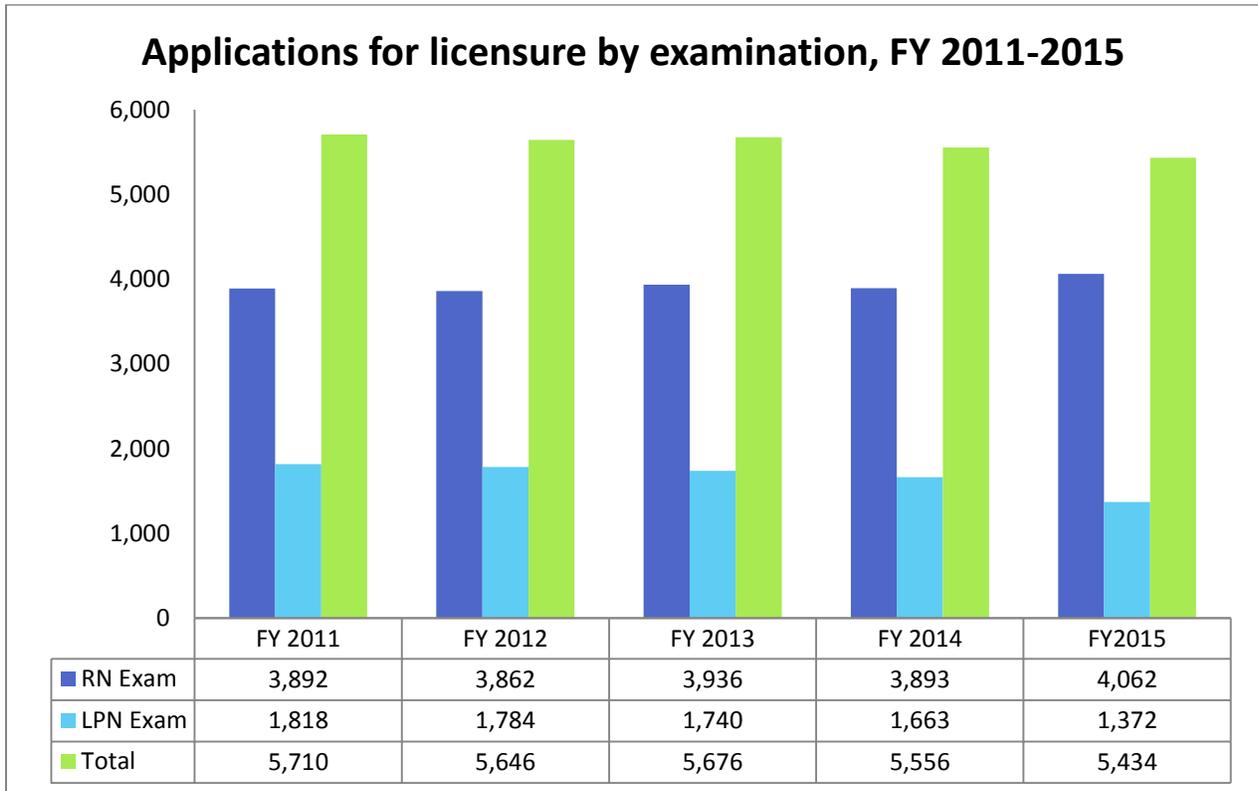
Revenue is collected from fees charged to applicants and licensees:

Service Type	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
RN and LPN examination and re-examination	\$661,475	\$652,970	\$657,850	\$673,710	668,370
RN and LPN endorsement	\$319,960	\$283,920	\$321,615	\$408,030	440,895
APRN initial license	0	0	0	0	688,380
APRN, RN and LPN registration renewal and reregistration	\$4,614,187	\$3,951,934	\$4,485,190	\$4,542,393	4,697,230
APRN, RN and LPN practicing without current registration	\$54,812	\$42,415	\$60,775	\$79,985	80,745
Border state registration	\$0	\$200	\$4,350	\$3,550	3,850
Verification of Compliance for DEA registration	\$16,700	\$17,650	\$21,250	\$21,950	14,050
Public Health Nurse certification	\$24,540	\$23,250	\$28,740	\$34,140	34,560
Nursing firm registration	\$1,485	\$1,290	\$745	\$1,400	1,225
Data retrieval services	\$15,165	\$17,247	\$21,550	\$28,582	25,161
RN and LPN Permit (obsolete)	\$9,840	\$3,480	0	0	0
Office Miscellaneous	\$16,766	\$13,985	\$23,680	\$16,310	20,756
RN and LPN Discipline	\$56,870	\$54,738	\$60,314	\$55,560	83,227
Seminars & Workshops	0	0	0	\$640	3,400
Total	\$5,791,800	\$5,063,079	\$5,686,059	\$5,866,250	\$6,761,849

Licensure by examination: The process for a RN or LPN applicant who has not been licensed by another state is licensure by examination. An applicant must:

- Submit an application and \$105 fee.
- Provide evidence the applicant has not engaged in conduct warranting disciplinary action.
- Submit proof of completion of an approved nursing program.
- Register with Pearson Vue to take the NCLEX (National Council Licensure Examination) and pay a \$200 fee.
- Additional requirements for graduates of a non-U.S. nursing program:
 - Submit Commission on Graduates of Foreign Nursing Schools (CGFNS) Credentials Evaluation – Healthcare Profession and Science Course-by-Course report.
 - Pass an approved English proficiency test: Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS) or Michigan English Language Assessment Battery (MELAB) if a graduate of a program not conducted in English.

Total licensure by examination applications: As of June 30, 2015 the total number of licensure by examination applications processed was 5,434.

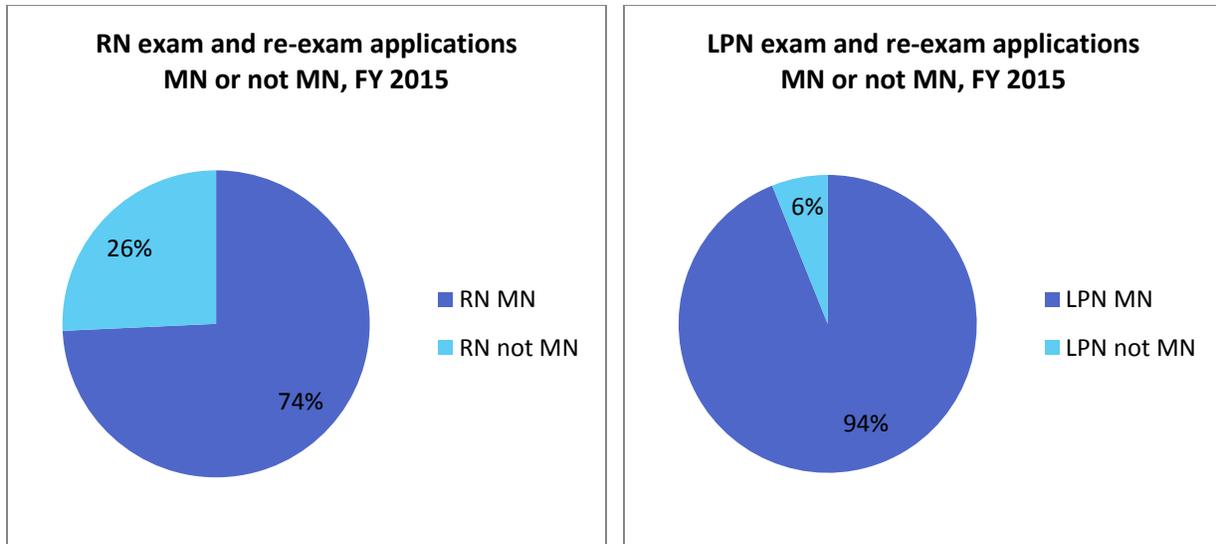


The number of examination applicants who become licensed is less than the number of licensure by examination applications because some applicants do not pass the examination.

