CHAPTER Alc 400 ONGOING REQUIREMENTS

Readopt with amendment Alc 401 and Alc 402, effective 10-7-24 (Document #14045) to read as follows:

PART Alc 401 ***CHAPTER SPECIFIC*** DEFINITIONS

Alc 401.01 Definitions.

(a) "Actively practicing" ~~means the reliance upon an individual's license or certification during the provision of services within a licensee's or certificate holder's scope of practice as described in RSA 330-C:10-13 or during supervised practical training~~.***means providing services within the scope of an individual's license or certification, including supervised practical training***

(b) "Certified recovery support worker supervision" means an ongoing, regularly occurring process of examination, critique, and improvement of a peer recovery support worker's skills within the 4***5*** domains of recovery support work as stated in Alc 301.01(j) directed by the peer recovery support worker's board-~~approved~~ ***eligable*** supervisor and is typically one-on-one or small group in structure and can be either direct or indirect observation of practice either in person or through secure electronic means.

(c) "Clinical supervision" means "clinical supervision" as defined in RSA 330-C:2, VI, namely, "an ongoing, regularly occurring process of examination, critique, and improvement of a counselor's skills, directed by the counselor's designated clinical supervisor, and is typically one-to-one or small group in structure, and utilizes the methods of intensive case review and discussion, and direct and indirect observation of clinical practice" ~~either in person or through secure electronic means"~~.

~~(d) "Inactive status" means a board-approved period of time during which a licensee or certificate holder does not provide substance use services but wishes to preserve their license or certificate until such time as they petition the OPLC for a return to active status.~~

(***d***~~e~~) "Independent practice" means the practice of substance use counseling that does not require supervision***. This type of practice was sanctioned prior to July 1, 2008 and is no longer sanctioned under RSA 330-C:10, II***.

(***e***~~f~~) "Peer collaboration" means "peer collaboration" as defined in RSA 330-C:2, XVII, namely, "ongoing regularly occurring clinical consultation with, or small group meetings among, MLADCs, LADCs or licensees of the board of nursing, the board of mental health practice, or the board of medicine, with expertise in substance use and co-occurring disorder counseling, at which clinical issues and/or cases are discussed".

(***f***~~g~~) "Practical training" means application of ideas and methods applied in real situations and events, rather than ideas or theories studied in written word, and obtained through both direct and indirect supervision.

~~(h) "Qualified service organization" means "qualified service organization" as defined by 42 CFR 2.11.~~

PART Alc 402 CERTIFICATION AND LICENSURE RENEWALS

Alc 402.01 ~~Certification and~~ Licensure Expiration ~~Dates and Filing Deadlines for Renewals~~. ~~(a)~~ All ~~certifications and~~ licenses shall ~~automatically~~ expire 2 years from the date of issuance***, pursuant to RSA 310:8, II***.

~~(b) Certifications and licenses shall be renewed on or before the date the certification or license is to expire.~~

PART Alc 403 REQUIREMENTS FOR RENEWAL

Adopt new Alc 403.01 as follows:

Alc 403.01 General Renewal Requirements for all Licensees. All licensees who wish to renew their license shall submit the following to the OPLC:

(a) A completed and signed "Universal Application for License Renewal" required by Plc 308.05(b)(1), if applicable the information required by Plc 308.07, and that is signed and attested to as provided in Plc 308.08;

(b) A completed, signed, and dated "Addendum to the Universal Application for License Renewal-CRSW, LADC, and MLADC" dated XX/2026 that requires an attestation of the following:

(1) For a CRSW, an affirmative indication to the question "Have you complied with the supervision requirements described in Alc 404?";

(2) For a LADC, an affirmative indication to the question "Have you complied with the supervision requirements described in Alc 405 or, if applicable, peer collaboration requirements described in 408.01(a)?"; and

(3) For a MLADC, an affirmative indication to the questions "Have you complied with the peer collaboration requirements described in Alc 408 or, if applicable, the supervision requirements described in Alc 406?"; and

(c) The fees required by Plc 1001.08 and Plc 1002.03.

Readopt with amendment and renumber Alc 403.01, effective 10-7-24 (Document #14045), as Alc 403.02 to read as follows:

Alc 403.0***2***~~1~~ Certified Recovery Support Worker ~~(CRSW)~~. CRSWs who wish to renew their certification shall:

(a) Comply with Alc 403.01; and

(b) Complete 24 hours of approved continuing education, of which:

(1) At least 12 of the required 24 hours shall be approved by the board in accordance with Alc 409.01;

(2) No more than 6 hours shall be received in online continuing education that is not live and simultaneously interactive; and

(3) At least 6 of the required hours shall cover ethics;

(4) At least 3 of the required hours shall cover suicide prevention; and

(5) At least 3 of the required hours shall cover co-occurring disorders; and

(~~a~~***c***) Comply with the supervision requirements described in Alc 404.~~;~~

~~(b) Comply with the continuing education requirements described in Alc 409.01;~~

~~(c) Complete and submit the "Universal Application for License Renewal" required by Plc 304.01(a)(1) and the "CRSW Addendum to the Universal Application for License Renewal";~~

~~(d) If selected for audit pursuant to Alc 410, submit documentation demonstrating compliance with continuing education and supervision requirements; and~~

~~(e) Pay the renewal fee required by Plc 1002.03 and professional's health program fee required by Plc 1001.08.~~

Readopt with amendment and renumber Alc 403.02, effective 10-7-24 (Document #14045), as Alc 403.03 to read as follows:

Alc 403.0***3***~~2~~ Licensed Alcohol and Drug Counselor ~~(LADC)~~. LADCs who wish to renew their license shall:

(a) Comply with Alc 403.01;

(b) Comply with Alc 403.06; and

(c) Complete 48 hours of approved continuing education of which:

(1) At least 24 of the 48 hours shall be approved by the board in accordance with Alc 409.01.

(2) No more than 24 of the 48 hours shall be via non-interactive, asynchronous online programming.

(3) At least 6 of the required 24 hours shall cover ethics and at least 6 of the required hours shall cover suicide prevention.

(4) At least 6 of the 48 hours shall cover ethics; and

(5) Licensees may earn up to 10 hours of continuing education for an equivalent amount of time as a presenter of a continuing education courses in accordance with Alc 409.01; and

(~~a~~***d***) Comply with the supervision requirements described in Alc 405 or, if applicable, the peer collaboration requirements described in Alc 408.01(a).~~;~~

~~(b) Comply with the continuing education requirements described in Alc 409.02;~~

~~(c) Complete and submit "Universal Application for License Renewal" required by Plc 304.01(a)(1) and the "LADC and MLADC Addendum to the Universal Application for License Renewal"; and~~

~~(d) Pay the renewal fee required by Plc 1002.03 and professional's health program fee required by Plc 1001.08.~~

Readopt with amendment and renumber Alc 403.03 effective 10-7-24 Document #14045) as Alc 403.04, to read as follows:

Alc 403.0~~3~~***4*** Master Licensed Alcohol and Drug Counselor ~~(MLADC)~~. MLADCs who wish to renew their license shall:

(a) Comply with Alc 403.01;

(b) Comply with Alc 403.06;

(c) Complete 48 hours of approved continuing education of which:

