

(2) AT LEAST 1 MONTH BEFORE THE REGISTRATION EXPIRES, THE BOARD SHALL SEND TO THE NURSING STAFF AGENCY, BY FIRST-CLASS MAIL TO THE LAST KNOWN ADDRESS OF THE NURSING STAFF AGENCY, A RENEWAL NOTICE THAT STATES:

(I) THE DATE ON WHICH THE CURRENT REGISTRATION EXPIRES;

(II) THE DATE BY WHICH THE RENEWAL APPLICATION MUST BE RECEIVED BY THE BOARD FOR THE RENEWAL TO BE ISSUED AND MAILED BEFORE THE REGISTRATION EXPIRES; AND

(III) THE AMOUNT OF THE RENEWAL FEE.

(3) BEFORE A REGISTRATION EXPIRES, THE NURSING STAFF AGENCY PERIODICALLY MAY RENEW IT FOR AN ADDITIONAL TERM, IF THE NURSING STAFF AGENCY:

(I) OTHERWISE IS ENTITLED TO BE REGISTERED; AND

(II) PAYS TO THE BOARD THE RENEWAL FEE SET BY THE BOARD.

(D) IF A NURSING STAFF AGENCY FAILS TO RENEW, THE NURSING STAFF AGENCY MUST IMMEDIATELY STOP REFERRING PERSONNEL TO HEALTH CARE FACILITIES.

[(c)](E) (1) Before initially providing or referring a licensed practical nurse or registered nurse to health care facilities to render temporary nursing services the nursing staff agency shall:

(i) Submit the name and license number of the licensed practical nurse or registered nurse to the Board; and

(ii) Verify the licensure status of the licensed practical nurse or registered nurse.

(2) At the time a licensed practical nurse or registered nurse who is being referred to health care facilities by a nursing staff agency must renew their license to practice licensed practical nursing or registered nursing, the nursing staff agency shall:

(i) Submit the name and license number of the licensed practical nurse or registered nurse to the Board; and

(ii) Verify the licensure status of the licensed practical nurse or registered nurse.

(3) (i) On the request of a nursing staff agency, the Board shall verify by telephone or other electronic means the licensure status of any licensed practical nurse or registered nurse that the nursing staff agency plans to refer to health care facilities within 24 hours of the request.

(ii) The Board shall provide written confirmation of the information provided in accordance with the provisions of item (i) of this paragraph to the nursing staff agency within 10 working days of the request.