



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
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BOARD OF LICENSED ALCOHOL AND OTHER DRUG USE PROFESSIONALS

INITIAL APPLICANT CHECKLIST FOR CRSW'S

Eligibility Requirements for all applicants for licensure or certification as defined in Alc 302.01

- a. At least 18 years of age
- b. Have the ability to read and write in the English language
- c. Have committed none of the acts outlined in Alc 302.01(a)(3) (a-h).
- d. Have no mental disability that currently affects the applicant's professional judgment or ability to offer the services described in RSA 330-C.
- e. An applicant shall not be disqualified for certification or licensure for an act described in Alc 302.01(a)(3) if the board finds that the applicant has made sufficient restitution or has been rehabilitated in accordance with the criteria outlined in Alc 302.01(b)1-6
- f. An applicant shall not be disqualified for certification or licensure based upon a mental disability if the Board finds the criteria has been met as outlined in Alc 302.01(c)1-3

Eligibility Requirements for Certification as a CRSW as defined in Alc 303.01

- a. Holds a Minimum of high school diploma or its equivalent
- b. Has completed 500 hours of paid or volunteer work within 10 years of the date of the application as described in Alc 303.02.
- c. Has completed at least 46 hours of education as described in Alc 303.03.
- d. Has complied with the application procedures as described in Alc 304.
- e. Has passed the exam as defined in Alc 305.01
- f. Has been found competent in peer recovery support work as described in Alc 313.07 (e) and (f).
- g. Is of good moral character, as described in Alc 303.01(a) 7 (a-f).

Procedures for applying for Initial Certification as a Recovery Support Worker.

- a. Submit a completed, signed, dated Initial Certification Application as a Recovery Support Worker as described in Alc 304.02.
- b. Submit the additional materials as described in Alc 304.04
- c. Pay the fee as described in Alc 317
- d. Submit the criminal history records check form and fingerprint card or live scan document, requesting both a New Hampshire and a federal records check, in accordance with the procedure specified by the NH department of safety, Saf-C 5700, [Criminal History Record Requests | NH State Police](#) Operation of the Central Repository: Criminal Records, with the required fee. The fee for the criminal history records check shall be submitted using a separate payment.
- e. Supervision Agreement as defined in 313.09.

Documentation required as defined in the Administrative Rules – This checklist is a guide only, and may not be inclusive of all requirements. It is the applicant’s responsibility to read the administrative rules and to be certain all has been received by the Board.

- Application form as defined in Alc 304.02
- If the applicant has answered any of the questions in Alc 304.02(g) in the *affirmative*, provide a detailed written explanation of the circumstances surrounding the “yes” answer and include any restitution(s) or remedial action(s), dated and signed.
- Test scores from the examination as described in Alc 305 submitted directly from the testing institution.
- Submit a photocopy of one of the following.
 1. High School Diploma
 2. Certificate of general education development or equivalent credential issued by a state department of education.
 3. Any other certificate showing that the applicant has earned the equivalent of a high school diploma or
 4. Transcript showing completion of a college degree program indicating education beyond a high school diploma
- Submit the criminal background requirements as described here; [oplc-criminal-background-check.pdf \(nh.gov\)](#)
- Letter of verification sent to the Board from every jurisdiction which has issued a license, certificate, or other authorization to practice recover support or other work supporting treatment of individuals with substance use and integrated co-occurring disorders.
- Proof of compliance with any current orders described in Alc 302.01(b)(3) within 60 days of the date of submission of the initial certification application as a recover support worker.
- The Supervised work experience report form from each of the private and public employer(s) for whom the applicant performed paid or volunteer work evidencing compliance with the work experience required by Alc 303.02
- Photocopies of all certificates of completion showing compliance with the training requirement in Alc 303.03
- The Supervision Agreement as defined in Alc 313.09
- The Applicant Evaluation Form as defined in Alc 313.10