Title 30: Professions and

Occupations Part 2880: Fees

Part 2880 Chapter 1: Fees

Rule 1.1 Fees Established. The board shall establish and collect fees for services as determined by the board. Fees may be paid in the form of check or money order. Online services may be paid by credit card. Fees paid to the board are nonrefundable processing fees.

A. Examination
   1) Registered Nurses: $100.00
   2) Licensed Practical Nurses: $60.00
   3) Registered Nurses (Repeat): $100.00
   4) Licensed Practical Nurses (Repeat): $60.00

B. Temporary Permits
   1) Endorsement: $25.00
   2) Camp: $25.00

C. Reinstatement
   1) Active: $100.00
      January 1 - January 31 (Reinstatement plus $50.00 Administrative Fee)
      February 1 - June 30 (Reinstatement plus $150.00 Administrative Fee)
   2) Inactive to Active: $75.00

D. Renewal
   1) Active: $100.00
   2) Inactive: $25.00

E. Endorsement
   1) Registered Nurses: $100.00
   2) Licensed Practical Nurses: $60.00

F. Fingerprinting and Criminal Background Checks: $75.00

G. Primary State of Residency Change
   1) Changing active Mississippi license from single state to multi state: $25.00

H. Duplicate
   1) Name Change: $25.00

I. Advanced Practice
   1) State Certification (Initial): $100.00
   2) State Certification (Renewal for first certification): $100.00
   3) State Certification (Renewal for each additional certification): $50.00
   4) Controlled Substance Prescriptive Authority (Initial and/or Renewal): $100.00
   5) State Certification (Reinstatement): $100.00
   6) Each Addition of Physician: $25.00
   7) Each Addition of Clinical Site: $25.00
   8) Deletion of a Physician or Clinical Site: No Charge

J. Verification of Licensure: $20.00

K. Certificate of Licensure: $25.00

L. Role Delineation Process: $50.00

M. Score Report: $10.00

N. Transcript: $10.00
O. Public Information Request
    1) 50 (or less) pages (base): $20.00
    2) Each page over 50 (base + per page): $.50
P. Mailing List
    1) Registered Nurses: $500.00
    2) Licensed Practical Nurses: $500.00
    3) Nurse Practitioners: $250.00
Q. Disciplinary Hearing Appeal from Board Panel: $50.00
R. Disciplinary Hearing Appeal from Full Board: $100.00
S. Falsifying Information on Applications: Maximum $500.00

Source: Mis. Code Ann. §73-15-17 (1972, as amended).

Part 2880 Chapter 2: Public Records Policy

This rule establishes procedures and fees associated with all public requests for copies and/or inspection of public documents as set forth in Miss. Code Ann. § 25-61-1 et. seq.

A. Submission of Requests.

1. Requests for public documents/records should be made through the Board of Nursing (BON) website located at: https://gateway.licensure.msbn.ms.gov/Verification/search.aspx

2. Requests not submitted via the website may be submitted in writing and mailed to:

Board of Nursing

Attention: Public

Records

713 South Pear Orchard Road

Suite 300

Ridgeland, MS 39157

3. No verbal or telephone request can be accepted without written request received in accordance with subparagraphs 1 or 2 above.

4. The request should specifically outline the records that are being requested, provide the name of the requestor, address of the requestor, email (if applicable) and telephone number

of the requesting entity/individual and must be signed by the requesting party.

B. Timetable for processing.

The BON will strive to respond to each request within seven (7) working days after the request is received. An acknowledgement of the request will be made in one or more of the following ways: 1) provide a reasonable cost estimate associated with the requested records, 2) submission of responsive records or make responsive records available for inspection/copying, 3) provide a reasonable estimate of when responsive records will be available, 4) if the request is unclear or does not sufficiently identify the requested records, a request for clarification from the requestor, or 5) deny the request. In the event of a denial for all or part of the request, the BON will provide an explanation of the denial to the requestor in writing.

The day the request was initially received by the BON will not be included in the seven (7) working day response period referenced above, and the first day of the response period will begin on the next working day. If the requested information is unable to be produced by the seventh (7^{th}) working day after the request is made, the BON will provide a written explanation (which may be provided by email) to the requestor indicating why the document cannot be produced during that timeframe. Compilation of documents will not begin until timely payment is received. Delay by the requestor in the payment of an estimated fee may result in the delay of delivery of the requested documents. The BON will provide assistance to the requestor to the best of its ability to ensure that public records are protected from damage or disorganization and to prevent the fulfillment of requests from causing excessive interference with essential functions of the BON.