(1) At least 24 of the 48 hours shall be approved by the board in accordance with Alc 409.01;

(2) No more than 24 of the 48 hours shall be via non-interactive, asynchronous online programming;

(3) At least 6 of the 48 hours shall cover ethics;

(4) At least 6 hours of the 48 shall cover suicide prevention; and

(5) Licensees may earn up to 10 hours of continuing education for an equivalent amount of time as a presenter of a continuing education course presented in accordance with Alc 409.01; and

(~~a~~***d***) Comply with the peer collaboration requirements described in Alc 408 or, if applicable, the supervision requirements described in Alc 406;

~~(b) Complete and submit the "Universal Application for License Renewal" required by Plc 304.01(a)(1) and the "LADC and MLADC Addendum to the Universal Application for License Renewal";~~

~~(c) If selected for audit pursuant to Alc 410, provide documentation demonstrating compliance with continuing education and supervision or peer collaboration requirements; and~~

~~(d) Pay the renewal fee required by Plc 1002.03 and professional's health program fee required by Plc 1001.08.~~

Readopt with amendment and renumber Alc 403.04, effective 10-7-24 (Document #14045) as Alc 403.05, to read as follows:

Alc 403.0***5***4 Licensed Clinical Supervisors. L***CSs***~~icensed clinical supervisors~~ who wish to renew their license shall:

(a) Comply with Alc 403.01; and

(b) Complete 6 hours of approved continuing training in clinical supervision.

~~(a) Comply with the continuing education requirements described in Alc 409.03; and~~

~~(b) Complete and submit the "Universal Application for License Renewal" required by Plc 304.01(a)(1) and the "Licensed Clinical Supervisor Addendum to the Universal Application for Licensure Renewal".~~

Readopt with amendment and renumber Alc 403.05 effective 10-7-24 (Document #14045) as Alc 403.06, to read as follows:

Alc 403.0~~5~~***6*** Workforce Survey.

(a) Pursuant to RSA 126-A:5, XVIII-a (a) and RSA 330-C:9-a, ***LADCs and MLADCs*** ~~licensees~~ shall complete, as part of their renewal application, the New Hampshire division of public health service's Health Professions Survey, "New Hampshire Alcohol and Drug Counselor Licensure Survey", pursuant to He-C 801.03, issued by the state office of rural health and primary care, department of health and human services..

(b) Licensees shall complete the survey form via the online link located on the health professions data center at https://www.dhhs.nh.gov/health-professions-surveys.

(c) Notwithstanding the requirements of He-C 801.03, licensees shall have the option to opt out of the survey process.

(d) Licensees choosing to opt out of the survey shall complete and submit the "New Hampshire Health Professions Survey Opt-Out Form" located on the Health Professions Data Center at https://www.dhhs.nh.gov/dphs/bchs/rhpc/data-center.htm.

(e) Health care providers shall submit completed form(s) by:

(1) Using the submission prompt at the end of the online link;

(2) Emailing as an attachment to NHLADCSurvey@dhhs.nh.gov; or

(3) Printing the completed form and submitting the paper copy by:

a. Faxing to (603) 271-4506; or

b. Mailing a paper copy to:

Rural Health & Primary Care
Division of Public Health Services
29 Hazen Drive
Concord, NH 03301

~~(b) The board shall provide licensees with the opportunity to opt out of the survey. Written notice of the opt-out opportunity shall be provided with the renewal application. Licenses may access the opt-out form on the NH state office of rural health and primary care and the board's website.~~

~~(c) Licensees choosing to opt-out of the survey shall complete, sign, and return the "New Hampshire Health Professions Survey Opt-Out Form", pursuant to He-C 801.03, to the state office of rural health and primary care, department of health and human services, via one of the following:~~

~~(1) Mail;~~

~~(2) Email; or~~

~~(3) Fax.~~

~~(d) Information contained in the opt-out forms shall be kept confidential in the same accord with the survey form results, pursuant to RSA 126-A:5 XVIII-a(c).~~

~~(e) CRSW's shall be exempt from the requirement to complete the workforce survey.~~

Readopt with amendment Alc 404, effective 10-7-24 (Document #14045) as follows:

PART Alc 404 SUPERVISION OF CRSWS

Alc 404.01 Required Supervision of CRSWs. A CRSW shall be supervised~~: (a) B~~***b***y ***at least*** one ***licensee who satisfies*** ~~or more supervisors meeting~~ one ***or more*** of the~~ descriptions~~ ***requirements*** set forth in Alc 404.02~~; and (b) For at least 3 nonconsecutive hours per month while actively practicing~~.

Alc 404.02 Eligibility to Provide Supervision to a CRSW. ***The following i***~~I~~ndividuals ***shall be*** eligible to provide supervision to a CRSW~~ shall be~~:

(~~b~~***a***) ***A*** LADC~~s~~ ~~and~~ ***or*** MLADC~~s~~ who ha~~sve taken and have evidence of~~ ***completed*** 6 hours of training in the 4***5*** recovery performance domains listed in Alc 301.01(j) (1) through (***5***4).

(~~a~~***b***) ***A*** CRSW~~s~~ who ha~~sve~~ been certified for ***at least*** 2 years***, holds a license*** in good standing***,*** and ha~~sve taken and submitted evidence of~~***completed***:

(1) Six hours of education ~~training~~ in ***the*** supervision of CRSWs***. Such education shall have been*** ~~which has been~~ sponsored or approved ~~by the following~~***according to Alc 409.04***~~:~~

~~a. The board or the licensing body of any state within the International Certification & Reciprocity Consortium (IC&RC);~~

~~b. The National Association for Alcoholism and Drug Abuse Counselors The Association for Addiction Professionals (NAADAC);~~

~~c. New Hampshire Training Institute on Addictive Disorders;~~

~~e. The New Hampshire Center for Excellence on Addiction;~~

~~f. AdCare Educational Institute of New England;~~

~~g. NHTI Concord's Community College;~~

~~h. The New Hampshire Alcohol and Drug Abuse Counselors Association; or~~

~~i. The NH department of health and human services bureau of drug and alcohol services (BDAS)~~; and

(2) Six hours of practical training provided by a***n*** ~~board~~ eligible CRSW supervisor in the form of:

a. Role playing;

b. Discussion of supervision techniques, strategies, and theories; and

c. Direct observation of CRSW supervisee conducting CRSW supervisory sessions**.** ~~; and~~

~~(b) LADCs and MLADCs who have taken and have evidence of 6 hours of training in the 4 recovery performance domains listed in Alc 301.01(j) (1) through (4).~~

Alc 404.03 Supervision Types and Hours For the CRSW.

(a) Supervision of CRSWs shall be ***conducted in one of the following settings***:

(1) Individual***, in a*** one-on-one ***setting***; or

(2) Group supervision***,*** in a setting of no more than 8 supervisees and ~~the~~ ***their*** supervisor.

(b) The minimum number of hours of supervision shall be at least one hour per week while actively practicing.