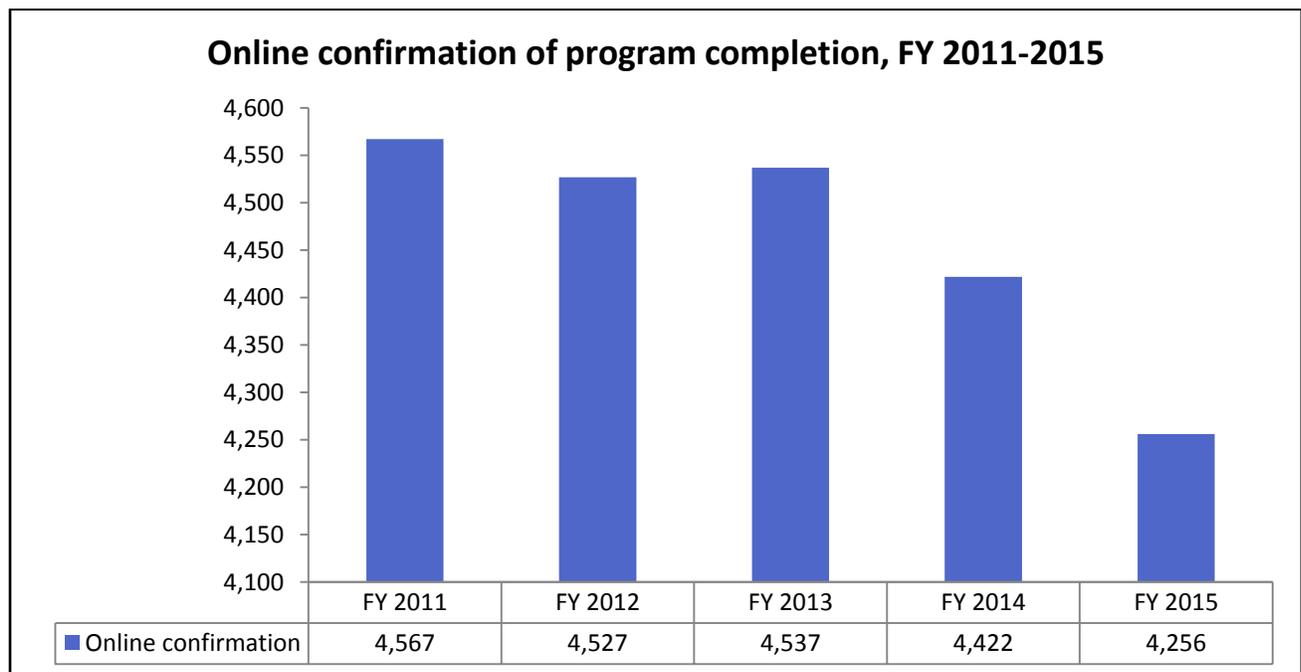
Revenue from RN and LPN examination applications and re-examination applications:

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$661,475	\$652,970	\$657,850	\$673,710	\$668,370

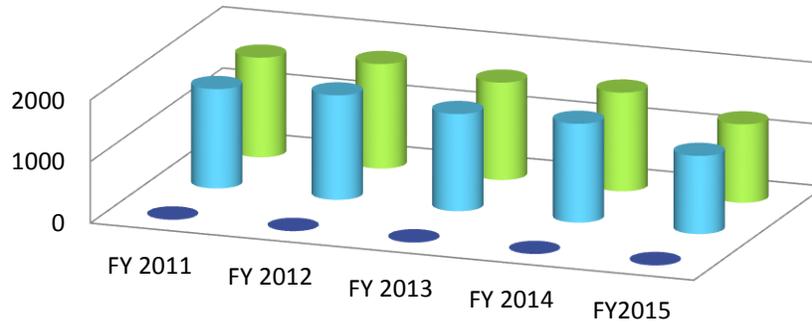
Most licensure by examination and re-examination applications processed by the Board are graduates of Minnesota nursing programs. In FY2015 74% RN examination and re-examination applicants and 94% LPN examination and re-examination applicants graduated from Minnesota programs.



Minnesota nursing programs can confirm program completion online. This makes the process for a Minnesota nursing education program graduate virtually paperless if the applicant applies for licensure online, has the program confirm completion online and applies to test online.



LPNs licensed by examination, FY 2011-2015

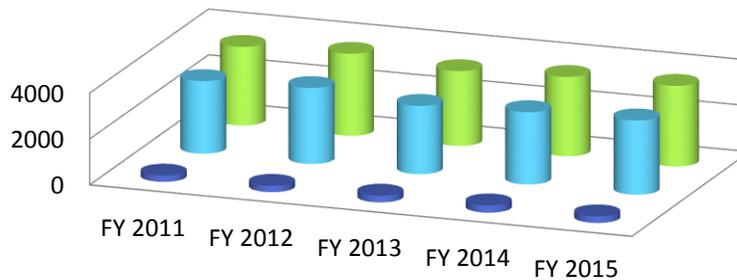


	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
■ Non-US Educated	4	3	4	0	5
■ US Educated	1617	1699	1581	1607	1270
■ Total	1621	1702	1585	1607	1275

There were five LPN non-US educated licenses issued in FY2015.

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Canada 4	Canada 3	Canada 4	0	Canada 5

RNs licensed by examination, FY 2011-2015



	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
■ Non-US Educated	271	272	292	313	284
■ US Educated	3169	3310	2977	3148	3235
■ Total	3440	3582	3269	3461	3519

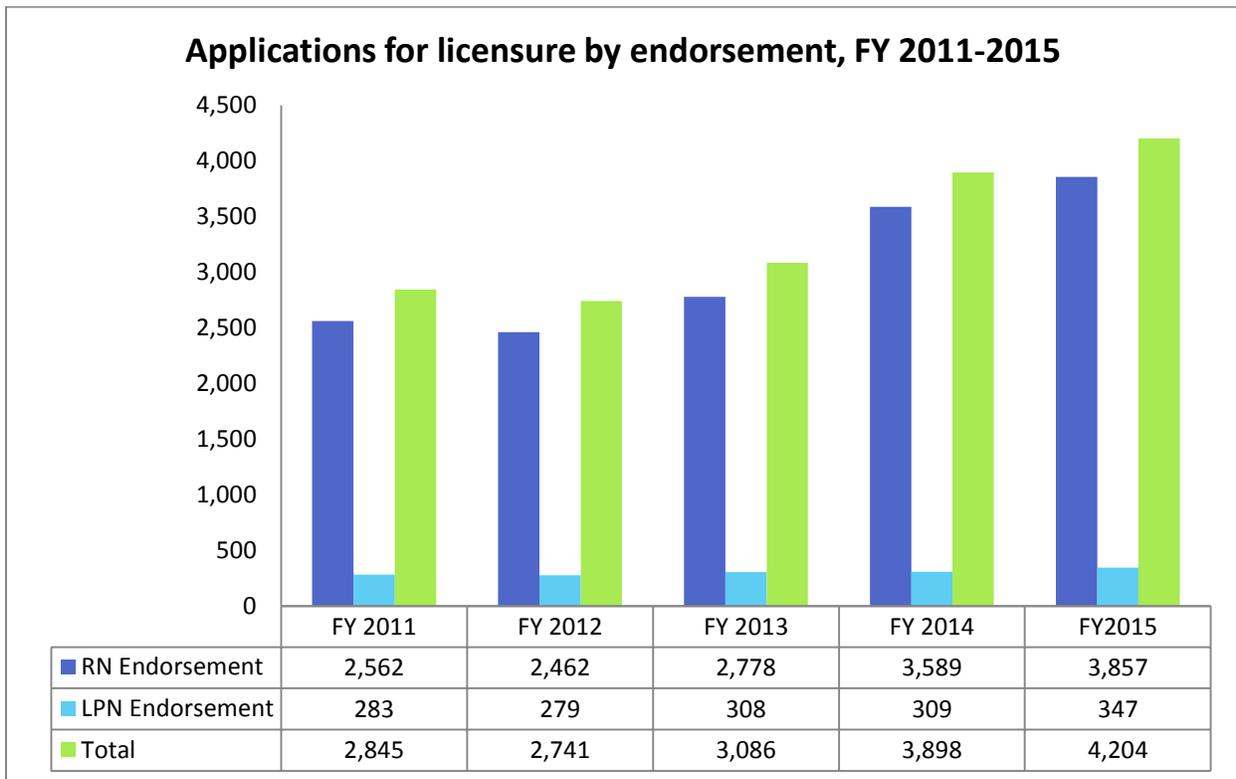
The majority of RN licenses issued to non-U.S. educated applicants were educated in Canada.

