

APPENDIX II-C

RULEMAKING NOTICE FORM

Notice Number _____	Rule Number _____	Inst 300 various
1. Agency Name & Address: Installation Standards Board for Manufactured Housing c/o Office of Professional Licensure & Certification 7 Eagle Square Concord, NH 03301	2. RSA Authority: RSA 541-A:16, I(b)-(d) 3. Federal Authority: n/a 4. Type of Action: Adoption X Repeal _____ Readoption _____ Readoption w/amendment _____	
5. Short Title: Licensing Requirements		

6. (a) Summary of what the rule says and of any proposed amendments including whether the rule implements a state statute for the first time:

The Installation Standards Board for Manufactured House is intending to adopt expired rules for licensure requirements as follows:

- **Inst 301.01 describing license required for installation of manufactured housing and expired on 4/15/2022 is being adopted. There are not changes from the expired rule;**
- **Inst 301.02 describes qualifications for initial licensure and expired on 4/15/2022 is being adopted. The proposed rule is being modified from the expired rule to clarify that the Board approved training program must be completed with 3 years immediately preceding the submission of the initial application;**
- **Inst 301.03 describes the application requirements for initial licensure and expired 4/15/2022 is being adopted. The proposed rule is being modified from the expired rule to change the section from application process to application requirements and list those requirements and remove any description of the process;**
- **Inst 301.04 previously Inst 301.05 describes background checks and expired on 4/15/2022 is being adopted. The proposed rule is being modified from the expired rule to require the background check for all applicants not just those whose trustworthiness is being questioned;**
- **Inst 301.05 previously Inst 301.06 describes denial of a license application and expired on 4/15/2023 is being adopted. The proposed rule is being modified from the expired rule to make various editorial changes;**
- **Inst 301.07 describes decisions fees and expired on 4/15/2022 is not being adopted and shall be removed from the Board's rules;**

- **Inst 301.08 previously Inst 301.08 describes reporting requirements and expired on 4/15/2022 is being adopted. The proposed rule is being modified from the expired rule to add name, phone number, and e-mail address to changes that is required to be reported and change the reporting deadline from 10 days to 30 days;**
- **Inst 301.09 describes voluntary license cancellation and expired on 4/15/2022 is not being adopted and shall be removed from the Board's rules; and**
- **Inst 302 describes proof of financial responsibility of the installer and expired on 4/15/2023. The proposed rule is not being modified form the expired rule.**

6. (b) Brief description of the groups affected:

The groups affected by the rules are applicants to install manufactured houses, those licensed to install, and OPLC.

6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

RULE	STATUTE
Inst 301.01	RSA 205-D:7
Inst 301.02	RSA 205-D:8
Inst 301.03	RSA 205-D:10
Inst 301.04	RSA 541-A:16, I(b)(1)
Inst 301.05	RSA 205-D:10, III
Inst 301.06	RSA 205-D:13
Inst 301.09	RSA 205-D:7 & 205-D:20, III
Inst 302.01	RSA 205-D:9, I

7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name:	Tina M. Kelley	Title:	Program Specialist IV
Mailing Address:	Office of Professional Licensure & Certification 7 Eagle Square Concord, NH 03301	Phone #:	(603) 271-5247
		Fax#:	None
		E-mail:	OPLC-Rules@oplcnh.gov

TTY/TDD Access: Relay NH 1-800-735-2964
or dial 711 (in NH)

8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **Friday, February 23, 2023 at 4:00 pm.**

☐ Fax ☒ E-mail ☐ Other format (specify):

9. Public hearing scheduled for:

Date and Time: **Tuesday, February 13, 2024 at 10:30 a.m.**

Physical Location: **Office of Professional Licensure and Certification
7 Eagle Square
Concord, NH 03301**

Electronic
Access (if
applicable):

10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 23:264 , dated 11/6/2023

1. **Comparison of the costs of the proposed rule(s) to the existing rule(s):**
Not applicable as the previous rules expired in April 2022.
2. **Cite the Federal mandate. Identify the impact on state funds:**
No federal mandate, no impact on state funds
3. **Cost and benefits of the proposed rule(s):**
When comparing the proposed rules to the expired rules there is no change in cost or benefit. The proposed rules are technical in nature and maintain the same fees as the expired rules. However, to note, since the fees expired on 4/15/2022 \$1,750 has not been collected but will resume being collected once the proposed rules are adopted.
 - A. **To State general or State special funds:**
None
 - B. **To State citizens and political subdivisions:**
None
 - C. **To independently owned businesses:**
None

11. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

These rules do not violate Part I, Article 28-a of the New Hampshire Constitution. These rules do not mandate or assign this program to any political subdivision in any way.