Alc 404.04 Administrative Obligations of Supervised CRSWs. The administrative obligation of the supervised CRSW during supervision shall be to:

(a) Maintain records of the dates and hours they receive supervision and the name(s) of the supervisor(s);

(b) ~~On the basis of such records, p~~***P***repare ~~a~~ cumulative statement***s*** containing the following:

(1) For each ***calendar*** week of supervision ~~identified by calendar date~~, the number of hours of supervision received ***during*** ~~in~~ each supervision session;

(2) ***A section for the*** ~~The~~ credentials, printed name(s), signature(s)***, and date of signature for*** ~~of~~ the supervisor(s) providing the supervision~~., and the date the statement was signed by the supervisor~~; and

(3) The printed name and signature(s) of the CRSW preparing the statement and the date of the signature**.** ~~; and~~

(c) Maintain records of supervision for a period no less than ~~7~~***5*** years after the termination of the supervision.

Alc 404.05 Obligations of ***CRSW*** Supervisors. ~~The ongoing administrative obligations of~~ ***A licensee who is responsible for supervising a CRSW shall*** ~~the supervisor(s) of the CRSW or candidate for CRSW shall be~~:

(a) ~~To a~~***A***ssume professional and ethical responsibility for the CRSW ~~or candidate for CRSW~~, to have access to the supervisee's work records, and to review those work records.

(b) ~~To e~~***E***nsure that if they are temporarily unable to perform supervision, a substitute supervisor is available who meets the eligibility standards of Alc 404.02 to continue supervision.

(c) ~~To m~~***M***aintain records of the dates and hours they provide supervision***,*** and the name(s) of the supervisee(s); ~~and~~

~~(d) To retain a copy of both the supervisory agreement and board approval letter of such supervisory agreement for each supervisee candidate for initial licensure;~~

(~~e~~***d***) ~~To r~~***R***eview~~ed~~ the Alc 404.04 and Alc 404.05 rules with the supervisee;

(~~f~~***e***) ~~To m~~***M***aintain records of the names of supervisee~~(s)~~, dates, and hours ***of*** ~~for the~~ supervision ~~provided~~; ***and***

~~(g) To prepare a cumulative statement containing the following:~~

~~(1) For each month identified by calendar date, the number of hours of individual supervision provided, the number of hours of group supervision provided, and topics~~ ***domains*** ~~discussed in each supervision session;~~

~~(2) The supervisor(s), credentials, printed name(s), signature(s) of the supervisor(s) providing the supervision, and the date the statement was signed; and~~

~~(3) The printed name, and signature of the CRSW or candidate for CRSW and the date of signature;~~

(~~h~~***f***) ~~To M~~***m***aintain records of supervision for a period no less than ~~7~~***5*** years after the termination of the supervision~~.; and~~

~~(i) To be subject to disciplinary action if the supervisor fails to meet the responsibilities under RSA 330-C and the board's administrative rules.~~

Readopt with amendment Alc 405, effective 10-7-24 (Document #14045), to read as follows:

PART Alc 405 CLINICAL SUPERVISION OF LADCs

Alc 405.01 Scope. The clinical supervision requirements set forth in Alc 405 shall apply to LADCs except those LADCs who were in independent practice ***prior to*** ~~before~~ July 1, 2008 and continue in independent practice.

Alc 405.02 Required Clinical Supervision for a LADC. A LADC subject to clinical supervision shall be supervised ~~:(a) B~~***b***y one or more supervisors meeting one of the descriptions set forth in Alc 405.03~~; and (b) At least one hour a week while actively practicing~~.

Alc 405.03 Eligibility to Provide Clinical Supervision to a LADC. Individuals eligible to provide clinical supervision to LADCs or candidate for LADC shall be:

(a) ***A*** MLADC~~s~~ who ha***s***~~ve~~ had at least one year of post-licensure experience ***engaged*** in the ~~active~~ practice of substance use counseling;

(b) ***A*** LADC~~s~~ who ha***s***~~ve~~ had at least 2 years of post-licensure experience ***engaged*** in the ~~active~~ practice of substance use counseling;

(c***) A*** ~~L***l***~~icensed clinical supervisor~~s~~; and

(d) Individuals~~, not licensed by this chapter,~~ approved for supervision pursuant to Alc 407.

Alc 405.04 Supervision Types and Hours.

(a) Clinical supervision of LADCs shall be ***conducted in one of the following setting*****s**:

(1) Individual***, in a*** one-on-one ***setting***; or

(2) Group ~~supervision~~***,*** in a setting of no more than 8 supervisees and ~~the~~ ***their*** supervisor.

(b) The minimum number of hours of clinical supervision per week shall be at least one hour per week while actively practicing.

Alc 405.05 Administrative Obligations ~~of~~ ***for*** Supervised LADCs. ***A*** LADC~~s~~ ***who is being supervised*** shall:

(a) ~~Give~~ ***Provide*** a ***hard or electronic*** copy of Alc 405 to their clinical supervisors;

(b) Maintain records of the dates and hours they receive***d*** clinical supervision and the ***printed*** name(s) ***and signature(s)*** of the supervisor(s); and

~~(c) On the basis of such records, prepare a cumulative statement containing the following:~~

~~(1) For each week identified by calendar date, the number of hours of supervision received, the number of hours of supervision received;~~

~~(2) The credentials, printed name(s), signature(s) of the supervisor(s) providing the clinical supervision, and the date the statement was signed by the supervisor(s);~~

~~(3) The printed name and signature of the supervisee preparing the statement and the date of the signature; and~~

(d) Maintain records of supervision for a period no less than ~~7~~***5*** years after the termination of the supervision.

Alc 405.06 Obligations of ***LADC*** Supervisors. Clinical supervisors for ~~candidates~~ shall:

~~(a) For initial licensure candidates as LADC:~~

~~(1) Have a copy of the board approval letter for the supervisory agreement;~~

~~(2) Become familiar with Alc 405 before beginning to provide clinical supervision; and~~

~~(3) If temporarily unable to perform supervision, e~~***E***nsure that a substitute supervisor who meets the eligibility standards of Alc 405.03 is available to continue supervision;

~~(b) Maintain records of the dates and hours they provided supervision, and the name(s) of the supervisee(s);~~

~~(c) On the basis of such records, prepare a cumulative statement containing the following:~~

~~(1) For each week identified by calendar date, the number of hours of supervision received in each supervision session;~~

~~(2) The credentials, printed name(s), signature(s) of the supervisor(s) providing the supervision, and the date the statement was signed; and~~

~~(3) The printed name and signature of the LADC and the date of the signature;~~

~~(d) Be subject to disciplinary action if they fail to meet their responsibilities under RSA 330-C and the board's administrative rules; and~~

~~(c~~***e***~~)~~ Maintain records of supervision for a period no less than 7 years after the termination of the supervision.

(a) Ensure that if they are temporarily unable to perform supervision, a substitute supervisor is available who meets the eligibility standards of Alc 405.03 to continue supervision.

(b) Maintain records of the dates and hours they provide supervision, the name(s) of the supervisee(s);

(c) Maintain records of the names of supervisee, dates, and hours of supervision; and

(d) Maintain records of supervision for a period no less than 5 years after the termination of the supervision.