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Canada 259	Canada 256	Canada 266	Canada 290	Canada 258
Philippines 8	Philippines 11	Philippines 19	Philippines 10	Philippines 15
Other 4	Other 5	Other 7	Other 13	Other 8

Licensure by endorsement: The process for a RN or LPN applicant who has been licensed in another U.S. state or territory by examination is licensure by endorsement. An applicant must:

- Submit an application and \$105 fee.
- Provide evidence the applicant has not engaged in conduct warranting disciplinary action.
- Submit proof of licensure in the jurisdiction in which the applicant was first licensed.
- Submit proof of licensure in the jurisdiction in which the applicant is currently practicing nursing.
- Submit proof of acceptable nursing practice.

Total licensure by endorsement applications: As of June 30, 2015 the total number of licensure by endorsement applications processed was 4,204.



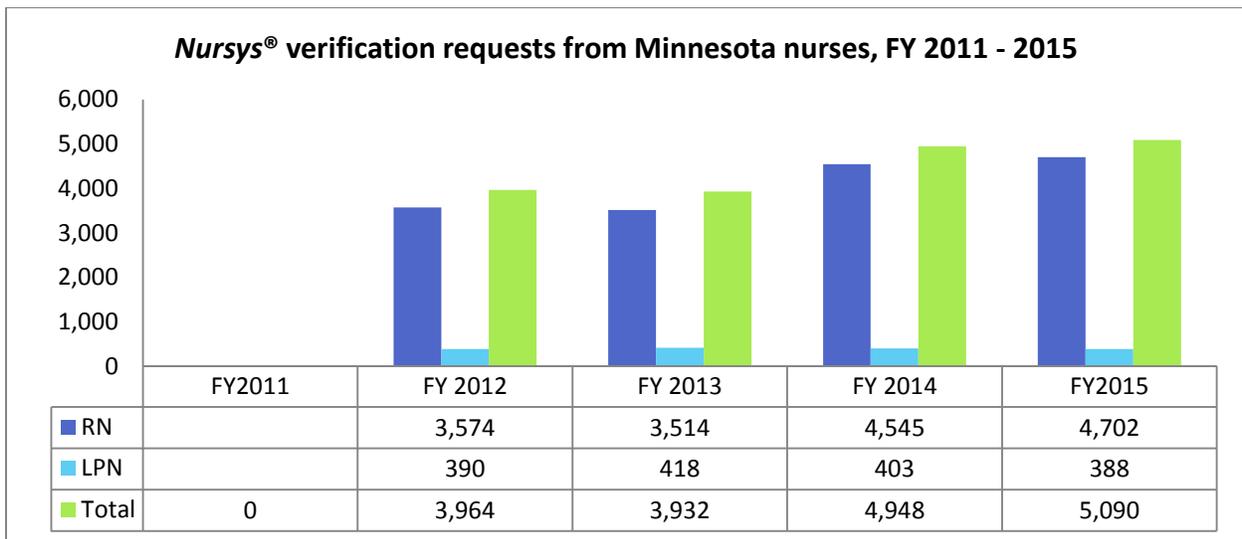
The actual number of nurses who complete the licensure by endorsement process may be less than the number of applications received because some applicants do not complete the application process.

Revenue from RN and LPN endorsement applications:

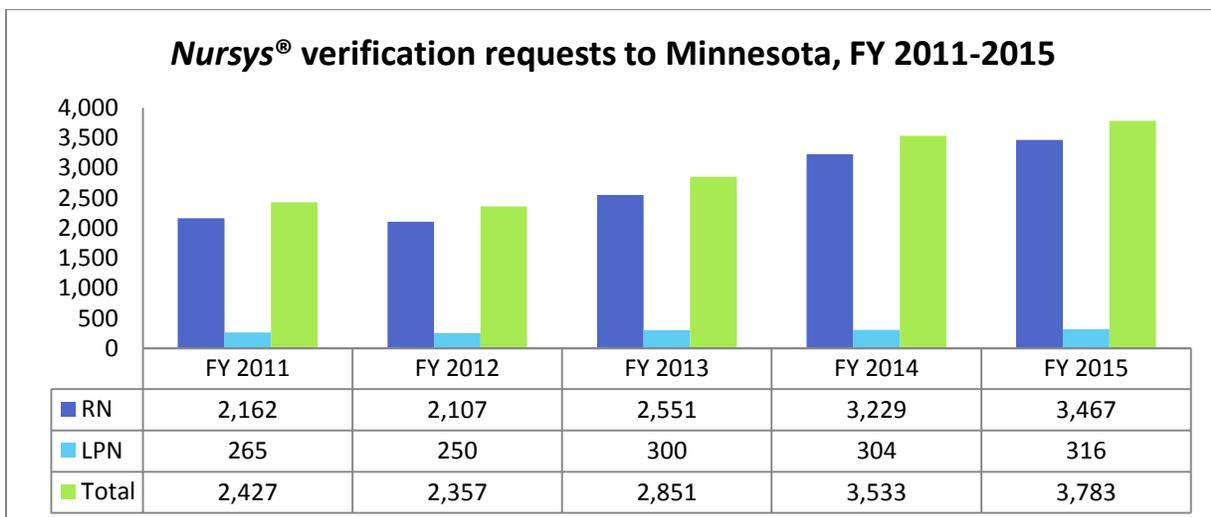
FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$319,960	\$283,920	\$321,615	\$408,030	440,895

Verification of nurse licensure for licensure: The Board must verify that the individuals who apply for licensure are the same people who completed the requisite education and other requirements for licensure. The Minnesota Board of Nursing utilizes *Nursys*® to verify licensure to another board of nursing when a Minnesota licensee wishes to obtain licensure in another jurisdiction. *Nursys*® was implemented in 1999 and is a comprehensive electronic information system that includes collecting and storing a nurse’s personal information, licensing information, disciplinary information and license verifications.

Total *Nursys*® verification requests from Minnesota nurses: In FY2015 the number of nurses who have requested their active Minnesota license be verified to another jurisdiction through *Nursys*® was 5,090.



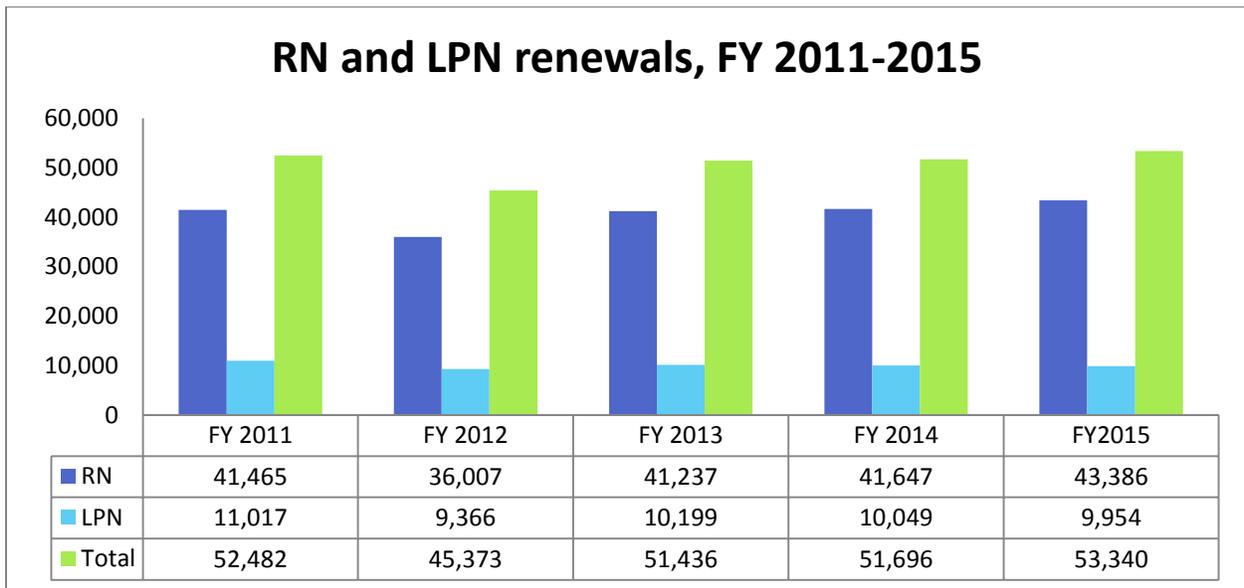
Total *Nursys*® verification requests to Minnesota: In FY2015 the number of nurses who have directed a verification of a license from another *Nursys*® jurisdiction to Minnesota for endorsement purposes was 3,783.



