



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
7 Eagle Square, Concord, NH 03301-2412  
Phone: 603-271-2152

**BOARD OF LICENSED ALCOHOL AND OTHER DRUG USE PROFESSIONALS**

**INITIAL APPLICANT INSTRUCTIONS FOR CRSW'S, LADC'S, MLADC'S, LCS**

- Please gather all information together to be a completed application and submit all at once to the name and address in the heading above. Your application and all supporting documentation must be complete in its entirety before it will be placed onto the Peer Review agenda or the Board Agenda.
- All Laws and Rules referenced in this instruction sheet and on the checklists can be found here; [Board of Licensing for Alcohol and Other Drug Use Professionals Laws and Rules | NH Office of Professional Licensure and Certification](#)
- It is the applicant's responsibility to follow up on the application to be certain the office has everything needed to process the application.
- Applications should be received in the Board's office, complete in its entirety, including criminal background checks, at least 14 days prior to a specific meeting in which you want your application to go to.
- All applications will be reviewed by the Peer Review Committee prior to going to the Board for review. If the committee recommends your application, it will automatically be placed onto the Board's next regularly scheduled Board meeting agenda.
- If the Peer Review Committee does not recommend your application, the Administrator shall send the applicant an email informing of what may be missing and instructions on what and how to submit the missing information.
- Once missing information is received, it is automatically placed onto the next Peer Review agenda for review. If the documentation is received before the Board's agenda is created and finalized, the file may be placed onto the Board's agenda as long as it is complete.
- Once an application is reviewed by the Board and approved, the office requires at least 5-7 business days to process the file and get the license out to the applicant via email.
- If the Board does not approve your application, a letter is created and sent to the applicant within 5-7 business days of the Board meeting, informing the applicant of what specifically is needed in order to complete the file.
- All applications must be completed within the timeframe as described in Alc 306.01 (d) for CRSW's. Alc 313.12 (d) for LADC and MLADC applicants or risk being denied.