Readopt with amendment Alc 406, Alc 407, and Alc 408 effective 10-7-24 (Document #14045), to read as follows:

PART Alc 406 CLINICAL SUPERVISION OF MLADCs

Alc 406.01 Clinical Supervision of MLADCs. A MLADC ~~or candidate for initial licensure as a MLADC~~ who chooses to engage in clinical supervision requirements shall be clinically supervised:~~(a)~~ B***b***y

at least one ~~or more~~ supervisor~~s~~ ***who*** meet~~sing~~ the ***requirements*** ~~description~~ set forth in Alc 406.02~~;~~ and ~~(b) I~~***i***n the setting, and for the number of hours each week, specified in Alc 406.03.

Alc 406.02 Eligibility to Provide Clinical Supervision to a MLADC.~~(a)~~ Individuals eligible to provide clinical supervision to a MLADC ~~or candidate for initial licensure as a MLADC~~ shall be a MLADC ***who has at least 2 years of post-licensure experience in the active practice of substance use and co-occurring disorders counseling or an individual meeting the requirements of Alc 407.***

~~(b) Individuals eligible to provide clinical supervision to a MLADC or candidate for initial licensure as a MLADC shall be a MLADC who has at least 2 years of post-licensure experience in the active practice of substance use and co-occurring disorders counseling.~~

~~(c) Individuals not licensed under this chapter shall be approved supervisors pursuant to Alc 407.~~

Alc 406.03 Supervision Type and Hours. MLADCs shall obtain a total of at least 2~~0~~***4*** hours per year for each renewal cycle of:

(a) Clinical supervision per year in an individual or small group setting of no more than 8 supervisees and the supervisor; or

(b) Peer collaboration pursuant to Alc 408.

Alc 406.04 Administrative Obligations of Supervised MLADCs. MLADCs ~~and candidates for MLADC's~~ shall:

(a) ~~Give~~ ***Provide*** a ***hard or electronic*** copy of Alc 4~~05~~ ***406.04 and 406.05*** to their clinical supervisors; ***and***

(b) Maintain records of the dates and hours they receive***d*** clinical supervision and the ***printed*** name(s) ***and signature(s)*** of the supervisor(s)~~; and~~.

~~(c) On the basis of such records, prepare a cumulative statement containing the following:~~

~~(1) For each week identified by calendar date, the number of hours of supervision received, the number of hours of supervision received;~~

~~(2) The credentials, printed name(s), signature(s) of the supervisor(s) providing the clinical supervision, and the date the statement was signed by the supervisor(s);~~

~~(3) The signature of the MLADC or candidate for MLADC preparing the statement and the date of the signature.~~

Alc 406.05 Obligations of Supervisors. Clinical supervisors of MLADCs ~~and candidates for initial licensure as a MLADC~~ shall:

~~(a) Have a copy of the board approval letter for the supervisory agreement;~~

(***a~~b~~***) Become familiar with Alc 406 before beginning to provide clinical supervision; ~~and~~

(***b***~~c~~) ~~If temporarily unable to perform supervision, e~~***E***nsure that a substitute supervisor who meets the eligibility standards of Alc 406.02 is available to continue supervision***, should the original supervisor become temporarily unavailable; and***

(c) Maintain records of the dates and hours they provide supervision, the name(s) of the supervisee(s); and

(d) Maintain records of supervision for a period no less than ~~7~~***5*** years after the termination of ~~the~~ supervision ***each supervisee***.

PART Alc 407 APPROVAL OF SUPERVISORS NOT LICENSED UNDER THIS CHAPTER

Alc 407.01 Scope. This part shall apply to individuals seeking to provide supervision pursuant to Alc 405 and Alc 406 who are not otherwise licensed under this chapter.

Alc 407.02 Approval Required.

(a) Individuals seeking to provide supervision pursuant to Alc 405.03 ~~(d) and (~~***c***~~) and Alc 406.02 (b) and (c)~~ shall complete and submit ***"Universal Application for Initial License" and*** the "Approved Supervisor Application" form ***dated XX/2026***, to the OPLC prior to providing such supervision.

(b) The "Approved Supervisor Application" ***dated XX/2026*** shall require the applicant to provide the following information:

(1) Applicant's full legal name;

~~(2) Applicant's license type and license number;~~

~~(3) Applicant's home mailing address;~~

~~(4) Applicant's telephone number;~~

~~(5) Applicant's e-mail address;~~

(6) Applicant's employer's name;

(7) Applicant's employer's mailing address;

(8) Applicant's employer's physical address; ***and***

(9) Applicant's employer's telephone number~~.; and~~

~~(10) Answer the questions described in Plc 304.03(c)~~.

(c) The applicant shall sign and date the "Approved Supervisor Application" as required by Plc 304.05.

(d) The applicant shall provide the following with the "Approved Supervisor Application":

~~(1) A detailed explanation of any yes answer to the questions required by Alc 407.02(b)(10);~~

(2) Evidence of successful completion of the IC&RC examination; and

(3) The fee required by Plc 1002.03.

~~(e) The OPLC shall approve any supervisor application that demonstrates the applicant meets the eligibility requirements found in Alc 407.~~

(***e*~~f~~) An approved supervisor seeking to retain their approval status shall maintain active status for the New Hampshire license upon which they received their supervisory approval.

(g) Licensees seeking to renew their supervision shall do so in accordance with Alc 407.02(a)-(d).

~~(g) The OPLC shall maintain an updated list of supervisors who are currently approved to provide supervision to individuals certified or licensed by the OPLC.~~

PART Alc 408 PEER COLLABORATION

Alc 408.01 Scope. The peer collaboration requirements set forth in th***ese rules***~~is~~ part shall apply to~~:~~ ~~(a)~~ Licensed LADCs in independent practice before July 1, 2008 and continuing in independent practice~~;~~ and ~~(b)~~ MLADCs.

Alc 408.02 Peer Collaboration.

(a) Licensees shall complete 2~~6~~***4*** hours of peer collaboration ***during*** each 12-month period ***of the 2 year renewal period*** ~~that begins on the date of the issuance of the license or renewal license~~ while actively practicing.

(b) Peer collaboration shall:

(1) Conform to the definition in Alc 401.01(~~i~~***f***),

(2) Be in person or ~~by teleconference~~ ***through secure electronic means***; and

(3) Take place~~:~~

~~a. In~~ ***in*** a ~~small~~ group setting of ***2 to*** 8 ~~or fewer~~ individuals~~; or~~

~~b. Between 2 or more individuals related as peers~~.

(c) Unless the peers are within the same organization or agency, licensees shall exclude personally identifiable information about clients in all peer collaboration discussions and consultations except when the clients have given written and signed authorizations for the inclusion of such information.

Alc 408.03 Documentation of Peer Collaboration.

(a) Licensees shall document each instance of peer collaboration with a photocopy of a written statement:

(1) Including ***the following***:

a. The date of the peer collaboration;

b. The printed names and licenses held by each participant; and

c. The duration of the peer collaboration stated in hours and minutes; and

(2) Signed by ~~the other~~ ***each*** participant~~(s)~~ in the peer collaboration.

(b) Licensees shall retain such documents for ~~a period no less than~~ ***the*** ~~7~~***5*** years ***after use in (a) above*** ~~until they are required to submit them to the OPLC:~~

~~(1) As part of their applications for renewal of licensure; or~~

~~(2) At any other time on the request of the board through the OPLC~~.