Renewal of Licensure: A license registration is typically valid for two years. At the time of initial licensure or reregistration, the licensure period is determined by the date of licensure as it relates to the month and year of the licensee’s birth. The licensure period can vary from 6 to 29 months depending upon the date of birth and the start date of the registration period. After this initial period of licensure, the license is in effect for two years. To renew registration a licensee must:

- Submit an application and \$85 fee.
- Respond to grounds questions that provide evidence the applicant has not engaged in conduct warranting disciplinary action.
- Attest to completion of continuing education requirements
 - 24 contact hours for RNs
 - 12 contact hours for LPNs.

Total renewal applications: As of June 30, 2015 the total number of renewal applications processed was 53,340.



The primary source of revenue for the Board is license registration renewal. The \$85 fee for renewal of licensure has not changed since 2001.

Revenue from RN and LPN registration renewal and RN and LPN reregistration:

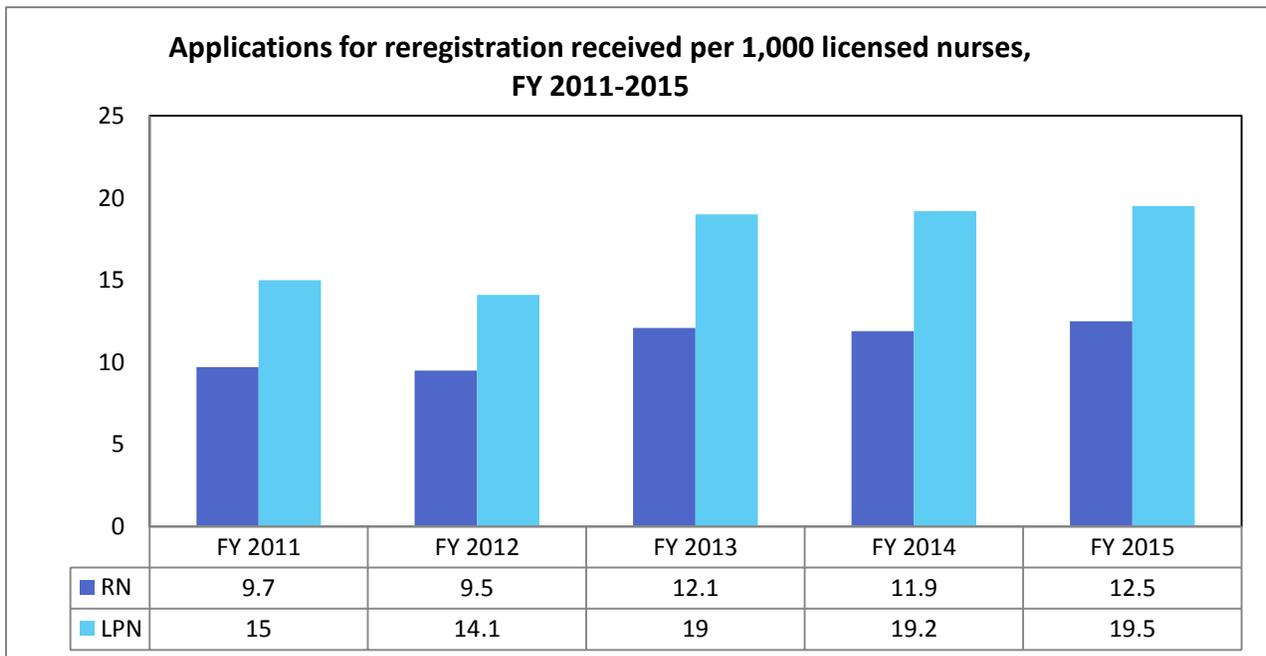
FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$4,614,187	\$3,951,934	\$4,485,190	\$4,542,393	\$4,697,230

The government shutdown in July 2011 caused a disproportionate number of RN and LPN renewals to occur in the last months of FY2011 that would likely have occurred in the first months of FY2012.

Reregistration: If a Minnesota license has not been renewed, reregistration is the process to reactivate the license. Requirements vary depending on how long the registration has been expired and how long it has been since the last date of nursing practice. To reregister a licensee must:

- Submit an application and \$105 fee.
- Submit verification of nursing practice.
- In some cases, complete continuing education or if the applicant has not practiced nursing for five years or more, take a nurse refresher course.

Total reregistration applications: As of June 30, 2015 the total number of reregistration applications processed was 1,658 (1,206 RNs and 452 LPNs).



Practicing without current registration: If a licensee practices nursing after the registration expires, the licensee is subject to an administrative (non-disciplinary) penalty fee. The fee for practicing without current registration is 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.

Months worked	Penalty fee						
1	\$170.00	7	\$680.00	13	\$1,190.00	19	\$1,700.00
2	\$255.00	8	\$765.00	14	\$1,275.00	20	\$1,785.00
3	\$340.00	9	\$850.00	15	\$1,360.00	21	\$1,870.00
4	\$425.00	10	\$935.00	16	\$1,445.00	22	\$1,955.00
5	\$510.00	11	\$1,020.00	17	\$1,530.00	23	\$2,040.00
6	\$595.00	12	\$1,105.00	18	\$1,615.00	24	\$2,125.00

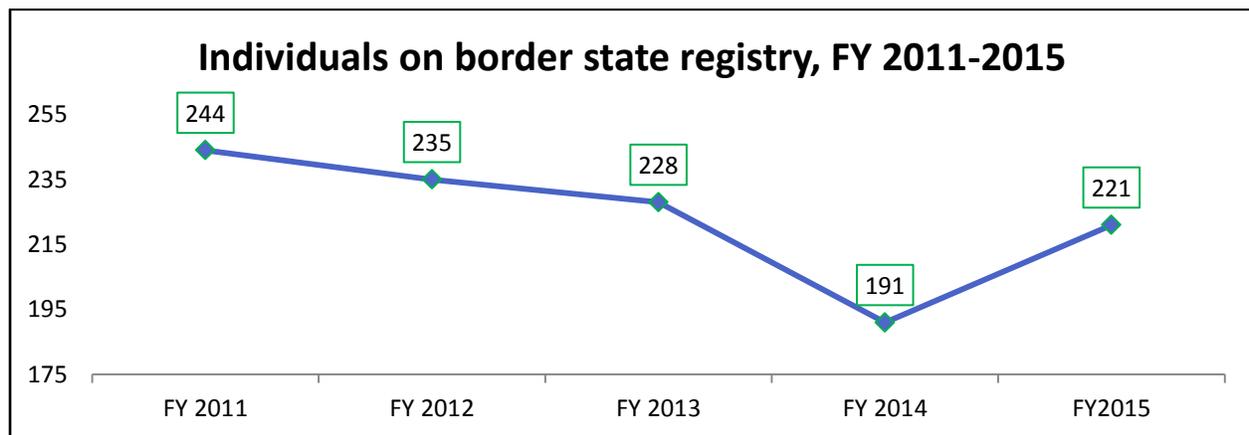
Revenue from RN and LPN practicing without current registration:

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
RN Penalty	\$28,802	\$19,295	\$33,150	\$42,330	\$43,770
LPN Penalty	\$26,010	\$23,120	\$27,625	\$37,655	\$36,975
Total	\$54,812	\$42,415	\$60,775	\$79,985	\$80,745

Border State Registry: A law regarding license recognition for nurses from border states became effective January 1, 2003. Upon meeting certain eligibility requirements, MN Statute 148.211 subd. 2.a. requires the Board to recognize the nurse license issued by a state board of nursing in a bordering state and allows RNs and LPNs to practice nursing in Minnesota without a Minnesota nursing license. To qualify for practice as a nurse in Minnesota without a Minnesota nursing license, the nurse must:

- Have a current license in Iowa, North Dakota, South Dakota, or Wisconsin.
- Reside in the border state in which the nurse has a current license.
- Be employed by a hospital, clinic, prepaid medical plan, or other health care institution or organization located in Minnesota.
- Not be participating in an alternative to or diversion from discipline program.
- Not had adverse action currently or in the past against the border state license.
- Not have been refused a Minnesota nursing license or not have current adverse action against a Minnesota nursing license.