Please note that the following types of public records requests usually require additional research and staff time, which can result in significant costs associated with fulfilling the request, as well as an increase in the number of days of response time:

(1) requests for very large volumes of material (2) requests that are overly broad or do not reasonably describe the records being requested (3) requests that are unspecific in scope (4) requests for information that have already been archived and (5) requests for documents that are unusual in size.

During an emergency the timetable for processing may be delayed. In that instance, public records requests will be handled as soon as practicably possible.

C. Exempt Documents.

The Public Records Act, Miss. Code Ann. § 25-61-1 et. seq., as well as other statutes and court decisions, provide that a number of records are exempt from public inspection and copying. In addition, other statutes, or rules of law, such as various privacy restrictions, may prohibit disclosure. As stated above, some records are exempt from disclosure, in whole or in part, and may require redaction of information.

Records subject to redaction or exemption will be reviewed on a case-by-case basis. Requestors should be aware that certain exemptions exist outside of the Public Records Act, that can and may restrict the availability of some documents possessed by the BON for inspection and copying.

D. Assessment of Costs to the Requestor.

Payment for information requested must be made in advance of receipt of documents and must be sufficient to cover the actual costs for the BON to furnish the information. Such costs include, but are not limited to, staff time to evaluate the request (including costs associated with legal advice by outside attorneys), to retrieve any relevant files, to organize the information, to notify any Third Parties, to develop a cost estimate and schedule, to monitor and/or assist inspection of records, to reproduce the material (if necessary), and to deliver the responsive records.

1. **No cash or paper personal checks can be accepted.** Requestors will be electronically invoiced once a request is made. All payments must be made electronically, via the Board of Nursing's website.

2. The BON will notify the requestor of the costs to obtain the information prior to processing the request. Compilation of documents will not begin until timely payment is received. By delaying the payment of the estimated fee, the requestor acknowledges there may be a delay in the delivery of the requested documents. If timely payment is not received within thirty (30) days, the BON will proceed no further with the request. If, at a later date, the requestor decides to proceed with the request, he/she should submit a new request. No request will be processed until after payment is received and funds are verified.

3. If the actual cost is higher than the estimate, the requestor will be required to pay the difference before receiving the information. If the actual cost is lower than the estimate, the BON will refund the difference.

E. Requests for Standard Documents.

The BON has established a Schedule of Standard Documents and Fees for frequently requested information. The list of these documents and associated costs are provided in 30 Miss. Admin. Code Part 2880. Should a requestor require a paper copy of these documents, he/she must initiate a request as described in this document and submit the fee listed on the Schedule of Standard Documents found in Part 2880.

F. Requests for Document Inspections.

Inspection of public records must be conducted at the BON and during normal hours of operation (Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding state holidays). Records must be inspected at the BON and no requestor, or his designee, may remove a public record from the BON designated inspection area or disassemble or alter any public record. The requestor shall indicate which records he/she wishes to copy. The time, place and manner of inspection and copying of records will not be allowed to interfere with other essential duties of the BON. The requestor will be billed for the total amount of time expended by employees of the BON assisting with and/or monitoring the inspection of documents. Additional fees incident to document production may be assessed.

G. Public Information via the Internet.

Some information, such as license verification, pertaining to the BON is available free of charge on the BON website at www.BON.ms.gov. Requestors are encouraged to view the documents available on the BON website prior to submitting a public records request.

H. Requests for Electronic Records.

The process for requesting electronic public records is the same as provided for requesting paper public records. When a requestor requests records in an electronic format, the BON will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the public body and is generally commercially available, or in a format that is reasonably translatable from the format in which the public body keeps the record. Costs associated with providing electronic records are governed by Part 2880. With the consent of the requestor, the BON may provide customized access to a database if the record is not reasonably locatable or not reasonably translatable into the format requested. The BON may charge the actual cost for such customized access.

I. Later Discovered Documents.

If, after the BON has informed the requestor that it has provided all available records, the

BON becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and will provide them to the requestor.

J. Records of Other Governmental Agencies or Entities.

In instances when a public records request is submitted to the BON seeking records that are primarily in possession of another governmental agency/entity, the BON will notify the requestor which government body has primary possession of the responsive records, and the BON will furnish what records are in its possession provided the requestor desires to move forward with the original request.

Source: Mis. Code Ann. §73-15-17 (1972, as amended).

Title 30: Professions and

Occupations Part 2880: Fees

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