PART Alc 409 CONTINUING EDUCATION

Repeal Alc 409.01 through Alc 409.03 effective 10-7-24 (Document #14045) to read as follows:

~~Alc 409.01 Requirements for CRSWs.~~

~~(a) As a condition of renewal, CRSWs shall complete 24 hours of continuing education during each 2 year certification period.~~

~~(b) At least 12 of the required 24 hours shall be pre-approved by the board in accordance with Alc 409.04.~~

~~(c) No more than 6 hours shall be received in online continuing education that is not live and simultaneously interactive.~~

~~(d) At least 6 of the required hours shall cover ethics, at least 3 of the required hours shall cover suicide prevention, and at least 3 shall cover co-occurring disorders.~~

~~Alc 409.02 Requirements for LADC and MLADCs.~~

~~(a) As a condition of renewal, LADCs and MLADCs shall have completed 48 hours of continuing education in substance use disorder training during the immediately preceding 24 month period.~~

~~(b) At least 24 of the required 48 hours shall be pre-approved by the board in accordance with Alc 309.04.~~

~~(c) No more than 12 of the 48 hours shall be received in online continuing education courses. The following course types taken online shall not count towards this maximum:~~

~~(1) Courses taken as part of an online degree program; and~~

~~(2) Training that is live and simultaneously interactive.~~

~~(d) At least 12 hours shall be specific to the following categories of competence:~~

~~(1) Data collection;~~

~~(2) Diagnosis of substance use disorder;~~

~~(3) Knowledge of alcohol and drugs;~~

~~(4) Knowledge of sociological factors;~~

~~(5) Knowledge of physiological factors;~~

~~(6) Knowledge of psychiatric factors; and~~

~~(7) Knowledge of treatment issues.~~

~~(e) Licensees shall obtain at least 6 hours in ethics and 6 hours in suicide prevention.~~

~~(f) Licensees shall be permitted to substitute up to 10 hours of continuing education for an equivalent amount of time as a presenter of continuing education courses.~~

~~Alc 409.03 Requirements for Licensed Clinical Supervisors. As a condition of renewal, licensed clinical supervisors shall complete at least 6 hours of training in clinical supervision during each 2 year license period, provided that licensees shall be permitted to incorporate these 6 hours into the hours needed for licensure renewal under Alc 409.02.~~

Readopt with amendment and renumber Alc 409.04, effective 10-7-24 (Document #14045) as Alc 409.01, to read as follows:

Alc 409.0***1***4 Approval of Continuing Education Events.

(a) Continuing education offered by the following organizations shall be automatically approved by the board:

(1) An IC&RC member board;

(2) NAADAC;

(3) New Hampshire Training Institute on Addictive Disorders;

(4) New Hampshire Center for Excellence;

(5) AdCare Educational Institute of New England;

(6) The New Hampshire Alcohol and Drug Abuse Counselors Association;

(7) NHTI – Concord Community College;

(8) The New Hampshire department of health and human services bureau of drug and alcohol services (BDAS); or

(9) The Addiction Technology Transfer Center.

(b) A course, seminar, or other event conducted or sponsored by any other college, university, or school permitted to grant degrees in the disciplines of life science, biological science, sociology, psychology, or public health shall be considered to be approved for purposes of these rules if the content of the event is in any of the following performance domains:

(1) Scientific principles of substance use and co-occurring disorders;

(2) Evidence-based screening and assessment;

(3) Evidence-based treatment, counseling, and referral; or

(4) Professional, ethical, and legal responsibilities.

(~~a~~***c***) Organizations or providers of continuing education in substance use services ~~that seek pre-~~***seeking*** approval of continuing education courses shall submit a completed "Request for ~~Pre-~~Approval of Continuing Education Event" form, described in (b) below, at least 6 weeks prior to the anticipated date on which the continuing education program will be offered.

(~~b~~***d***) The applicant shall provide the following on the "Request for ~~Pre-~~Approval of Continuing Education Event" form:

(1) Name of event sponsor or applicant;

(2) Name of agency or organization sponsoring the event;

(3) Event contact person and title;

(4) E-mail address and mailing address of contact person;

(5) Contact person's direct telephone number;

(6) Event title;

(7) Event location;

(8) Whether the event is a workshop, academic course, or facility based in-service;

(9) A description of the event;

(10) The time of each session of the event, number of days of each session of the event, and the total number of instruction hours for the event;

~~(11) Which of the 4~~***5*** ~~domains listed in Alc 301.01(j) (1) through (4~~***5***~~) are covered in the event~~;

(12) Goals and objectives of the event; and

(13) The instructor's or presenter's name and an explanation of the professional experience which qualifies the instructor or presenter to present the subject matter.

(~~c~~***e***) The following shall be submitted with the "Request for ~~Pre-~~Approval of Continuing Education Event" form described in (b) above:

(1) The presenter's or instructor's resume; and

(2) A blank copy of the evaluation form developed by the organization or provider to be used for the presentation.

(~~d~~***f***) Completed applications shall be ***processed according to Plc XXX*** ~~reviewed by the peer review committee and recommended for pre-approval, before being passed to the board~~.

~~(e) Continuing education offered by the following organizations shall be automatically approved by the board:~~

~~(1) An IC&RC member board;~~

~~(2) NAADAC;~~

~~(3) New Hampshire Training Institute on Addictive Disorders;~~

~~(4) New Hampshire Center for Excellence;~~

~~(5) AdCare Educational Institute of New England;~~

~~(6) The New Hampshire Alcohol and Drug Abuse Counselors Association;~~

~~(7) NHTI – Concord Community College;~~

~~(8) The New Hampshire department of health and human services bureau of drug and alcohol services (BDAS); or~~

~~(9) The Addiction Technology Transfer Center.~~

~~(f) A course, seminar, or other event conducted or sponsored by any other college, university, or school permitted to grant degrees in the disciplines of life science, biological science, sociology, psychology, or public health shall be considered to be approved for purposes of these rules if the content of the event is in any of the following performance domains:~~

~~(1) Scientific principles of substance use and co-occurring disorders;~~

~~(2) Evidence-based screening and assessment;~~

~~(3) Evidence-based treatment, counseling, and referral; or~~

~~(4) Professional, ethical, and legal responsibilities.~~

(g) Clinical supervision and staff meetings shall not be approved as continuing education.

(h) Continuing education courses ~~pre-~~approved, as described in Alc 409.09(~~a~~***c***) and (~~b~~***d***), shall ~~only~~ be valid for ~~one year~~ ***two years*** from the date of the approval.

Readopt with amendment and renumber Alc 409.05 effective 10-7-24 (Document #14045) as Alc 409.02, to read as follows:

Alc 409.0***2***~~5~~ Documentation of Continuing Education.

(a) For each ~~pre-~~approved continuing education program attended, licensees and certification holders shall retain, for no less than ~~6~~***5*** years, a ~~certificate~~ ***evidence*** of completion containing ***at least*** the information described in (b) below.

(b) ~~Certificates~~***Evidence*** of completion shall ~~contain~~***include*** the following information:

(1) Name of the attendee;

(2) Title of the training~~;~~

~~(3) Name of the presenter including their credentials~~;

(4) Name of training provider;

(5) Date of the training;

(6) Number of hours the training provided; ***and***

(7) Identification of whether the education was ~~pre-~~approved~~.; and~~

~~(8) A description of the performance domains covered by the training, when applicable~~.