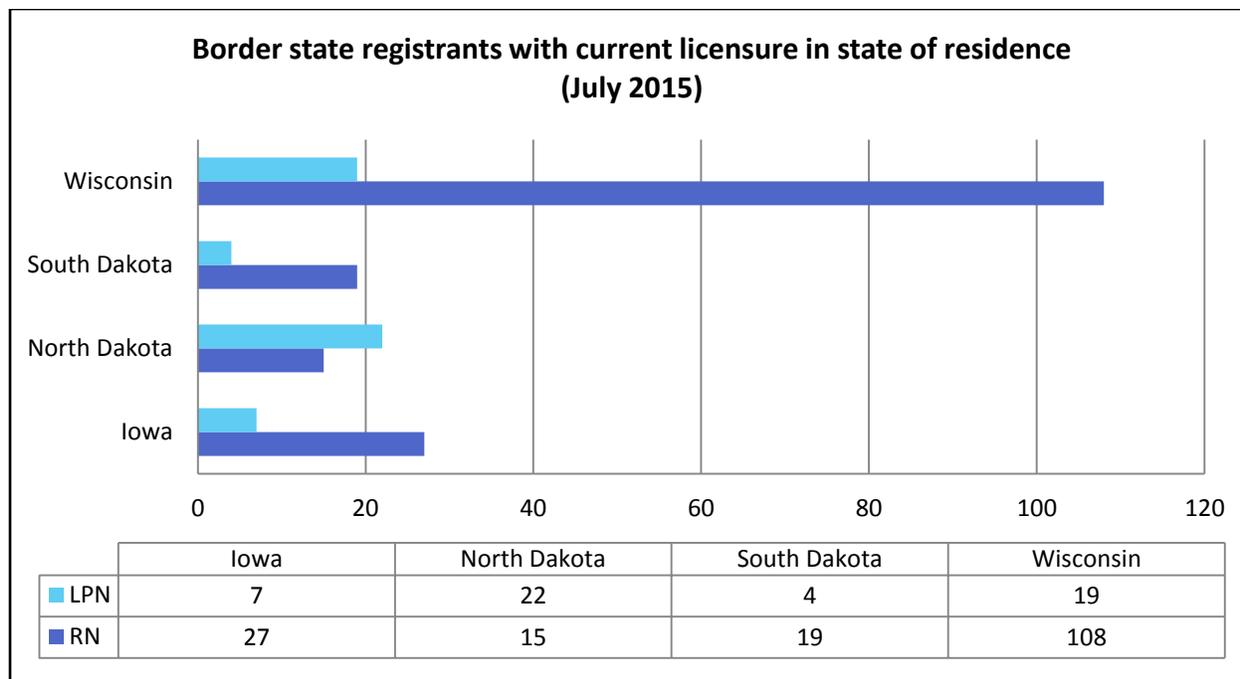
Total border state registrants: On June 30, 2015 the total number of nurses on the border state registry was 221: 169 RNs and 52 LPNs.



Effective June 1, 2012 the fee for border state registration and any subsequent notice of employment change to remain or be reinstated on the registry is \$50. Previously, there was no charge.

Revenue from border state registration:

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$0	\$200	\$4,350	\$3,550	\$3,850

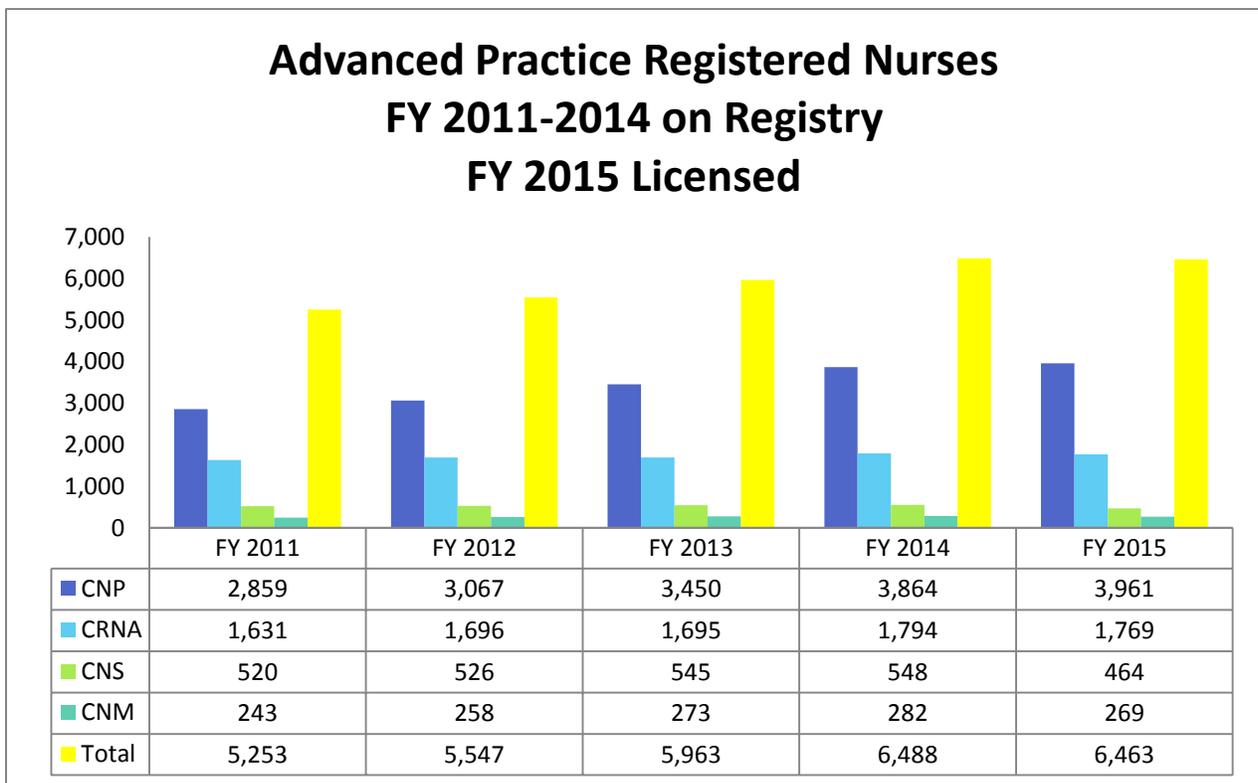


Advanced Practice Registered Nurse Initial Licensure: Effective January 1, 2015 all Advanced Practice Registered Nurses (APRNs) are required to hold a license as an APRN to practice advanced practice nursing in Minnesota. Previously the Board was required to maintain a registry of all registered nurses with a current Minnesota license who were certified as an advanced practice registered nurse. The registry is no longer in effect as of December 31, 2015. The process for an APRN to become licensed is initial licensure as an APRN. An applicant must:

- Hold a current Minnesota RN license.
- Submit an application and \$105 fee for each role for which they are applying. A separate application form, fee and license are required for each role.
- Provide evidence the applicant has not engaged in conduct warranting disciplinary action.
- Submit documentation of successful completion of an acceptable graduate APRN program in one of the four roles and one of the six population foci:
 - Roles:
 - Clinical Nurse Specialist (CNS)
 - Nurse Midwife (NM)
 - Nurse Practitioner (NP)
 - Certified Registered Nurse Anesthetist (CRNA)
 - Populations:
 - Family and Individual Across the Lifespan
 - Adult Gerontology
 - Neonatal
 - Pediatrics
 - Women’s and Gender-Related Health
 - Psychiatric and Mental Health

- Submit current certification by a national certifying body recognized by the board in an APRN role and population focus.
- Certified Clinical Nurse Specialists and Certified Nurse Practitioners must submit a Post Graduate Practice Verification form; they are required to practice for 2,080 hours within the context of a collaborative agreement with a licensed Minnesota Certified Nurse Practitioner, Certified Clinical Nurse Specialist, or licensed Minnesota physician who has experience in providing care to patients with similar medical problems.
- Certified Registered Nurse Anesthetists who practice nonsurgical pain management must submit a Verification of CRNA Written Prescribing Agreement form.

