

Application for a License to Operate a Nursing Home

In accordance with Minnesota Statute §13.41, **ALL DATA SUBMITTED ON THIS APPLICATION SHALL BE CLASSIFIED PUBLIC INFORMATION UPON ISSUANCE OF A LICENSE.**

Please answer all questions completely and accurately to avoid unnecessary delay. This application shall be returned to the address noted below with the required fee 60 days prior to the expiration date of your current license.

**Minnesota Department of Health
Health Regulation Division
PO Box 64900
St. Paul, MN 55164-0900**

The undersigned hereby makes application for license to operate a nursing home subject to the provision of Section 144A.01 – 144A.17, Minnesota Statutes, and to the regulations adopted thereunder by the Commissioner of Health.

A. Type of Application (check one)

Initial License License Renewal Change of Ownership*

*If a change of ownership application, proposed effective date: _____

B. Identification

1. Please correct name and address if incorrect:

Name _____

Street _____

City/Zip _____

2. Telephone number _____ Fax number _____

3. Name of county in which facility is located _____

4. Email address _____

5. Name of person responsible for completion of this application _____

6. Name of administrator _____

C. Ownership

1. Fill in the code that corresponds to the type of entity legally responsible for operating the facility.

Ownership Code _____

GOVERNMENTAL NONFEDERAL	NONGOVERNMENTAL NONPROFIT	NONGOVERNMENTAL FOR PROFIT	OTHER
11. State	20. Church-related	23. Individual	27. Tribal
12. County	21. Nonprofit Corporation	24. Partnership	
13. City	22. Other Nonprofit Ownership	25. Corporation	
14. City-County		26. Group	
15. Hospital District or Authority		28. Limited Liability Company	
		29. Business Trust	

2. Give the name of the corporation, association, governmental unit, person or partners legally responsible for the operation of this facility.

Federal ID # _____ State Tax ID # _____

3. If the above is a corporation, association, governmental unit, give the legal name of the governing body, such as Board of Directors _____
4. Give the date and place of incorporation _____
5. President _____
6. Secretary _____
7. Licensed Nursing Home Beds _____

D. Verification

The law requires that an application on behalf of a corporation, association or governmental unit shall be made by any two officers thereof or by its managing agents. **This requires two (2) signatures.** All other applications require one (1) signature.

The applicant(s) state that the information contained on all parts of this application is complete and accurate.

Date

Name

Title or Position

Name

Title or Position

E. Fees

NOTE: All applications must be accompanied by the appropriate fee based on the total number of beds to be licensed. The fee is a \$183.00 base fee plus \$110.00 per bed (includes \$5.00 per bed for the nursing home advisory council fund).

Example: The license fee for a 60-bed facility would be as follows:

Base fee	\$183.00
Number of beds	<u>\$6600.00</u>
Total	\$6783.00

Make checks payable to "Minnesota Department of Health."

NOTE: If you have questions concerning this license application, please email MDH at health.fpc-licensing@state.mn.us.

Ownership Information Sheet

Legal Entity (same as Item C.2. on Page 2) _____

Name of Facility _____ City _____

Zip Code _____ County _____ Date _____

This form must be completed by all nursing homes licensed by the Minnesota Department of Health. This requirement is applicable to facilities of all categories of ownership - nonprofit corporation, city, county, district, state, proprietary, church, etc.

The requirement stems from [Minnesota Rule 4655.1200, subp. 2.A.](#)

Please provide the following information:

1. Full disclosure of each person having interest of ten (10) percent or more.
2. In case of corporate ownership*, the name and address of each officer and director.
3. If the home is organized as a partnership, the name and address of each partner.
4. If the home is operated by a lessee, the persons or business entities having an interest in the lessee organization and an executed copy of the lease agreement furnished.
5. If the home is operated by the holder of a franchise, disclosure of the franchise holder with an executed copy of the franchise agreement.

Name of Officers, Directors and Owners	Title (President, Director, Partner, Stockholder, etc.)	Address (Street, City, Zip)	Percent of Ownership (if proprietary, for profit)

* A licensee which is a corporation should submit with this application a copy of the Articles of Incorporation or governing body bylaws to the Department of Health. Please note that any amendments to either the Articles of Incorporation or the governing body bylaws are to be submitted to this Department as they occur.

Evidence of Compliance with Workers' Compensation Coverage Provisions

State law requires that the Commissioner of Health shall withhold the license for the operation of a health care provider until the applicant presents acceptable evidence of compliance with workers' compensation coverage provisions.

One of the following documents must accompany this application. Please check which document is attached.

1. ___ **Certificate of Insurance** supplied by an authorized Workers' Compensation carrier pursuant to Minn. Statute 60A.06, Subd. 1(5b). The Certificate should include the name of the licensee, the name of the corporation legally responsible for the licensee, or the name that the licensee is doing business as. The Certificate of Insurance must be in effect prior to the issuance of an initial license or have an effective date on or after the effective date of a renewal license.
2. ___ **"Certificate of Exemption"** from the Commissioner of Commerce permitting an organization to self-insure pursuant to Minn. Statute 79A and Minn. Rules Chapter 2780. The Certificate of Exemption is available to privately owned or publicly held companies and groups. The Certificate of Exemption must be renewed every five years. Questions regarding the Certificate of Exemption should be directed to the Minnesota Department of Commerce at (651) 296-4026. **For multiple providers merged under one group, please include Attachment A with the Certificate of Exemption.**
3. ___ Written confirmation from your Third Part Administrator or evidence of coverage from the Workers' Compensation Reinsurance Association (WCRA) allowing you to **self-insure as a Government Entity/Political Subdivision** pursuant to Minn. Statute 176.81, Subd. 2. The Reinsurance Certificate must be renewed annually on a calendar year basis.

You cannot be issued a license and may not operate as a health care provider unless acceptable evidence of compliance with workers' compensation coverage provisions is provided.

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To obtain this information in a different format, call: 651-201-4101.