(c) For each continuing education program attended that has not been ~~pre-~~approved, licensees and certification holders shall retain, for no less than ~~6~~***5*** years, supporting documentation as described in (d) below that demonstrates the program complies with Alc 409.01 through Alc 409.03.

(d) ***For each continuing education program attended that was not approved, licensees and certificate holders shall retain*** ~~***D***~~***d***ocumentation sufficient to demonstrate an unapproved course~~'s~~ ***was provided by a state, regional, national, or international professional association offering education relevant to the practice of substance use counseling pursuant to RSA 330-C:2, XVIII or co-occuring disorders pursuant to RSA 330-C:2, X.*** ~~compliance with the continuing education requirements of this section shall include a course syllabus or other similar documentation which contains the information described in (b)(1) – (6) above.~~

Readopt with amendment Alc 410 effective 10-7-24 (Document #14045) to read as follows:

PART Alc 410 AUDITS ~~PROCEDURE~~ FOR CONTINUING EDUCATION, SUPERVISION, AND PEER COLLABORATION

Alc 410.01 Audit***s*** ~~Procedure~~. ***All licensees shall comply with OPLC audits to determine CE compliance in accordance with Plc 308.04(d)***.

~~(a) In each renewal cycle, the OPLC shall randomly select 10% of CRSWs, 10% of LADCs, 10% of MLADCs, and 10% of LCSs for audit of compliance with:~~

~~(1) Continuing education requirements; and~~

~~(2) As applicable, supervision or peer collaboration requirements.~~

~~(b) Those licensees or certification holders selected for audit shall submit documentation demonstrating compliance with the continuing education requirements outlined in Alc 409.01 – Alc 409.05.~~

~~(c) Those licensees or certification holders selected for audit shall complete the "Continuing Education Audit Worksheet" described in (d) below and include the following documentation to demonstrate compliance with the supervision and, as applicable, peer collaboration requirements outlined in Alc 405 and Alc 406:~~

~~(1) For CRSWs, the statement called for by Alc 404.04(b)(2);~~

~~(2) For LADCs:~~

~~a. If engaged in supervision, the statement called for by Alc 405.05(c); or~~

~~b. If engaged in peer collaboration pursuant to Alc 408, documentation which meets the requirements of Alc 408.03; and~~

~~(3) For MLADCs:~~

~~a. If engaging in supervision, the statement called for by Alc 406.04(c); or~~

~~b. If engaged in peer collaboration pursuant to Alc 408, documentation which meets the requirements of Alc 408.03.~~

~~(d) The licensee or certificate holder shall provide the following information on the "Continuing Education Audit Worksheet":~~

~~(1) The profession of the person providing the information by circling one of the following:~~

~~a. CRSW;~~

~~b. LADC;~~

~~c. MLADC; or~~

~~d. LCS;~~

~~(2) The name as it appears on the license of the individual being audited and their license number;~~

~~(3) The date the form is completed;~~

~~(4) The e-mail address of the individual being audited;~~

~~(5) For each continuing education experience being claimed, the following information:~~

~~a. Name of continuing education sponsor;~~

~~b. How many events attended were presented by a board approved sponsor listed in Alc 409.04(e);~~

~~c. How many ethical hours;~~

~~d. How many suicide hours;~~

~~e. If applicant is LCS how many supervision hours;~~

~~f. If LADC and MLADC as the presenter, how many presented hours; and~~

~~g. If LADC or MLADC, how many hours from the list of categories of competence as described in Alc 409.02(d); and~~

~~(6) The total number of continuing education hours claimed on the form.~~

~~(e) If the board observes that the documents submitted pursuant to Alc 410.01(c) above do not support the renewal applicant's claim of maintenance of continuing competence, the board shall review the possibility that the renewal applicant made an error on the renewal application form or in submitting documents.~~

~~(f) In making the review described in (e) above the board shall seek further information from the renewal applicant if doing so will aid in the review.~~

~~(g) If, having completed the review required by (e) above, the board believes that the renewal applicant made an error in reporting or in submitting documents and did not intentionally falsely report maintenance of continuing competence, the board shall:~~

~~(1) Require correction of the error; or~~

~~(2) If the error cannot be corrected issue a notice of hearing.~~

~~(h) If, having completed the review required by (e) above, the board believes that the renewal applicant has intentionally falsely reported maintenance of continuing competence, the board shall commence a disciplinary adjudicative proceeding in the manner required by Plc 200.~~

Repeal Alc 411 effective 10-7-24 (Document #14045) to read as follows:

~~PART Alc 411 RENEWAL APPLICATION~~

~~Alc 411.01 Renewal Applications. Certification holders and licensees seeking renewal shall submit the following renewal applications:~~

~~(a) For CRSWs:~~

~~(1) The "Universal Application for License Renewal" required by Plc 308.05(b)(1); and~~

~~(2) The "CRSW Addendum to the Universal Application for Licensure Renewal" requiring the applicant to provide a list all names the applicant has ever been known by;~~

~~(b) For LADCs and MLADCs:~~

~~(1) The "Universal Application for License Renewal" required by Plc 308.05(b)(1); and~~

~~(2) The "LADC and MLADC Addendum to the Universal Application for Licensure Renewal" requiring the applicant to provide a list all names the applicant has ever been known by; and~~

~~(c) For licensed clinical supervisors who are LADCs or MLADCs:~~

~~(1) The "Universal Application for License Renewal" required by Plc 308.05(b)(1); and~~

~~(2) The "Licensed Clinical Supervisor Addendum to the Universal Application for Licensure Renewal" requiring the applicant to provide a list all names the applicant has ever been known by.~~

Repeal Alc 412 effective eff 10-7-24 (Document #14045) to read as follows:

~~PART Alc 412 INACTIVE STATUS~~

~~Alc 412.01 Inactive Status.~~

~~(a) Inactive status may be obtained by a licensee or certificate holder who:~~

~~(1) Holds a current license or certificate with the OPLC;~~

~~(2) Has no disciplinary action or pending disciplinary action;~~

~~(3) No longer actively engages in practice in New Hampshire;~~

~~(4) Completes and submits a letter of request containing the following information:~~

~~a. The licensee's name as it appears on the license;~~

~~b. The licensee's license number;~~

~~c. A statement requesting the active license be placed on inactive status; and~~

~~d. The licensee's signature and date of signing; and~~

~~(5) Pays the inactive status fee required by Plc 1002.03 and the professional health program fee required by Plc 1001.08 biennially.~~

~~(b) A licensee or certificate holder granted inactive status shall renew or reinstate their inactive license and pay the appropriate fee required by Plc 1002.03 and the professional health program fee required by Plc 1001.08 on or before the date their license would otherwise lapse.~~

~~(c) Licensees or certificate holders wishing to maintain inactive status shall complete and submit:~~

~~(1) The "Universal Application for License Renewal" required by Plc 308.05(b)(1); and~~

~~(2) The "Inactive Status Addendum to the Universal Application for License Renewal" requiring a list all names the applicant has ever been known by;~~

~~(d) Licensees or certificate holders in any reserve component of the armed forces of the United States or the National Guard called to active duty, may request inactive license status. Such licensees or certificate holders shall not be required to pay the inactive license status fee required by Plc 1002.03 and the professional health program fee required by Plc 1001.08.~~

