

**Readopt with amendment Diet 402.01, effective 10/9/2014 (Document #10691), to read as follows:**

Diet 402.01 Procedure for Renewal of Licenses.

(a) Any licensee wishing to renew a license shall submit the following to the board no later than the date of the expiration of the license and no earlier than 60 days prior to the date of license expiration:

- (1) The renewal application form specified in Diet 402.03; and
- (2) The renewal fee specified by Diet 304.01.

(b) A person who was previously licensed by the board but whose license expired pursuant to a settlement or agreement shall apply to have that license reinstated in accordance with the terms of the settlement or agreement and meet any additional requirements required by Diet 403.

(c) A person who was previously licensed by the board but whose license expired while under suspension shall apply to have that license reinstated in accordance with Diet 403.03[~~(4)~~(2)] and meet any additional requirements required by Diet 403.

(d) A person who was previously licensed by the board but whose license has been revoked shall apply to have that license reinstated in accordance with the terms of the revocation in accordance with Diet 403.04 and meet any additional requirements required by Diet 403.

(e) A licensee may apply for renewal of a license during a period of suspension, but any renewed license shall be issued subject to completion of the term of suspension.

**Adopt Part Diet 403 renumbering Part 403 through Part 405 as Part 404 through Part 406, to read as follows:**

PART Diet 403 REINSTATEMENT OF LICENSES

Diet 403.01 Licenses Subject to Reinstatement. Licenses subject to reinstatement by the board under this section shall be licenses lapsed pursuant to Diet 302.01(h).

Diet 403.02 Board Procedures for Processing Reinstatement Applications.

(a) If the board, after receiving and reviewing the reinstatement application, requires further information or documents to determine the applicant's qualification for reinstatement of licensure, the board shall:

- (1) So notify the applicant in writing within 30 days; and
- (2) Specify the information or documents it requires.

(b) A reinstatement application shall be considered complete on the first date that the board has received the completed reinstatement application form, any supporting materials which are required, and any additional information or documents which it may have requested.

(c) The board shall issue written approval or denial of an application for reinstatement of licensure within 60 days of the date that the application is completed.

(d) Any applicant wishing to challenge the board's denial of an application for licensure reinstatement shall:

- (1) Make a written request for a hearing of the applicant's challenge; and
- (2) Submit this request to the board:
  - a. Within 60 days of the board's notification of the denial; or
  - b. If the applicant is on active military duty outside the United States, within 60 days of the applicant's return to the United States or release from duty, whichever occurs later; and
  - c. The written statement required by Diet 403.06(b).

Diet 403.03 Reinstatement of Licenses Lapsed For No More Than 90 Days. The board shall reinstate a license lapsed for no more than 90 days if the applicant for reinstatement submits to the board:

- (a) Evidence of good moral character as shown by:
  - (1) The answers to the "yes-no" questions on the reinstatement application form;
  - (2) Any detailed reports of the relevant circumstances related to answers to those questions as described in Diet 403.06(a); and
  - (3) The written statement required by Diet 403.06(b);
- (b) A completed, dated, and signed reinstatement application form as further described in Diet 403.05;
- (c) The reinstatement fee set forth in Diet 304.01;
- (d) The statement required by Diet 403.06(b); and
- (f) Evidence of having, within the 24 months just preceding their reinstatement applications submission, completed 20 credit hours of continuing professional education as described in Diet 404.

Diet 403.04 Eligibility Requirements for Reinstatement of Licenses Lapsed for More than 90 Days. The board shall reinstate licenses lapsed for more than 90 days if the affected individuals:

- (a) Are of good professional character, as evidenced by:
  - (1) The answers to the "yes-no" questions on the reinstatement application form;
  - (2) Any detailed reports of the relevant circumstances related to answers to those questions as described in Diet 403.06(a); and
  - (3) The written statement required by Diet 403.06(b);

(b) Have, within the 24 months just preceding their reinstatement applications submission, completed 20 credit hours of continuing professional education as described in Diet 404; and

(c) Have submitted of the materials described in Diet 403.06.

Diet 403.05 Reinstatement Application Form.

(a) The reinstatement application form shall:

(1) Be the “Application for Reinstatement of Licensure” form as revised 12/2022 supplied by the board; and

(2) Contain the following preprinted statement:

"I acknowledge that knowingly making a false statement on this application form is a misdemeanor under RSA 641:2, I. I certify that the information I have provided on all parts of the application form and in the documents that I have personally submitted to support my application is complete and accurate to the best of my knowledge and belief. I also certify that I have read the statute and the rules of the Board and promise that, if I am licensed, I will abide by them."

(b) The effect of the reinstatement applicant’s signature on the application form shall be:

(1) The applicant’s acknowledgement that knowingly making a false statement on the application form is a misdemeanor under RSA 641:2, I;

(2) The applicant’s certification that:

a. The information provided on all of the parts of the application form and in the documents personally submitted to support the application is complete and accurate to the best of the applicant’s knowledge and belief; and

b. The applicant has read the statutes and administrative rules of the board; and

(3) The applicant’s promise to abide by the statutes and administrative rules of the board.

Diet 403.06 Supporting Materials. The materials supporting the reinstatement application shall be as described below:

(a) On a separate sheet, a detailed report of the relevant circumstances if any of the answers to the "yes-no" questions on the application form are in the affirmative;

(b) On a separate sheet, a dated, signed, and notarized, statement that the reinstatement applicant has not practiced as a dietitian in New Hampshire since the date the license lapsed;

(c) A resume containing a chronologically organized account of the applicant's paid or volunteer work experience as a dietitian for the past 10 years, including:

(1) Each separate experience in paid or volunteer work:

- (2) The period of each separate experience described by the month and year it began and month and year it ended; and
- (3) The physical address of each experience;
- (d) Unless the information is available only on a website, an official letter of verification sent directly to the board from every jurisdiction which has issued a license or other authorization to practice in any health care field since the date that the license lapsed:
  - (1) Stating that such license or other authorization is or was, during its period of validity, in good standing, and
  - (2) Stating whether any disciplinary action was taken against the license or other authorization to practice; and
- (e) Evidence of completion of continuing education described in Diet 406.01 as required by Diet 404;
- (f) A certification verifying CDR registration directly from the issuing body.

**Readopt with amendment Diet 405.01, effective 10/9/2014 (Document #10691) and renumber as Diet 406.01, to read as follows:**

Diet 406.01 Ongoing Education Requirements.

- (a) The documentation of continuing education shall consist of one or more writings from the sponsor of each activity:
  - (1) Describing the subject matter of the activity;
  - (2) Identifying the sponsor of the activity;
  - (3) Stating the number of hours of instruction provided;
  - (4) Stating whether the activity has been approved for credit by the CDR;
  - (5) Verifying the applicant's attendance; and
  - (6) If any grade was provided, stating the applicant's grade.
- (b) Documentation as described in (a) above shall be maintained by the licensee for a period no less than 3 years.

**Appendix**

Diet 402.01(a)	RSA 326-H: 10, I (b); RSA 326-H: 14, II
Diet 402.01(b)-(g)	RSA 326-H: 10, I (b)
Diet 403	RSA 326-H: 10, II and III
Diet 405.01 renumbered as Diet406.01	RSA 326-H: 10, I (a); RSA 326-H: 15; RSA 326-H: 12