Total Advanced Practice Registered Nurses on the APRN registry: As of June 30, 2014 the total number of APRNs on the APRN Registry was 6,488. As of June 30, 2015 the total number of APRNs licensed was 6,463



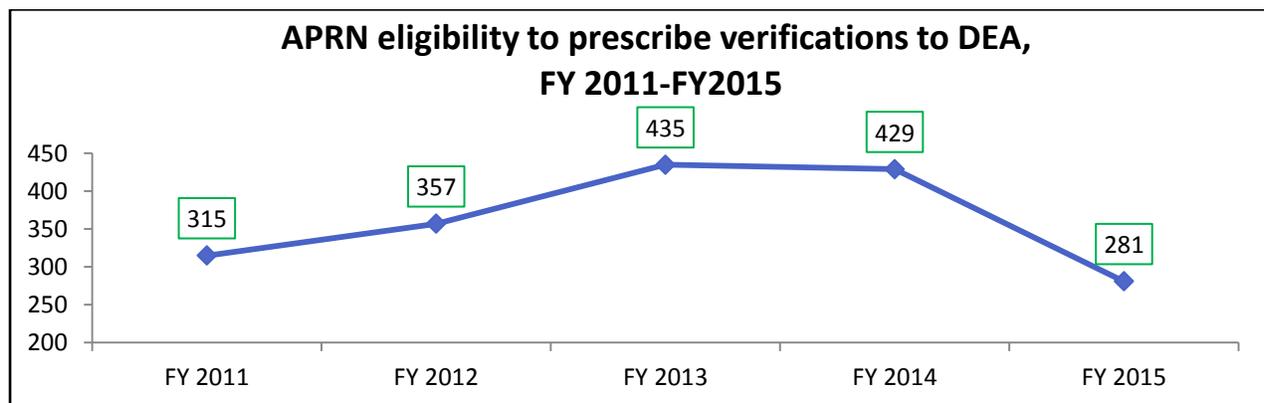
Practicing without current APRN certification: Failure by an advanced practice registered nurse to practice without current certification or to notify the Board of certification status as a clinical nurse specialist, nurse anesthetist, nurse midwife, or nurse practitioner may result in assessment of a penalty fee or disciplinary action. The fee for practicing without current APRN certification is \$200 for the first month or any part thereof, plus \$100 for each subsequent month or part thereof.

No practicing without current APRN certification fees have been collected during the previous five fiscal years.

Verification of Compliance for Drug Enforcement Administration registration: Until January 1, 2015, an APRN must have had a written agreement with a physician for prescribing authority to prescribe medications. A certified nurse-midwife was not required to have a written agreement. In addition, an APRN must have had a controlled substance number issued by the Drug Enforcement Administration (DEA) in order to prescribe controlled substances. An applicant was required to:

- Submit an application to the DEA.
- Submit a verification application to the Board of Nursing and \$50 fee.
- Submit evidence of completion of a prescribing course (certified clinical nurse specialist only).
- Submit evidence of certification as a nurse-midwife, nurse practitioner, or registered nurse anesthetist.

Total APRN eligibility to prescribe verifications to DEA: The total number of APRN eligibility to prescribe verifications to DEA processed in FY2015 was 281. The FY2015 total is through December 31, 2014 when the Board ceased processing these requests.



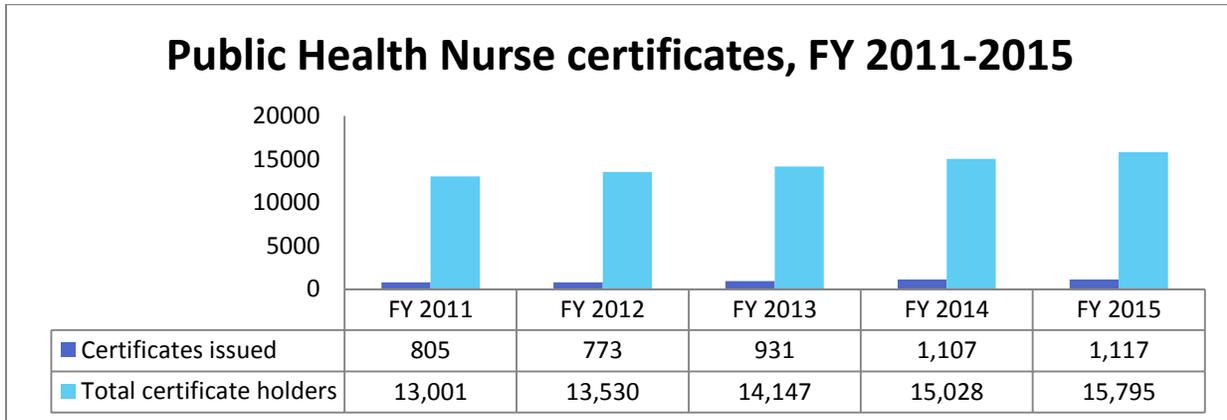
Revenue from Verification of Compliance for DEA registration applications:

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$16,700	\$17,650	\$21,250	\$21,950	\$14,050

Public Health Nurse (PHN) Registration: A registered nurse may practice as a public health nurse without being registered with the Board. However, the nurse may not use any abbreviation such as PHN unless registered with the Board. To register the nurse must:

- Submit an application, affidavit of graduation and public health nurse education and \$30 fee.
- Be licensed and currently registered in Minnesota.
- Have a baccalaureate or higher degree with a major in nursing.
- Have completed coursework which included theory and clinical practice in public health nursing.

Total Public Health Nurse certificates issued: As of June 30, 2015 the total number of Public Health Nurse certificates issued was 1,117 in FY2015 and the total number of certificate holders was 15,795.



Revenue from Public Health Nurse certificate issuance:

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$24,540	\$23,250	\$28,740	\$34,140	\$34,560

Nursing Firms registration: The Minnesota Professional Firms Act requires every professional firm that provides services of a licensed professional to register with the board that regulates the profession. The professional firm must:

- Submit initial Report and \$100 fee.
- Submit firm's Articles of Incorporation.
- Submit annual report and \$25 fee by January 1st of every year.

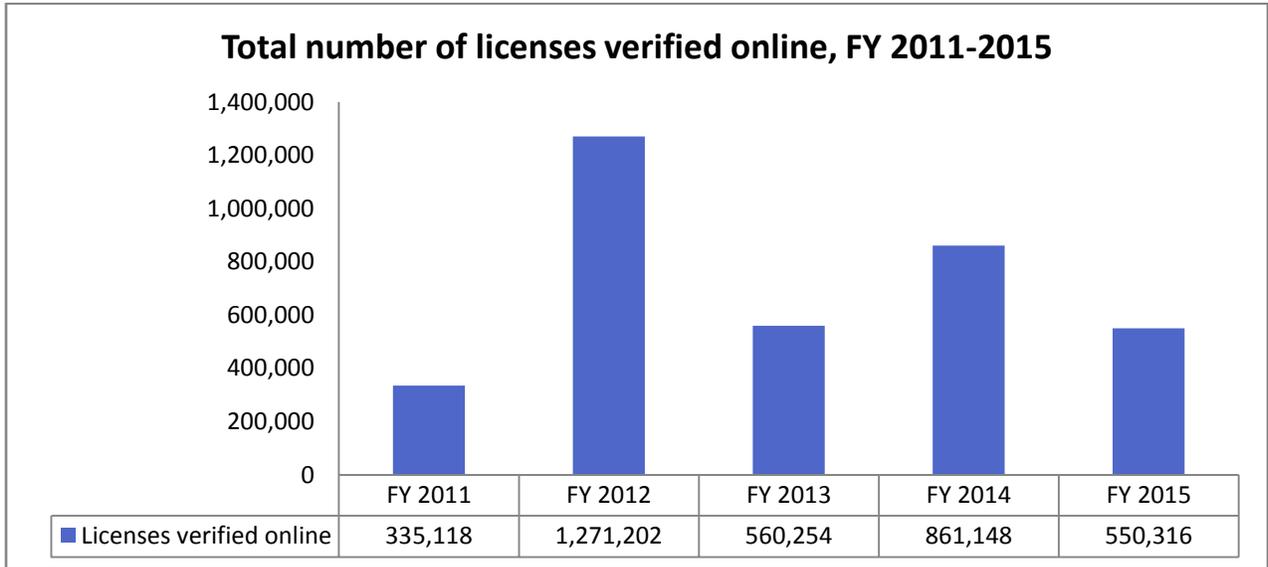
Total nursing firms: As of December 31, 2014 the total number of nursing firms with current report status was 38.