~~(e) Licensees or certificate holders wishing to reactivate their inactive license or certificate shall:~~

~~(1) Complete and submit the "Reactivation of an Inactive License Application Form" by providing the following information:~~

~~a. Applicant's full legal name;~~

~~b. Applicant's home physical address;~~

~~c Applicant's home mailing address;~~

~~d. Applicant's e-mail address;~~

~~e. Applicant's license number; and~~

~~f. Answers to the questions Plc 304.03(e);~~

~~(2) Sign and date the application described in (1) above in accordance with Plc 304.05;~~

~~(3) Provide any documents giving detailed reports of the relevant circumstances related the yes or no questions on the "Reactivation of an Inactive License Application Form";~~

~~(4) Submit documentation of compliance of continuing education earned within the immediately preceding 2 years prior to the date the application was submitted; and~~

~~(5) Pay the license reactivation fee required by Plc 1002.03 and the professional health program fee required by Plc 1001.08.~~

Renumber Part Alc 413, effective 7-1-18 (Document #12548), as Alc 411 as follows:

PART Alc 411 DISCIPLINARY MATTERS

Repeal Alc 413.01 effective 7-1-18 (Document #12548) to read as follows:

~~Alc 413.01 Initiation of Disciplinary Action. The board shall undertake misconduct investigations, settlements of misconduct allegations, or disciplinary hearings, when warranted, in response to any information which reasonably suggests that a licensee has engaged in professional misconduct.~~

Readopt with amendment Alc 413.02 and Alc 413.03 effective 7-1-18 (Document #12548) and renumber as 411.01 and 411.02 to read as follows:

Alc 411.0***1***~~2~~ Disciplinary Sanctions. ***The board shall apply the standards in Plc 311 for disciplinary proceedings.***

~~(a) Other than immediate license suspensions authorized by RSA 541-A:30, III the board shall impose disciplinary sanctions only:~~

~~(1) After prior notice and an opportunity to be heard; or~~

~~(2) Pursuant to a mutually agreed upon settlement or consent decree.~~

~~(b) When the board receives notice that a licensee has been subjected to disciplinary action related to professional conduct by the licensing authority of another jurisdiction or other New Hampshire professional board, the board shall issue an order providing the opportunity for a hearing and directing the licensee to demonstrate why reciprocal discipline should not be imposed in New Hampshire.~~

~~(c) In a disciplinary proceeding brought on the basis of discipline imposed in another jurisdiction the certificate holder shall be subject to any disciplinary sanction authorized by RSA 330-C:27, IV after considering the presence of aggravating or mitigating circumstances.~~

~~(d) After a finding that misconduct has occurred, the board shall impose one or more of the disciplinary sanctions authorized by RSA 330-C:27, IV.~~

~~(e) The board shall determine the sanctions to be imposed after considering the presence of aggravating or mitigating circumstances as specified in Alc 413.02 (f) and (g).~~

~~(f) The following shall be considered aggravating circumstances:~~

~~(1) The seriousness of the offense;~~

~~(2) The licensee's prior disciplinary record;~~

~~(3) Lack of willingness to cooperate with the board;~~

~~(4) Potential harm to public health and safety; and~~

~~(5) The purpose of the rule or statute violated.~~

~~(g) The following shall be considered mitigating circumstances:~~

~~(1) Absence of a prior disciplinary record;~~

~~(2) Willingness to cooperate with the board;~~

~~(3) Acknowledgment of his or her wrongdoing; and~~

~~(4) The purpose of the rule or statute violated.~~

~~(h) After consideration of the aggravating and mitigating circumstances described in (f) and (g) above, the board shall impose the sanction most likely to:~~

~~(1) Protect public health and safety;~~

~~(2) Prevent future misconduct by the licensee;~~

~~(3) Take into account any acknowledgement of fault by the licensee and any cooperation by the licensee with the board's investigation of misconduct;~~

~~(4) Correct any attitudinal, educational or other deficiencies which led to the licensee's misconduct;~~

~~(5) Encourage the responsible practice of substance use counseling; and~~

~~(6) Demonstrate to the licensee and the public the board's intention to ensure that its licensees practice in accordance with applicable law and the public welfare.~~

~~(i) No hearing date established in a proceeding conducted under Alc 412.02 shall be postponed at the request of the licensee unless the licensee also agrees to continue the suspension period pending issuance of the board's final decision.~~

~~(j) Copies of board orders imposing disciplinary sanctions and copies of all settlement agreements or consent decrees shall be sent to the licensing body of each state in which the licensee is licensed and to such other entities, organizations, associations, or boards as are required to be notified under applicable state or federal law, or which have a legitimate professional interest in the decision and may receive notice consistent with applicable state or federal law.~~

Alc 411.0~~23~~ Administrative Fines. ***The board shall assess fines in accordance with RSA 310:12(e).***

~~(a) Adjudicative procedures seeking the assessment of an administrative fine shall be commenced against any person subject to such fines under any provision of RSA 330-C:27, III when the board possesses evidence indicating that a violation has occurred.~~

~~(b) When persons subject to the board's disciplinary authority are directed to pay administrative fines in accordance with Alc 413.02, the fine amounts shall be assessed in accordance with the factors stated in Alc 413.02 (f) and (g) and the following additional considerations:~~

~~(1) The cost of any investigation or hearing conducted by the board; and~~

~~(2) The licensee's ability to pay an administrative fine assessed by the board.~~

~~(c) Administrative fines shall not exceed the following amounts:~~

~~(1) When no violation of the same type has occurred within the 5 years preceding the board's notice to the respondent, the fine assessed shall not exceed $150.00 per day for ongoing offenses or $1,000.00 per offense whichever is greater;~~

~~(2) When a single disciplinary infraction of the same type has occurred within the 5 years preceding the board's notice to the respondent, the fine assessed shall not exceed $200.00 per day or $1,500.00 per offense whichever is greater; and~~

~~(3) When more than one disciplinary infraction of the same type has occurred within the 5 years preceding the board's notice to the respondent the fine assessed shall not exceed $250.00 per day or $2,000.00 per offense whichever is greater.~~

~~(d) In the case of continuing violations, a separate fine shall be assessed for each day the violation continues except that a single course of continuing conduct shall be treated as a single violation for purposes of Alc 413.03 (c).~~

Repeal Alc 413.04 effective 7-1-18 (Document #12548) to read as follows:

~~Alc 413.04 Procedures for Assessing and Collecting Administrative Fines.~~

~~(a) Payment of an administrative fine shall be included among the options available for settling disciplinary allegations, and shall be included among the types of disciplinary sanctions imposed after notice and hearing.~~

~~(b) In cases where the board initially intends to limit disciplinary sanctions to an administrative fine, the board shall issue a "notice of apparent liability" describing the alleged offense, stating the amount of the assessed fine, and notifying the alleged offender that he or she shall pay the fine by a certain date or request that an administrative hearing be held. If a hearing is requested, the notice of apparent liability shall be withdrawn and a notice of hearing shall be issued. In such hearings, the board's disciplinary options shall not be limited to the assessment of an administrative fine.~~

