



FAQ

Renewal of Licensure

When is a license renewal notification mailed to me? A reminder postcard is mailed to you approximately three full calendar months before your registration expiration date. A reminder email notice is also sent if we have a current email address on file for you.

Is a paper renewal application mailed to me? No. We no longer mail paper renewal applications unless you request a paper application by checking the box on the back of the reminder postcard and return it to our office. You may also call the Board at 612-617-2270 to request a paper renewal application.

What is the difference between the renewal application deadline date and the expiration date? The application deadline date for your renewal is the month before your registration expiration date. If you renew your license by paper, your application must be received by our office before the application deadline date to avoid paying the late fee. Paper applications submitted after the renewal application deadline date must include a \$60 late fee. Your expiration date is the date your registration will expire. You may renew online up to your expiration date.

What should I do if I don't receive my new registration card? Call the Board at 612-617-2270 or email the Board at Nursing.Board@state.mn.us.

I received my renewal notification and do not plan to practice nursing in Minnesota in the next two years. Do I need to notify the Board that I will not be renewing? No. However, you should consider that to return to the practice of nursing in Minnesota you will have to apply for reregistration. The requirements for reregistration are different than renewal and vary depending on the length of time since your license expired and the length of time since you last practiced nursing.

How do I go inactive? There is no formal process for going inactive. You do not need to notify the Board.

I plan to retire in one year. Do I need to pay the full renewal fee? Yes.

Why isn't my license good for 2 years? At the time of initial licensure or reregistration, your licensure period is determined by the date of licensure as it relates to the month and year of your birth. The licensure period can vary from 6 to 29 months depending upon your date of birth and the start date of your registration period. After this initial period of licensure, your license will be in effect for two years.

How many hours of continuing education do I need to renew my license?

- If you are a LPN, you must complete 12 contact hours of continuing education during a 24 month period of registration. This is a ratio of one contact hour for each two months of registration. If your period of registration is less than or more than 24 months, you apply the same ratio.
- If you are a RN, you must complete 24 contact hours of continuing education during a 24 month period of registration. This is a ratio of one contact hour for each month of registration. If your period of registration is less than or more than 24 months, the same ratio applies.

Do I need to submit any continuing education documents with my renewal application? You should not submit any continuing education documents unless you were instructed to do so. Continuing education documents are required if you are selected for an audit. If you fail to respond to an audit, the Board may consider this grounds for disciplinary action.

How long do I need to keep my continuing education documents? You need to keep the documents for two years after using the continuing education for renewal.

Is infection control continuing education required for renewal? No, the requirement was discontinued July 3, 2000.

Related FAQ: [Online Renewal Help FAQ](#)

Contact the Board during regular business hours: 8:00 a.m. to 4:30 p.m., Central Standard Time, Monday through Friday.

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