Revenue from nursing firm registrations:

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$1,485	\$1,290	\$745	\$1,400	\$1,225

Licensure verification for practice: A nurse may not work after the license expiration date. Employers must verify a nurse’s license at the time of employment. Licensure verification is available on the Board’s website. The Minnesota Board of Nursing is the primary source for the information displayed in the online verification. This service is free to the public.



The surge in online verifications in FY2012 was due to an issue the health-related licensing boards encountered during that time. The verification systems are set up to allow, per user, one online verification at a time. An outside entity wrote verification scripts to occur many times per second. Board of Nursing IT staff discovered the issue and quickly developed a solution to stop the scripts for all the health-related licensing boards.

The online verification increase in FY2013 and FY2014 is likely due to more employers using the online verification system to confirm a nurse’s current license status since the discontinuance of issuing paper cards upon renewal.

Auto Verification: The Board’s Auto Verification is a unique service which enables subscribers to get information about the status of any registered nurse or licensed practical nurse with a license in Minnesota. Subscribers receive an email sent either daily, weekly, or monthly which lists selected changes to the licensee’s records. There is a fee for this service based on the number of licenses per subscriber.

By utilizing this service employers receive near real time status of their nursing employees. Any changes to a licensee’s record are provided to the employer as frequently as daily. Renewal status is sent to employers which assures an employer that their staff has current registration and are legally qualified to work. Any discipline action related to a subscriber’s licensee is sent as soon as it is entered into the Board’s licensure system. For example a subscribing employer would be notified almost immediately that the Board has limited or suspended a license.

Currently the Auto Verification Service supports:

Level	Number of licenses tracked	Fee	FY2011 Subscribers	FY2012 Subscribers	FY 2013 Subscribers	FY 2014 Subscribers	FY2015 Subscribers
A	1-100	\$100	12	15	32	38	37
B	101-500	\$225	6	6	11	14	16
C	501-1,000	\$350	1	1	1	2	2
D	1,001-2,000	\$475	1	3	5	4	5
E	2,001-3,000	\$600	0	0	0	0	1
F	3,001-4,000	\$725	0	0	0	0	0
G	4,001-5,000	\$850	0	0	0	0	0
H	5,000 plus	\$1,000	3	2	2	3	3
Total licenses tracked through service			21,078	23,738	27,280	30,924	39,909

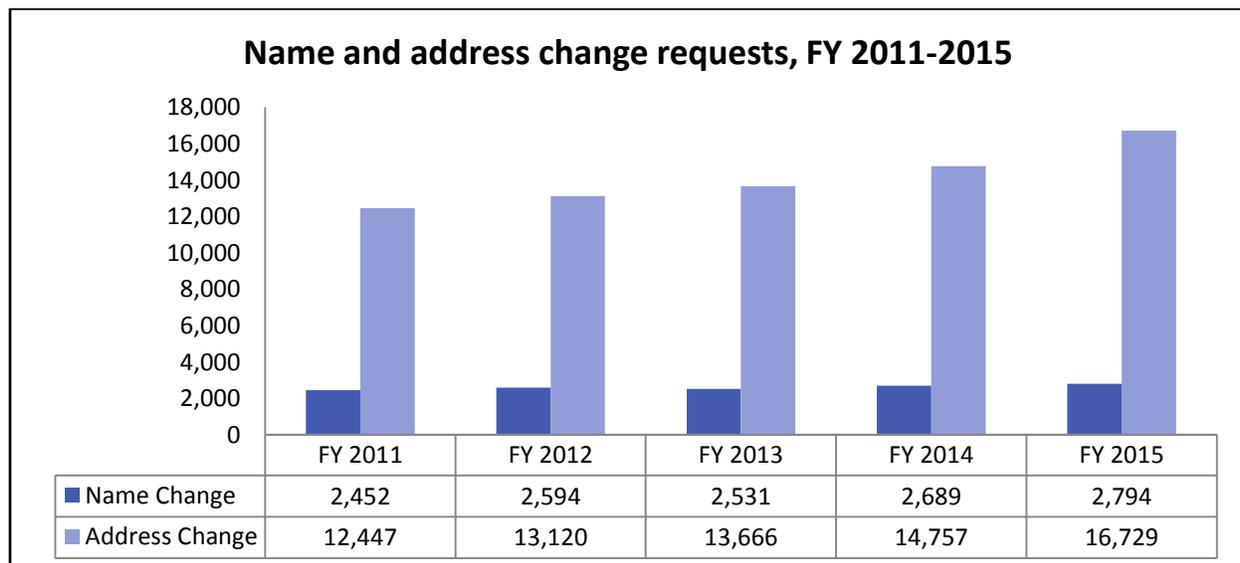
Data Retrieval Services: The Board provides website data retrieval services for a fee. Users can download aggregate data on licensees, applicants and disciplinary actions or prepared files of public data on licensees or request more specialized queries. The cost for these services is a \$5 setup charge and one cent per record.

Revenue from data retrieval services:

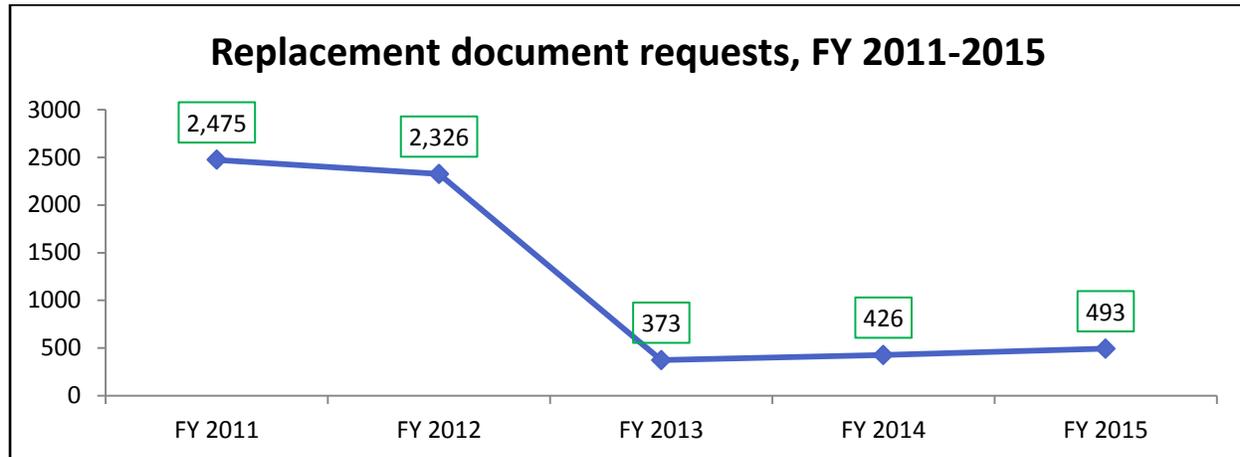
FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
\$15,165	\$17,247	\$21,550	\$28,582	\$25,161

Other Services: Board staff provide other licensure related services including name and address changes and replacement documents.

Total number of name and address changes: The total number of name changes processed in FY2015 was 2,794. The total number of address changes processed in FY2015 was 16,729.



Total number of replacement documents: The total number of replacement documents provided in FY2015 was 493.



The decline in replacement documents requested is because registration certificates are no longer issued so they are not replaced when a licensee changes their name or loses their certificate.

Revenue from other licensure services:

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
RN and LPN Permit (now obsolete)	\$9,840	\$3,480	0	0	0
Office Miscellaneous *	\$16,766	\$13,985	\$23,680	\$16,310	\$20,755
Total	\$26,606	\$17,465	\$23,680	\$16,310	\$20,755

*includes NSF fees, verifications to jurisdictions that do not accept Nursys, etc.