~~(c) Nonpayment of an administrative fine by a licensee or respondent in contravention of an order, agreement, or promise to pay shall be grounds for discipline by the board and a basis for judicial action seeking to collect the fine.~~

Renumber Part Alc 414, effective 10-7-24 (Document #14045), as Part 412 as follows:

PART Alc 412 REINSTATEMENT

Readopt with amendment and renumber Alc 414.01 effective 10-7-24 (Document #14045) as Alc 412.01, to read as follows:

Alc 412.01 ***Reinstatement of an Expired License Not More Than One Year After Expiration.*** ***A licensee who wishes to reinstate a license that has been expired for less than one year shall do so in accordance with Plc 312.02 and shall complete and submit the "Universal Application for License Renewal" required by Plc 308.05(b)(1).*** ~~Reinstatement of Certificate or License After Lapse Between 30 Days and 5 Years~~. ~~A certificate holder or licensee wishing to reinstate their certificate or license when the certificate or license has lapsed for non-renewal between 30 days and 5 years shall:~~

~~(a) Complete and submit:~~

~~(1) The "Universal Application for License Renewal" required by Plc 308.05(b)(1); and~~

~~(2) The "Reinstatement Addendum to the Universal Application for License Renewal" requiring the following:~~

~~a. A list all names you have ever been known by; and~~

~~b. A yes or no answer to "Have you practiced in New Hampshire in the profession you applying for on a paid or voluntary basis since your license ceased to be valid?".~~

~~(b) Attach documentation of the applicable continuing education requirements described in Alc 409.01 – Alc 409.03, taken within the immediate 2 years prior to the date of reinstatement applications described in (a) above for a total of one and one half hours of continuing education per month lapsed for CRSWs and 2 hours per month lapsed for LADCs and MLADCs;~~

~~(c) Submit a written statement that the reinstatement applicant has not practiced in the profession in New Hampshire on a volunteer or paid basis since the date their license ceased to be valid;~~

~~(d) Not have demonstrated poor moral character as evidenced by:~~

~~(1) The answers to the "yes-no" questions on the " Universal Application for License Renewal" described in Alc 414.01(a)(1); and~~

~~(2) Any documents giving detailed reports of the relevant circumstances related to the yes or no questions on the "Universal Application for License Renewal";~~

~~(e) Submit the criminal background check described in Plc 304.01(b); and~~

~~(f) Pay the license renewal fee required by Plc 1002.03 and professional health program fee required by Plc 1001.08.~~

Readopt with amendment and renumber Alc 414.02 and Alc 414.03 effective 10-7-24 (Document #14045) as Alc 412.02 and Alc 412.03, to read as follows:

Alc 412.02 ***Licenses Expired for One or More Years. Individuals that have let their license lapse shall comply with Plc 313.03.*** ~~Reinstatement of Certificate or License After Lapse For More than 5 Years When Not Actively Practicing~~. ~~A certificate holder or licensee wishing to reinstate their certificate or license when the certificate or license has lapsed for non-renewal for more than 5 years and has not been actively practicing in another state shall:~~

~~(a) Meet all the requirements set forth in Alc 414.01; and~~

~~(b) Provide documentation directly from the IC&RC that the applicant has taken and passed the appropriate IC&RC examination.~~

Alc 412.03 Reinstatement of Certificate or License After Suspension or Revocation. ***An individual seeking to reinstate a license after suspension or revocation shall do so in accordance with Plc 312.04 and Plc 312.05.***

~~(a) Any certificate or license holder wishing to reinstate their certificate or license after suspension shall meet all the requirements set forth in Alc 414.01.~~

~~(b) After conducting a hearing held pursuant to RSA 541-A, the board through the OPLC shall reinstate the certificate or license if the board determines that doing so would be in the public interest.~~

~~(c) For purposes of this section, a reinstatement shall be considered to be in the public interest if the suspended license or certificate holder demonstrates that they have satisfied all the requirements of any disciplinary order, settlement agreement, or consent decree.~~

~~(d) Certificate holders and licensees seeking reinstatement after revocation shall comply with the initial application requirements and procedures as outlined in Alc 300.~~

APPENDIX

Rule	**Statute Implemented**
Alc 401.01	RSA 330-C:2
Alc 402.01	RSA 310:8, II
Alc 403.01(new)	RSA 330-C:9, I, III;
Alc 403.02 (formerly Alc 403.01)	RSA 330-C:9,I
Alc 403.03 (formerly Alc 403.02)	RSA 330-C:9, I
Alc 403.04 (formerly Alc 403.03)	RSA 330-C:9, I
Alc 403.05(formerly Alc 403.04)	RSA 330-C:9, III
Alc 403.06 (formerly Alc 403.05)	RSA 330-C:9-a
Alc 404.01	RSA 330-C:9, VI
Alc 404.02	RSA 330-C:9, V
Alc 404.03	RSA 330-C:9, VI
Alc 404.04	RSA 330-C:9, VI
Alc 404.05	RSA 330-C:9, VI
Alc 405.01	RSA 330-C:9, VI; RSA 330-C:11, II
Alc 405.02	RSA 330-C:11, II
Alc 405.03	RSA 330-C:9, VI
Alc 405.04	RSA 330-C:9, VI
Alc 405.05	RSA 330-C:9, VI
Alc 405.06	RSA 330-C:9, VI
Alc 406.01	RSA 330-C:9, VI; RSA 330-C:10, II
Alc 406.02	RSA 330-C:9, VI
Alc 406.03	RSA 330-C:9, VI
Alc 406.04	RSA 330-C:9, VI

Alc 406.05	RSA 330-C:9, VI
Alc 407.01	RSA 330-C:9, V
Alc 407.02	RSA 330-C:9, V
Alc 408.01	RSA 330-C:9, XIII; RSA 330-C:10, II; RSA 330-C:11, II
Alc 408.02	RSA 330-C:9, XIII; RSA 330-C:10, II; RSA 330-C:11, II
Alc 408.03	RSA 330-C:9, XIII; RSA 330-C:10, II; RSA 330-C:11, II
Alc 409.01 (repeal)	RSA 330-C:9, VIII; RSA 330-C:24
Alc 409.02 (repeal)	RSA 330-C:9, VIII; RSA 330-C:24
Alc 409.03 (repeal)	RSA 330-C:9, VIII; RSA 330-C:24
Alc 409.01 (formerly Alc 409.04)	RSA 330-C:5, III; RSA 330-C:9, IV; RSA 330-C:24
Alc 409.02 (formerly Alc 409.05)	RSA 330-C:9, VII
Alc 410.01	RSA 310:6, II
Alc 411.01 (repeal)	RSA 330-C:9, I, III
Alc 412.01(repeal)	Ch. 2024, 327:12, V,
Alc 413.01 (repeal)	RSA 310:10, RSA 310:12
Alc 411.01 (formerly Alc 413.02)	RSA 310:12, I(e)
Alc 411.02 (formerly Alc 413.03)	RSA 310:12
Alc 413.04 (repeal)	RSA 330-C:9, IX, X
Alc 412.01 (formerly Alc 414.01)	RSA 310:8, III
Alc 412.02 (formerly Alc 414.02)	RSA 310:8, III
Alc 412.03 (formerly Alc 414.03)	RSA 310:8, III