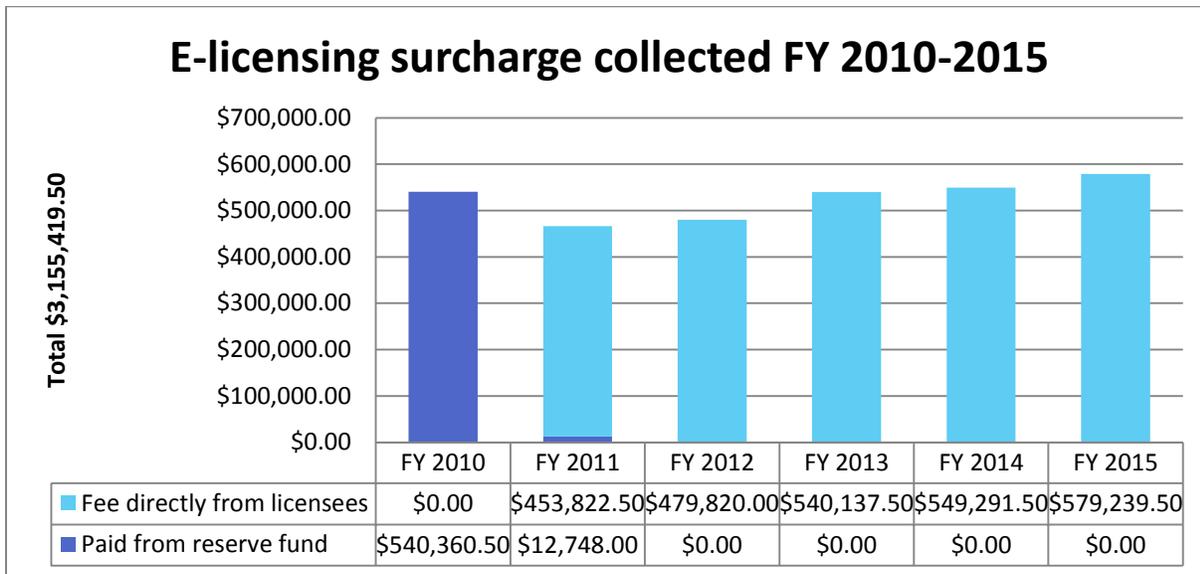
Revenue from discipline (civil penalties and board orders):

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
RN Discipline	\$46,308	\$39,398	\$48,310	\$39,195	\$70,773
LPN Discipline	\$10,562	\$15,340	\$12,004	\$16,365	\$12,454
	\$56,870	\$54,738	\$60,314	\$55,560	\$83,227

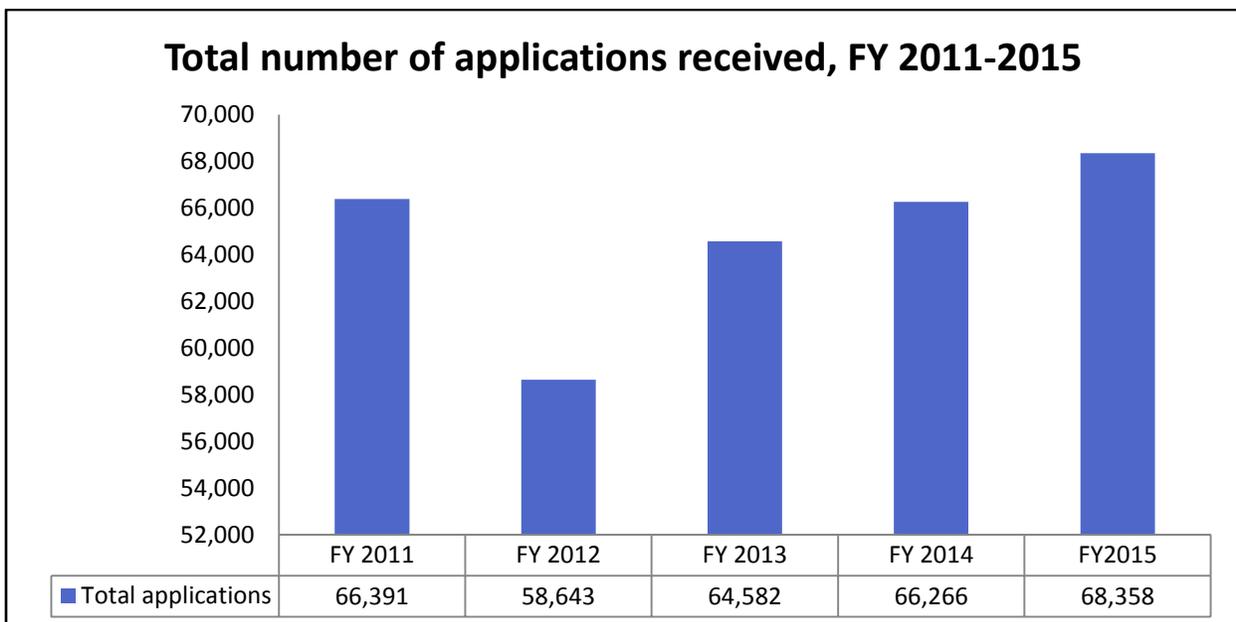
E-licensing surcharge: In 2009 the legislature enacted MN Statute 16E.22 which requires state agencies to collect a temporary surcharge of 10% of the licensing fee for business, commercial, professional and occupational licenses. This includes nursing licenses and must be collected whether applications are made by paper or online. The revenue was transferred to MNIT to fund a statewide enterprise licensing system. The fee was collected from July 2009 through June 2015. The Board of Nursing utilized its reserve fund to meet this requirement on a licensee's behalf from July 2009 through June 2010. Because the reserve fund was depleting, the surcharge was collected directly from licensees since July 2010.

The licensure services for which the e-licensing fee collected were: licensure by examination, licensure by endorsement, registration renewal and reregistration.

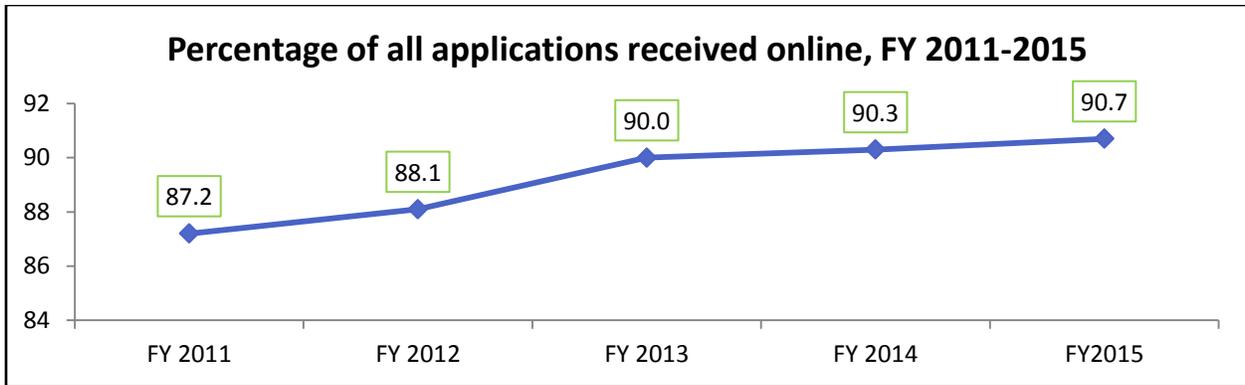
Total e-licensing fees collected: As of June 30, 2015 the total e-licensing fees the Board of Nursing has collected was \$3,155,419.50. The Board is no longer required to collect this fee and ceased collection effective July 1, 2015.



Online Services: The Minnesota Board of Nursing began providing online services in 2002. The total number of applications received in FY2015 was 68,358 and 90.7% were received online.



The government shutdown in July 2011 caused a disproportionate number of RN and LPN renewals to occur in the last months of FY2011 that should have occurred in the first months of FY2012.



The Board offers round-the-clock licensure services: initial licensure, renewal, change of address, public health registration, reregistration and payment of penalty fees can all be done online at the Board’s website. The majority of services conducted online are renewals and applications for licensure by exam. The peak times for these services are midday during the work week however, a number of applicants use online services during non-traditional times also.

Licensure Staff: Most licensure services are provided by six licensure staff who respond to telephone calls, emails, and walk-in customers. They process applications, mail, and carry out deposit functions. The Board receives approximately 80,000 calls per year, 50,000 emails per year, and 1,200 walk-ins per year. Many telephone and email inquiries are associated with online application assistance or application status. Staff process all licensure applications and support licensure activities with the Board’s custom software, MBN Info System, which was deployed in 1997. This system will be replaced in FY2016. Staffing levels have not changed in the licensure area for at least ten years however, the number of applications processed has steadily increased.